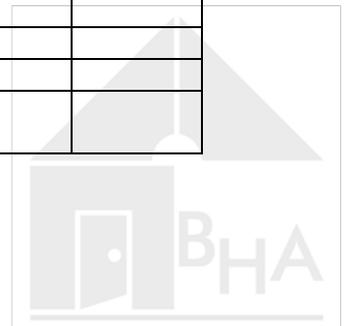


## HQS Pre-Inspection Checklist

This checklist is provided as a courtesy and guideline to help you prepare for your upcoming HQS inspection. Keep in mind, items may fail inspection that do not appear on this list. This checklist is specifically designed for a Housing Quality Standards inspection and should not be used to prepare for an inspection from another state or local authority. Tenants should advise their landlords of items that require repair well in advance of the inspection date.

Units are expected to be clean and sanitary at the time of inspection.

ALL ROOMS	OK	NEEDS REPAIR
Is the unit free of exposed wiring connections? Telephone and cable TV wires are exempt. Exposed Romex type wire must be in a protective conduit.		
Are all electrical switch and outlet cover plates present and free from cracks?		
Are all three-pronged outlets grounded? If not grounded, is the circuit GFCI protected?		
Do all windows open, close and lock as designed?		
Are all windows free from cracks and missing panes?		
Are all floors sound and free from rot?		
Are floors free from tripping hazards such as cables, wires, tears in the carpet, torn vinyl and broken tiles?		
Is the carpeting severely soiled or stained?		
Are all walls sound and intact with no major holes or cracks? Small holes and hairline cracks should not fail.		
Are walls, window wells and woodwork free from cracked, chipped and peeling paint? This item will only fail in Pre-1978 construction with children under 6 years old living in the unit.		
Are all closet and room doors installed and working properly?		
HEATING EQUIPMENT AND HOT WATER SUPPLY	OK	NEEDS REPAIR
Is the heating equipment capable of maintaining a temperature of 65 degrees in all rooms used for living? <b><i>ELECTRIC PLUG IN STYLE HEATERS ARE NOT PERMITTED!!</i></b>		
Has the equipment (gas and oil) been cleaned and inspected by a certified technician within the past two years? Is the venting free of rust and soot?		
Does the equipment have adequate clearance from stored items? Do electric baseboard heaters have proper clearance from curtains, stored items or other flammable materials?		
Are all flame guards and shields in place?		
Are the boiler and hot water tank free of leaks? Do they have a pressure relief tube down to within 6 inches of the floor?		
Is the hot water supply set to an appropriate temperature? (120 F)?		
BATHROOMS	OK	NEEDS REPAIR
Is the toilet flushing properly, free of leaks and secured to the floor?		
Does the sink and tub/shower provide adequate hot and cold-water pressure?		
Are the drain pipes free of clogs and leaks? Is there a proper gas trap for each drain?		
Does every bathroom have a powered vent fan or openable window to the outside for ventilation?		
Does the door close and latch properly to provide privacy?		
Is the bathroom free of mold and mildew?		
Are all faucets and drain stops working properly and not leaking?		
Are all fixtures free of cracks and rust?		
Are all outlets within 6 feet of a water source GFCI protected? Is the GFCI working properly?		



<b>KITCHEN</b>	<b>OK</b>	<b>NEEDS REPAIR</b>
Are all appliances clean and operating properly?		
Does the stove have all its control knobs and are all burners and the oven operational?		
Does the refrigerator and freezer maintain a proper temperature?		
Is there adequate space to store and prepare food?		
Does the sink provide adequate hot and cold water?		
Are the drain pipes free of clogs and leaks? Is there a proper gas trap for the drain?		
Are the countertops, floors and walls clean and sanitary?		
Are all outlets within 6 feet of a water source GFCI protected? Is the GFCI working properly?		
Are drawers and cabinet doors intact and working as designed?		
<b>LAUNDRY ROOM</b>	<b>OK</b>	<b>NEEDS REPAIR</b>
Is the dryer properly vented to the outside of the building?		
Are there build ups of excess lint on the walls?		
Are outlets within six feet of the water source GFCI protected.		
Are unused washing machine drains capped off ?		
<b>EXTERIOR</b>	<b>OK</b>	<b>NEEDS REPAIR</b>
Are all painted surfaces free of cracked, chipped and peeling paint? This item will only fail in Pre-1978 construction with children under 6 years old living in the unit.		
Is the foundation sound and free of large cracks?		
Are all exterior surfaces free of rot, holes and other deterioration?		
Is the roof in good repair and free of leaks or missing shingles?		
Are the sidewalks, walkways and driveways free of tripping hazards and clear for emergency exit?		
Are there any unregistered, uninspected or otherwise nonroad-worthy vehicles on the premises?		
Are the address and unit numbers clearly visible?		
Are the rain gutters and downspouts free of damage and debris?		
Are there any out buildings in disrepair including cracked, chipped and peeling paint?		
<b>COMMON AREAS</b>	<b>OK</b>	<b>NEEDS REPAIR</b>
Is the lighting in entry ways and common hallways working?		
If required, are all emergency exit signs and emergency lighting fixtures working and testing properly?		
Are all fire rated doors closing and latching properly?		
<b>GENERAL</b>	<b>OK</b>	<b>NEEDS REPAIR</b>
Are all entry doors from the exterior locking properly and weather tight?		
Is there a working smoke and carbon monoxide detector on each level of the dwelling including the basement?		
Are all stairwells free from broken, damaged or missing steps? Are handrails secured?		
Is the property free from accumulated garbage and debris?		
Is the unit free of air pollutants such as mold and sewer gas?		
Are there any water leaks in the basement from supply or sewer lines?		
Are there any missing electrical or breaker box covers in the basement or mechanical room?		
Are the required annual inspections for the sprinkler system, alarm system and elevator current?		
Is there a clear path to at least one window in each sleeping room for egress?		
Is the unit free of infestations? Examples: mice, fleas, ants, roaches and bedbugs		
Do all stairways with 4 or more steps have a handrail?		
Do all decks and stairways higher than 30 inches off the ground have guard rails?		