



1414 North Santa Fe Ave, Pueblo, CO 81003-3732
Phone (719) 544-6230 (Voice/TTY) (800) 659-2656 Fax (719) 546-5364

HACP INSPECTION GUIDELINES

The Inspector will not perform an inspection on any home/unit that does not meet normal turnover standards.

UTILITIES

1. All must be on for inspection
 - a. The Owner/Landlord may need to request from the utility company to temporarily turn on utilities to conduct inspection

WALLS/ CEILINGS

2. All walls/ ceilings must be freshly painted or adequately cleaned to meet normal turnover standards.
3. Walls/ ceilings must be free of holes, cracks, chipped and/or peeling paint, water stains and any unsafe conditions. All large gaps between the floor and walls must be sealed to keep pests and vermin out.

CARPETS

1. All carpets must be shampooed by a certified carpet cleaning professional, receipt required.
2. All carpets that are heavily stained, badly worn or have a foul odor (after professional cleaning attempt) must be replaced.
3. All carpets must be free of tears, holes and unseamed areas.
4. All carpets must be properly stretched, secured onto the floor with carpet tack board strips along the walls and in closets.
5. All doorways must have transition strip molding on floor where carpets meet hard floors and/or carpet edge must be secured.

LINOLEUM

1. All torn, badly marred or nicked linoleums must be repaired/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/ cutting hazards, i.e. warped floorboards, bulged sub-flooring caused by water damage, missing floorboards, cracked/ broken floor tile, etc.
2. Sub-floor must be $\frac{3}{4}$ " or greater underlayment board.
3. All cracks, holes or air gaps on floor or along walls must be sealed.
4. Toilet stool must be properly secured and caulked.

WINDOWS

1. All operable exterior 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, and without fog.
4. All windows with loose sashes, inadequate weatherization or hard to open/close must be properly repaired.
5. A minimum of one (1) window in each bedroom is required. Operable windows must full open and remain open unassisted (cannot be propped).
6. Basement bedroom windows must meet code for adequate fire egress (5.7 Square feet of openable area) and have a window buck.
 - a. Any window bucks 4 foot or deeper must have an escape ladder.



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7. Window screens are required for all openable windows.

INTERIOR OF HOME

1. All stairways throughout the home must have a handrail the full length of the stairway.
2. All entrance doors must be free of air gaps and have adequate weather stripping.
3. All kitchen must be of adequate size to accommodate cabinet space for storage of food, utensils and dishware.
4. The kitchen must be adequate size to accommodate the Kitchen appliances and table/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 are damaged, broken, peeling or chipping paint must be replaced or repaired.
8. If a garbage disposal is in place, it must operate, be free of leaks and have an electrical cable clamp.
9. A smoke detector is required, centrally located on each level of the home/unit and in basement. It may be a battery-operated alarm.
 - a) NOTE: if a hardwired smoke alarm system is in place, that all hardwired alarms that are not working or that emit a low alarm must be replaced with a new alarm or a combination type electric battery smoke alarm to meet initial code installation
 - b) Smoke detectors must be mounted no closer than 6" (inches) from any inside corner.
10. A carbon monoxide detector is required within 15 feet of all bedroom doors, if gas fueled appliance (stove, furnace or water heater) or attached garage is present.
11. The bathroom door must have a door lock for privacy.
12. The bathroom must have a window that opens, ventilation fan, or a gravity vent.
13. The vanity must be secured to the wall and the vanity basin must be secured to the vanity.
14. Medicine cabinet, towel bar, toilet paper holder with spindle and light fixture must be in place in the bathroom.
15. All water leaks must be repaired.
16. Hot & cold water shut-off valves are required at all sinks. Cold water shut-off valve required at water heater.
17. P Traps are required under all sinks.
18. All plumbing and sewer drainpipes must be in good working order and free of stoppage.
19. The home/ unit must be free of all trash, debris.
20. All holes in doors must be repaired or door replaced.



