

## HQS INSPECTION CHECK OFF LIST

The Housing Authority Inspector will not perform an inspection on any home that has dirty walls and dirty carpets. Conditions must meet normal turnover standards or be freshly painted.

1. A smoke detector is required to be present on each level of the home and in basement. It may be a battery operated alarm. NOTE: If a hardwired smoke alarm is in place, then all hardwired alarms that are not working or that emits a very low alarm sound must be replaced with a new alarm or a combination type electric and battery smoke alarm to meet initial code installation. A carbon monoxide detector is required within 15 feet of all bedroom doors

### WALLS

1. All walls must be freshly painted or adequately cleaned to meet normal turnover standards.
2. Walls must be free of large holes, large cracks, and unkeyed wall surfaces, chipped and peeling pain surfaces, and any unsafe conditions. All large gaps between the floor and walls must be sealed to keep vermin out.

### CARPETS

1. All carpets must be shampooed by a certified carpet cleaning professional or cleaned to meet normal turnover standards.
2. All carpets that are old and badly worn or have a bad odor must be replaced.
3. All carpets must not have holes, be torn, have unseamed areas or need stretching.
4. All carpets must be properly secured onto the floor with carpet tack board strips along the walls and closets and have metal carpet molding on all doorways where carpets meet with linoleum.

### LINOLEUM

1. All torn or badly marred and nicked linoleums must be replaced.
2. All linoleum along walls, cabinets, vanities, and bathtubs must be properly glued down or secured to floor with baseboard or molding.

### FLOORS

1. All floors must be free of tripping hazards, i.e., warped floor boards, bulged sub-flooring caused by water damage, or missing floor boards.
2. Toilet stool must be properly secured onto the floor.
3. All cracks, holes, or air gaps on floor or along walls and flooring must be sealed.
4. Sub-floor must be of ¾" underlayment board to keep floor from sagging or bending when walked on.

### WINDOWS

1. All windows must have a lock.
2. All cracked or broken glass must be replaced.
3. All thermopane (double glass) windows must have both pieces of glass in place.
4. All windows with loose window sash, inadequate sealing properties, or hard to open and close windows must be properly repaired.
5. One window in each bedroom must be of adequate size (opening to allow safe egress in case of fire).
6. Windows in basement designed bedrooms must meet code for adequate fire egress (5.7 sq. ft of openable area).
7. All openable windows must have a window screen.

### INTERIOR OF HOME

1. All stairways throughout the home and in basement must have a handrail present.
2. All entrance doors must be free of any air gaps and have adequate weather stripping on doors and thresholds.
3. The kitchen must be of adequate size to accommodate cabinet space for storage of food, utensils, and dishware.
4. The kitchen must be of adequate size to accommodate the kitchen appliances and table and chairs if no dining room is present.
5. All kitchen appliances must be clean, all parts in good working order, and must be of adequate size for family.
6. All cabinets must be clean and free of missing or broken parts.
7. All counter tops that have linoleum as a cover top and have badly cut, damaged or broken linoleum must be replaced.
8. The garbage disposal must operate if one is in place and must have electrical cable clamp.
9. The bathroom door must have a door lock for privacy.

10. A window that opens or a ventilation fan must be in place in the bathroom.
11. The vanity must be secured onto the wall and the vanity basin must be secured onto the vanity.
12. Medicine cabinet, towel bars, T-P holder with spindle, and light fixture must be in place in the bathroom.
13. All water leaks must be repaired on all faucets, P-traps, and on any water drain line.
14. All plumbing and sewer drain pipes must be in good working order and free of stoppage.
15. All trash, debris, discarded appliances, furniture, and auto parts must be hauled out of the home and away from the yard.
16. All large holes in doors must be repaired or door replaced.

### **HEATING SYSTEM AND WATER HEATER**

1. The furnace must be in good working condition.
2. The furnace must have its own electrical disconnect switch located on the furnace or near the furnace.
3. All covers on the furnace must be in place and all 120 volt electrical wiring must be set inside a junction box with a cover.
4. The flue pipe on the water heater and furnace must be secured with sheet metal screws on all joints and on collars.
5. The flue pipe on the water heater and furnace must be sealed where it enters into the brick chimney stack on older homes.
6. The water heater and furnace must be connected to the gas line with a Teflon coated gas flex-line, stainless steel gas flex-line, or with black pipe.
7. The water heater must have a discharge pipe attached to the pressure relief valve and it must extend down to no more than 6" to 12" from the ground.
8. All floor and ceiling heating vents covers must be in place and properly secured.
9. The heating thermostat must be set level on the wall with its cover in place and properly secured.

### **ELECTRICAL**

1. Replace all broken or cracked electrical receptacles and/or electrical receptacle cover plates.
2. Replace all broken or cracked light switches.
3. Replace all missing cover plates to electrical junction boxes and secure all loose wall junction boxes.
4. All ground fault circuit interrupter (GFI) must be in working order and located near all sinks or wash basins.
5. Repair all frayed and bare electrical wiring on light fixture, and on house circuit wiring.
6. Remove all lamp cord wiring from any electrical circuit system.
7. Place all spliced electrical wiring inside a junction box and install a cover plate.
8. Properly secure all loose electrical Romex and 240 volt cable onto the wall/ceiling where needed.
9. The electrical wiring to the kitchen garbage disposal must be set inside of the disposal housing and secured with an electrical cable clamp onto the housing.
10. Install a light bulb in each light fixture in the home.

### **EXTERIOR OF HOME AND YARD**

1. Exterior surface must be free of chipped/peeling paint and repainted if necessary.
2. Seal all holes and small openings on the soffits, fascia boards, on house walls, and in foundation.
3. Install a screen on all gable vent and foundation openings.
4. Trim back all tree branches that rub onto the main incoming power electrical cable from the electric pole.
5. Install a handrail on all porch landings and steps that are 28" in height or higher.
6. All cellar doors must be made of 3/4" plywood and must be secured with hinges and a hasp.
7. Large address numbers must be present on the front of the home
8. Have yard cleaned and raked and all trash, debris, discarded wood and metal, tires, appliances, and furniture hauled away.
9. Yard must be free of weed growth and/or high grass growth.
10. All large holes in the ground must be filled.
11. All badly cracked or severely damaged sidewalks or driveways that are a tripping hazard must be repaired or replaced.
12. All roofs must be in good condition and free of leaks.

### **INTERIOR AND EXTERIOR PAINT SURFACE AND SUBSTRATES**

1. No peeling, chipping, cracking, or chalking paint surfaces may be present on any exterior wall surface.
2. No peeling, chipping, cracking, or chalking paint surfaces may be present on any interior wall surface.
3. No peeling, chipping, cracking, or chalking paint surfaces may be present on any interior or exterior surface of a window.
4. No peeling, chipping, cracking, or chalking paint surfaces may be present on any outbuildings such as sheds or garages, fences, or play equipment attached to the land belonging to the owner.
5. All peeling, chipping, cracking, or chalking paint that has been scraped off the exterior and/or interior surfaces must be removed from the interior floors and from all ground or lawn surfaces and must be disposed of properly.