

## Housing Quality Standards Inspection Checklist

This checklist is provided as a courtesy to landlords and families participating in the Section 8 Housing Choice Voucher Program. This list is to be used to prepare for initial and yearly inspections. Please note that all utilities (electricity, propane, oil & water) must be operating at the time of the inspection.

This checklist will help identify the most common issues that arise during inspections. Please correct any deficiencies prior to the inspection date. There may be additional considerations at the time of inspection.

Major Areas of Unit		Yes or No	Comments	
<b>Mechanical Items</b>	<b>Electricity</b>	Is the electricity turned on?	Y/N	
		Are there at least two working outlets or 1 working outlet and 1 light fixture per room? (Kitchen and Bathroom must have 1 permanent light fixture.)	Y/N	
		Does all electrical fixtures, outlets and GFCIs function properly?	Y/N	
		Is there a working GFCI outlet, and that trips when tested, within 6 feet of any sink? (See "Testing GFCI" below)	Y/N	
		Is there lighting in the common hallways and porches?	Y/N	
		Does each outlet and light switch have a cover plate with no cracks or breaks?	Y/N	
		Does each outlet and light switch work properly?	Y/N	
		Are light/electrical fixtures securely fastened without any hanging or exposed wires?	Y/N	
		All light fixtures have light bulbs and work properly?		
		All light fixtures meant to have a globe has one?		
		Is there any exposed wiring?	Y/N	
		Does the fuse box properly covered and doesn't have any missing panels?	Y/N	
	<b>HVAC</b>	Is there adequate heat in the all living spaces?	Y/N	
		Does the heating system work as designed with no leaks, missing panels or excess vibration?	Y/N	
		Is the unit free from unvented fuel-burning heaters or any other unsafe heating system?	Y/N	
		If the heating system is in a closet, are the doors vented?	Y/N	
		Has the heating system been serviced within the past 12 months?	Y/N	
	Is there a service tag on the heating system?	Y/N		

<b>Plumbing</b>	<b>Bathroom</b>	Is the toilet securely fastened to the floor?	Y/N	
		Does the toilet operate properly?	Y/N	
		Are there any leaks?	Y/N	
		Is the toilet tank cover missing, broken, chipped, or cracked?	Y/N	
		Is the toilet seat missing or is broken, chipped, or cracked?	Y/N	
		Does the sink provide hot and cold running water?	Y/N	
		Are there any leaks?	Y/N	
		Does the water drain properly?	Y/N	
		Does the tub or shower provide hot and cold running water?	Y/N	
		Are there any leaks?	Y/N	
		Does the water drain properly?	Y/N	
		Is there ventilation, either an openable window or exhaust fan?	Y/N	
	<b>Kitchen</b>	Does the sink provide hot and cold running water?	Y/N	
		Are there any leaks?	Y/N	
Does the water drain properly?		Y/N		
<b>Other</b>	Does the hot water heater work properly?	Y/N		
	Does the hot water heater have a discharge pipe that extends to within 6" of the floor?	Y/N		
	Does the hot water heater or pipes have leaks?	Y/N		
<b>Interior of Unit</b>	<b>Wall Condition</b>	Are walls free of air and moisture leaks?	Y/N	
		Holes (larger than a dime) and cracks?	Y/N	
	<b>Ceiling Condition</b>	Are ceiling free of air and moisture leaks?	Y/N	
		Holes (larger than a dime) and cracks?	Y/N	
	<b>Floor Condition</b>	Are floors free from weak spots or missing floorboards?	Y/N	
		Are floors free from tripping hazards from loosing flooring or covering?	Y/N	
	<b>Cabinetry</b>	Are cabinets securely fastened to the wall?	Y/N	
		Are any cabinet doors and drawers missing doors, or broken?		
		Is there space for food preparation and storage?	Y/N	
	<b>Interior Doors Security</b>	Are all doors securly hung?	Y/N	
		Is there free and clear access to all exits?	Y/N	
		Interior doors are free from any deadbolts?	Y/N	
		Are entrance and exit solid material doors?	Y/N	
Do all entrance and exit doors have adequate locks?		Y/N		
Do first floor windows and those opening to a stairway, fire escape, or landing have locks?		Y/N		

