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HQS CHECKLIST

The following is a listing of the conditions/questions that must be verified by the inspector. These questions are not all inclusive of everything on the Housing Quality Standards (HQS) inspection form, but will help you make sure the inspection process moves smoothly.

Living Room

- Is there a living room?
- Are there at least two working outlets or one working outlet and one working light fixture?
- Is the room free of electrical hazards?
- Can all windows and doors accessible from the outside be locked?
- Is there at least one window, and are all windows free of signs of severe deterioration or missing or broken out panes?
- Are the ceiling, walls, and floor sound and free from hazardous defects?

Kitchen

- Is there a kitchen?
- Is there at least one working outlet and one working, permanently installed light fixture?
- Is the kitchen free of electrical hazards?
- Can all windows and doors accessible from the outside be locked? If applicable, are the windows free of signs of deterioration or missing or broken out panes?
- Are the ceiling, walls, and floor sound and free from hazardous defects?
- Is there a working oven, and a stove (or range) with top burners that work?
- Is there a sink that works with hot and cold running water?
- Is there a working fridge that maintains a temperature low enough so that food does not spoil over a reasonable period of time?
- Is there space to store, prepare, and serve food?

Bathroom

- Is there a bathroom?
- Is there at least one permanently installed light fixture?
- Is the bathroom free of electrical hazards?
- If there is a window, is it lockable if accessible from the outside? Are there signs of deterioration or missing or broken out panes?
- Are the ceiling, walls, and floor sound and free from hazardous defects?
- Is there a working toilet in the unit for exclusive private use of the resident?
- Is there a working, permanently installed wash basin with hot and cold running water in the unit?
- Is there a working tub or shower with hot and cold running water in the unit?
- Is there a window that can be opened or a working vent system?

Other Rooms Used for Living (Bedrooms, Dining room, extra living room, halls, additional bathrooms, etc.)

- Are there at least two working outlets or one working outlet and one working light fixture?
- Is the room free of electrical hazards?
- Can all windows and doors accessible from the outside be locked?
- Where applicable, are all windows free of signs of severe deterioration or missing or broken out panes?
- Are the ceiling, walls, and floor sound and free from hazardous defects?

- Is there a smoke detector on each level of the unit?
- Do the smoke detectors meet the requirement of NFPA 74?
- If applicable, does the sink contain a trap?
- If applicable, does the toilet flush?

All Secondary Rooms (Not Used for Living)

- Can all windows and doors accessible from the outside be locked?
- Are all rooms free of electrical hazards?

Building Exterior

- Is the foundation sound and free of hazards?
- Are the exterior stairs, rails, and porches sound and free of hazards?
- Are the roof, gutters, and down spouts sound and free of hazards?
- Are painted surfaces free of defective paint and adequately treated?

Heating and Plumbing

- Is the heating equipment capable of providing heat to all rooms used for living?
- Is the unit free of unvented fuel-burning space heaters and other unsafe heating conditions?
- Is the water heater safely located, equipped and installed?
- Is the plumbing free of major leaks or corrosion that causes serious and persistent levels of rust in the drinking water?

General Health and Safety

- Can the unit be entered without having to go through another unit?
- Is there an acceptable fire exit from the building that is not blocked?
- Is the unit free of rats and severe infestations of mice or vermin?
- Is the unit free from heavy accumulation of garbage or debris inside and outside?
- Are there adequate covered facilities for temporary storage and disposal of food wastes, and are they approvable by a local agency?
- Is the interior of the unit free from any other hazard not specifically identified previously?
- Do all elevators have a current inspection certificate?

COMMOM HQS FAILED ITEMS:

- Nonfunctional smoke detectors / Out of date fire extinguisher
- Missing or cracked electrical outlet plates
- Peeling or cracked exterior and interior paint
- Tripping hazards caused by poorly installed floor covering (carpet/vinyl)
- Broken or cracked window panes
- No ventilation in the bathroom
- Leaking faucets
- No temperature/pressure-relief valve on water heaters
- Broken stove burners or range hoods
- Severe infestations of mice or vermin
- Missing stove burner control knobs
- Strong smell of urine from tenant's pet