

HQS Pre-Inspection Checklist

Listed below you will find some of the most common reasons why a unit will fail a housing Quality Standards (HQS) Inspection. Please look your unit over carefully before the inspector comes out. We will be unable to enter into the HAP contract if the unit fails the HQS Inspection.

Items which will violate Housing Quality Standards (HQS) Includes such things as:

- Peeling or flaking paint
- Unsafe or rotted porches
- Water leaks
- Lack of proper ventilation of flue on hot water tank
- Weak or broken floorboards
- Faulty plumbing
- Missing electrical outlet covers or switch plates
- Inoperable smoke detectors

Here is a checklist to use prior to the inspection.

This listing is not considered to be a complete list of causes for HQS failure.

- ✓ All ceiling, walls and floors must be strong, sturdy and in their permanent positions.
- ✓ A working smoke detector with a live battery must be installed on every level of the unit including in the basement and outside of sleeping rooms. If any member of the family are hearing impaired, a detector for the hearing impaired must be installed.
- ✓ The entire unit, both inside and outside, including window frames must be free of cracking, scaling, peeling, chipping and loose paint. This prevents exposure to possible lead-based paint hazards.
- ✓ Where there are four or more consecutive steps, handrails must be securely attached. This applies to both the interior and exterior of the unit.
- ✓ The unit must be free of roaches, rodents or any other infestations.
- ✓ The entire unit, interior and exterior must be free from electrical hazards. There may be no loose, hanging or exposed wires. All three prong outlets must be wired correctly. A three-prong circuit tester will be used at the time of the inspection to assure safety.
- ✓ Every room used for living must have either two working outlets or one working outlet and a permanently installed light fixture. At a minimum, each bathroom must have a permanently installed light fixture.
- ✓ All light switches and outlets must have secured plate covers installed.

- ✓ All windows and doors must be secured when closed and must be weather tight.
- ✓ All windows and doors that are accessible from the outside must have sturdy locks.
- ✓ All openable windows must have a mechanism to secure them in place when opened.
- ✓ If the unit has a third floor sleeping room(s) and the family is eligible to use this room for sleeping, the owner must provide a safe method of escape in case of fire (i.e. chain ladder).
- ✓ If there is a bathroom with a toilet that is not hooked up to water and sewer lines it must be repaired. If it is removed, the drain must be sealed to prevent rodents and/or gases from escaping into the unit.
- ✓ The bathroom must have either an openable window or an exhaust fan for ventilation.
- ✓ The hot water tank's pressure relief valve must have a discharge line extending down two to six inches from the floor.
- ✓ The flue pipe leading from the furnace and hot water tank must be sealed at the chimney. Also, check to ensure that the flue pipes connecting to the furnace and hot water tank are installed correctly.
- ✓ Every room used for living must have an adequate heat source. If the source is gas, it must be vented to the outside. If the source is electric, it must be permanently installed and controlled by a separate thermostat.
- ✓ If the downspouts or gutters are damaged and/or missing, causing interior damage to the unit, they must be replaced or repaired. Any damage to the interior of the unit due to the missing or damaged downspouts or gutters must be repaired.
- ✓ The unit must be free from any accumulation of garbage or debris, both inside and outside.
- ✓ Multi-family owners must provide "refuse disposals"; facilities include trashcans with covers, garbage chutes or dumpsters with lids.
- ✓ Every bedroom must have at least one openable window for ventilation, if windows are designed to open.

If you have additional questions, please reach out to us at (251) 283-0111 Ext. 100.