

Inspection Checklist

The following list contains the most common requirements to pass the HQS inspection. The unit must have all utilities turned on and be move-in ready prior to the inspection.

Exterior Doors

- ___ Must be in good condition, weatherproof and watertight.
- ___ Door Locks must work properly and have striker plates.

Rooms-Living/Sleeping

- ___ Ceiling and walls must be in good condition with no major cracks or holes.
- ___ Floors must be in good condition with no holes or torn carpeting.
- ___ Windows designed to open must open and close properly and have a lock.
- ___ Each living or sleeping room must have at least 2 outlets or 1 outlet and 1 permanent overhead light fixture.

Kitchen

- ___ The stove and oven must be in the unit and in working condition, including all pilots on gas stoves and ovens.
- ___ The refrigerator must be in the unit and in operable condition.
- ___ The sink must have hot and cold running water.
- ___ There must be at least 1 permanent overhead light and 1 outlet.

Bathroom

- ___ There must be a window that opens, an exhaust fan, or other form of ventilation.
- ___ There must be an operable toilet.
- ___ There must be a tub or shower and a sink with hot and cold running water.
- ___ Floors must be in good condition.
- ___ There must be at least 1 permanent overhead or wall light fixture.

Exterior

- ___ The roof must be free of leaks.
- ___ Handrails are required on any extended length of stairs (more than 30" above the ground or where there are 4 or more consecutive steps).
- ___ Stairs must be in safe condition.
- ___ There can be no cracking, peeling or chipping paint.
- ___ There may be no garbage or debris in the yard or in the immediate vicinity, this includes junk vehicles.
- ___ All lights in common stairs or hallways must be operable.

Comfort Items/Sanitation/Safety

- ___ The hot water heater must have an approved discharge line that flows either to the exterior or terminates 6"- 8" from the floor.
- ___ There must be adequate heat in the unit. Unvented gas heaters and space heaters are not allowed.
- ___ There must be no signs of any sort of infestation.
- ___ There must be at least 1 smoke detector per floor level or 2 for split bedroom arrangements; installation must be outside the bedroom doorway.
Each bedroom must have a smoke detector.
- ___ Circuit Panels cannot have any open spaces that are not covered.
- ___ Any items that may constitute a potential health or safety hazard results a fail rating.