

Housing Quality Standards (HQS) Inspections

Tip Sheet



Your Annual HQS Inspection will be scheduled soon. Here are some tips you may want to review prior to your inspection. Your home must pass the inspection in order to remain eligible for housing assistance. Please review this list and make sure that your home is ready for the inspection.

The inspection must be completed on the day that your inspection is scheduled. Failure to allow access to your unit will result in a failed inspection. If you are not going to be home for the inspection, make sure that you designate someone age 18 or older (family member, etc) to allow the inspector to enter your home to perform the inspection. We strongly encourage owners/ managers to inspect their own units and **make repairs prior to any inspections.**

Cleaning and Organization

Make sure that your home is organized so that your furniture and personal items provide a clear path

Make sure that your kitchen appliances are clean and operating as intended

Make sure that your kitchen countertops and stove/range are clean from grease or build-up

Make sure your bathroom sinks, toilets and bathtubs/showers are clean

NOTE: Housekeeping skills will be noted during the inspection.

Pest Control / Infestation

If you have a problem with pest control, please treat this problem appropriately with treatments

LIVING ROOM

Must have keyed dead-bolt locks on all front and back doors (Front, back, side "entry")

All walls need to be clean or newly painted

All carpet and flooring needs to be clean and sanitary

KITCHEN

The dwelling unit must have drainable kitchen sink with hot and cold running water and no leaks

Have a working refrigerator that keeps food from spoiling and keeps temperature cool

APPLIANCES RANGE

All top burners must be present and working (Gas burners must light automatically with pilot ignition, no match should be required)

An oven must be present and working

Door handles must not be detached or missing

Check for hazardous gas hook up evidenced by strong gas smell

Check electrical connections for any defects or hazardous features

No exposed wires, damaged cords, broken or cracked covers

Seriously cracked linings, missing kick plates where sharp edges or wires are exposed

SINKS, SHOWERS, TUBS, ETC.

They must be connected to a system that will deliver hot and cold running water

Clean clogged drains

Faucet, knobs, or handles are not stripped or missing

Tub, sink or shower does not need re-caulking

Toilet seats are not seriously cracked, damaged to any surfaces, or unsecure from floor

Bathroom must have a window that can be opened or a working exhaust fan

HEALTH & SAFETY

An exit that is blocked makes it unusable as an exit

Garbage receptacles must have lids

Unit interior and exterior should be free of heavy accumulation of debris, discarded furniture, and appliances

ELECTRICITY

Make sure your smoke alarms are installed and operating properly – **get those batteries in there!**

Each room must have at least one working outlet and one permanently installed ceiling / wall light fixture or each room must have at least two working outlets

No missing or cracked cover plates and are in good condition and no electrical hazard

No loose outlet. This is an electrical hazard

Damaged outlet presents an electrical hazard

No electrical cords under rugs or thru doorways

Fixtures must be securely mounted to a junction box

Fixtures must contain manufactured covers/ globes on all lights if designed

Smoking or sparking outlet must be corrected immediately

Non-working outlet must be working. Lights not operated by a switch must contain a pull cord

No lamps will use as primary use of illuminated light

WINDOWS

Locks must be present and in good repair

Windows must be operable and remain open without props

All units must have screens in every window that is designed to be operable

The screens must be removable for egress in case of an emergency

HEATING AND VENTILATION

No kerosene or unvented space heaters

Chimney must be free of debris

The water heater must be enclosed

No combustible items stored adjacent to the water heater

PLUMBING

Does the present water supply provide the tenant with adequate, clean water

Sewer back-up is considered an emergency repair and must be corrected immediately

Is the toilet attached securely to the floor

Ensure there are no plumbing leaks present

FLOORS, CEILINGS, WALLS

Floors are free from tripping hazards, structural hazards, or any other hazardous features

SECURITY

DOORS— Entrance and exit (must be weather tight and secure)

Door lock must be present and securely fastened to the door

Door viewer required on entrance and exit

EXTERIOR CONDITIONS

Lead Paint - Landlords will be required to remove defective paint using lead safe work practices

Handrails - Four or more steps must have a secure handrail along the full length of the steps

Foundations, stairs, rails, gutters, roof, porches, landings, walkways, and fences are sound and free from hazards, holes and deterioration. (Siding, walls, door frames and thresholds)