

A PRE-INSPECTION CHECKLIST PRIOR TO AN HQS INSPECTION

The Housing Quality Standards (HQS) Inspector will use this checklist to determine if the unit will pass basic HQS inspection guidelines. Not all items listed below will be applicable to your unit. The inspection of bedrooms is evaluated using the criteria shown in "all rooms."

To make the HQS process as efficient as possible, you should identify any areas of concern based on the checklist below and share them with the HQS inspector.

NOTE: A working smoke detector must be on each floor of the unit.

THE BUILDING EXTERIOR

Yes No

		Is the physical address correct?
		If applicable, are foundation, stairs, walls, gutters and porch sound and free from hazards or deterioration?
		If applicable to the unit, is there a handrail for four or more steps?
		If applicable for the unit, are the chimney and other brick work free of loose bricks and mortar?
		If the unit was built before 1978, is the paint chipping, peeling, or cracking?

THE BUILDING INTERIOR (ALL ROOMS)

Yes No

		Are there two working electrical outlets (only for dining, living, and bedrooms)?
		Are the windows, frames in operable, lockable order?
		Are walls, ceilings, and floors in good condition? (no tripping hazards)
		Is the paint peeling, chipping, or cracking if unit built before 1978?
		Are all doors working as designed?

KITCHEN

Yes No

		Is there one outlet and one light fixture?
		If appliances are provided, are they working properly?
		Is the plumbing free from leaks and working properly?
		Are GFI's outlets installed and working?
		Is there proper ventilation (this could be a ventilation fan or window)?
		Are the refrigerator and oven gaskets in good condition?

BATHROOM

Yes No

		Is there one outlet and one light fixture?
		Are the tub, sink, shower, and toilet in working condition without leaks?
		Is there a window or ventilation fan?
		Are GFI's outlet installed and working?

OTHER ITEMS (if applicable)

Yes No

		Are the furnace and water heater in operable and good condition?
		Does the hot water heater have a pressure relief valve and discharge 6 to 8 inches from the floor?
		Is the utility room free from clutter and flammable items?
		Are GFI's outlet installed and working?