

Checklist to use prior to the inspection.

THIS LISTING IS NOT CONSIDERED TO BE A COMPLETE LIST OF CAUSES FOR HQS FAILURE.

____ All ceilings, 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 members 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 secure when closed, and must be weather tight.

____ All windows and doors that are accessible from the outside, must have working 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 the 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.

Entry Doors : Must lock securely. Check the weather-stripping. If there are gaps that let air in, weather-stripping must be applied. Check the doorjamb and strike plate for defects.

Windows : Those designed to open must open and have a permanent lock attached (sticks and thumbscrews are not accepted as locking devices). The windowpanes must not be broken or cracked.

Electrical Hazards : Units must be free of electrical hazards. All outlets and switches must have cover plates, intact and secured to the wall. There can be no exposed wiring. All light fixtures must work and be properly mounted to the wall or ceiling. Breaker boxes must have all open spaces filled with knockouts or blank spaces and must have no exposed wires.

Oven/ Range : The range and oven should be clean so they do not constitute a fire hazard. Burners must lay flat and all elements must be working properly. All knobs and dials should be on the appliance. Filter screens should be installed in front of fans.

Refrigerator : The rubber gasket around the door should be intact and fit snugly. Loose and/or cracked gaskets must be replaced. The kickplate at the bottom of the refrigerator must be secured properly.

Heating and Plumbing : The heating system must be in working order and provide adequate heat. All heat sources should be clear of furniture, bedding, clothing and other items. Oil, gas and propane

furnaces must be safe and professionally serviced at least once every two years. Verification of service must be provided. Plumbing fixtures (sinks, toilets, showers, etc.) should be free of leaks.

Hot Water Heaters : Must have a pressure relief valve and discharge line that extends to within 6 inches of the floor. Discharge tubing must be of the appropriate type of material - either galvanized steel, copper or CPVC piping (not PVC). There should be no exposed wires. In addition, flammable material should not be stored near the hot-water tank.

Flooring : Carpets that are frayed or torn, or vinyl, tile or linoleum that would be a tripping hazard must be replaced or repaired. Exposed carpet tacks or thresholds that are loose must be repaired. Please check and repair floors that have dry rot (commonly found in the bathroom, around the bathtub and toilet).

Smoke Detectors : A smoke detector, with a tester button, must be on each floor of the unit. If a tenant has impaired hearing, a smoke alarm designed for the hearing-impaired must be mounted in the bedroom occupied by that individual.

Ventilation : Inoperable bathroom fans or no ventilation (i.e. window) would result in a fail rating.

Decks, Railings, Steps : Stairways with four or more steps must have a handrail. The handrail must run the length of the stairway and be securely supported. Decks, rails and steps must be free of dry rot and tripping hazards. Railings are required for decks, porches or steps that are more than 30 inches from the ground.

Peeling Paint: HUD requires that a home built prior to 1978 have no deteriorated or peeling paint inside or out if children under the age of six will occupy it.

Infestation: When there is evidence of infestation, but it is not possible to determine the extent of infestation, the property must be inspected by a qualified extermination firm and, if necessary, treated for the infestation.