<b>Interior of Unit</b>	<b>Health and Safety</b>	Is there at least one battery-operated and line-voltage carbon monoxide detector present and properly working on the sleeping level of the unit?	Y/N	
		Is there at least one battery-operated and hard-wired smoke detector present and properly working on each level of the unit?	Y/N	
		Are the smoke detectors installed outside of each separate sleeping area or in the immediate vicinity?	Y/N	
		Are smoke detectors installed on the ceiling at least 4" from a wall?	Y/N	
		Are smoke detectors installed on walls at least 4" and not more than 12" from ceiling?	Y/N	
		No electrical, extension, phone or cable cords are running across pathways?	Y/N	
		Is the unit free of any rodent or insect infestation?	Y/N	
		Is the unit free of mold or mildew?	Y/N	
		Is the unit free from air pollutants? (Sewer, gas, etc.)	Y/N	
	<b>Appliances</b>	Do all burners on the stoptop work?	Y/N	
		Do all of the burners sit flat on the stoptop?	Y/N	
		Does the oven work?	Y/N	
		Are all knobs present?	Y/N	
		Does the refrigerator and freezer cool properly?	Y/N	
Is the refrigerator large enough for the family size?		Y/N		
Refrigerator and freezer door gaskets are intact?				
<b>Exterior Of Unit</b>	<b>Doors</b>	Exterior doors are free from deadbolts?	Y/N	
	<b>Windows</b>	Is there at least one exterior window in each bedroom and in the living room?	Y/N	
		Do windows open, close and lock properly?	Y/N	
		Is the unit free of any cracked, broken, or leaky windows?	Y/N	
	<b>Other</b>	Is the roof free of leaks?	Y/N	
		Are gutters (if any) firmly attached?	Y/N	
		Are exterior surfaces in a conditon to prevent moisture leakage and rodent infestation?	Y/N	
		Is the chimney secure?	Y/N	
		Is the foundation sound and free of hazard?	Y/N	
		Are openings around windows and doors weather tight?	Y/N	
Are sidewalks free of tripping hazards?		Y/N		

Common Areas	Stairways:  Interior and Exterior	Are all handrails properly secured?	Y/N	
		Is a handrail present where there are 3 or more consecutive steps?	Y/N	
		Are stairs free of any loose, broken, or missing steps?	Y/N	
		Are stairways free of any tripping hazards?	Y/N	
		Are there proper exit signs?	Y/N	
		Are there secure railings on porches, balconies, and landings 30" high or higher?	Y/N	
General		Site is free of hazardous conditions, such as collapsing fences, accumulations of garbage, fire	Y/N	
		Is the unit free of any chipping, peeling, flaking, chalking or cracking painted surfaces, including windows, window wells, door frames, walls, ceilings, porches, garages, fences or play equipment?	Y/N	
		Are there covered receptacles for waste disposal?	Y/N	
		Is the unit clean	Y/N	
		Unit address is clearly posted and visible from a passing vehicle?	Y/N	
		Multi-unit properties have unit numbers/letters posted on or near main entry door?	Y/N	
Garage & Storage Shed				
		Garages and Storage Sheds follow the same inspection process as the dwelling unit		

**Prior to inspection, the inspectors kindly ask the following:**

- \* Please remove all items from the oven and off stovetop burners
- \* Please make kitchen and bathroom sink pipes visible
- \* Please make kitchen and bathroom GFCI outlets accessible

**Testing GFCI:**

- \* To test a Ground Fault-Circuit Interrupter (GFCI) outlet, every inspector will use a GFCI tester.
- \* If a GFCI outlet is not grounded, it must be labeled "Not Grounded". If not labeled and it doesn't trip will result in a Fail.