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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 or within 5 feet of furnace.
3. All covers on the furnace must be in place and all electrical wiring must be contained inside a closed junction box.
4. The flue exhaust pipes on the water heater and furnace must be secured with a minimum of three (3) sheet metal screws on all joints and on collars.
5. The flue pipes on the water heater and furnace must be sealed where it penetrates the chimney chase.
6. Gas fueled water heater(s) and furnace(s) must be connected to a Teflon coated gas flex-line, stainless steel gas flex-line or with black pipe.
7. The water heater must have a T & P discharge line attached to the pressure relief valve, no more than 6" (inches) from the floor.
8. All floor and ceiling heat registers must be in place, properly secured, and free of damage.
9. The heating system thermostat must be present in the home/unit, properly secured to the wall, with cover in place. Thermostat must be readily available to the tenant.
10. If the water heater and/ or furnace is not readily accessible to the inspector, the landlord/ manager must have the Water Heater/ Heating System Inspection Form completed.



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ELECTRICAL

1. Replace all broken or cracked electrical receptacles and/or electrical receptacle cover plates.
2. Replace all broken or cracked light switches.
3. All electrical junction boxes must be closed and secured to the wall/ceiling.
4. Ground Fault Circuit Interrupters (GFCI) receptacles are required at the following locations:
 - a) Bathrooms.
 - b) Kitchens (where the receptacles are installed to serve the countertop surfaces).
 - c) *Garages and accessory buildings (with electrical service) (Exceptions No. 1 & 2).
 - d) *Outdoors (Exception No. 1).
 - e) Crawl spaces.
 - f) *Unfinished basements (Exceptions No. 1, 2 & 3).
 - g) Laundry, utility and wet bar sinks (where receptacles are installed within 6' of the outside edge of the sink.
*Exceptions:
 - 1) Receptacles that are not readily accessible.
 - 2) A single or duplex receptacle for appliance(s) located within dedicated space for each appliance that, in normal use, is not easily moved from one place to another and that is cord-and-plug connected.
 - 3) A receptacle supplying only a permanently installed fire alarm or burglar alarm system.
5. Repair all frayed and bare electrical wiring on light fixtures or house circuit wiring.
6. Remove all lamp cord wiring from any electrical circuit system.
7. All spliced electrical wiring must be inside a closed junction box.
8. Properly secure all loose electrical Romex and 240-volt cable onto the wall/ceiling where needed.
9. The electrical splice to the kitchen garbage disposal must be set inside of the disposal housing or in a closed junction box.
10. No open sockets are allowed on any lights. All light sockets must have a light bulb.
11. All 3-prong outlets must be grounded or replaced with 2-prong outlets.
12. All exterior wiring must be exterior rated.

EXTERIOR OF HOME AND YARD

1. Seal all holes and small openings on the soffits, fascia boards, on house / unit walls and in foundation.
2. Gable vent and foundation openings must be screened.
3. The house/unit and main power line must be free of encroaching vegetation.
4. Install a handrail on all porch landings and steps that are 28" in height or higher. Handrails are required where four (4) or more steps exist.
5. All cellar doors must be made of ¾" plywood and must be secured with hinges and a hasp.
6. Address numbers must be present on the front of the unit and clearly visible.
7. All trash, debris, tires, appliances, furniture and discarded wood and/or metal must be removed from the unit.
8. Yards must be cleaned, free of feces, raked and free of weed and/or high grass growth, discarded appliances, furniture and auto parts.
9. All large holes in the ground must be filled. All badly cracked or severely damaged sidewalks or driveways that are a tripping hazards must be repaired or replaced.
10. All roofs must be in good condition and free of leaks.



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INTERIOR AND EXTERIOR PAINT SURFACES

1. No peeling, chipping or cracking paint may be present on any exterior or interior surface. All peeling, chipping or cracking paint that has been scraped off must be removed from the ground/ floor.