



# Housing Quality Standards (HQS)

## Self-Inspection Checklist

Major Areas of Unit		Questions to Ask		Yes or No	Repairs Needed
<b>MECHANICAL ITEMS</b>	Electricity	1	Do all electrical fixtures, outlets, and GFCI's function properly (at least 2 outlets per room or 1 outlet and 1 light fixture per room)? Are electrical switches and outlets properly wired and secured to their respective junction boxes	Y / N	
		2	Is there lighting in the common hallways and porches?	Y / N	
		3	Are all outlets, light switches, and fuse boxes properly covered with no cracks or breaks into the cover plates/doors/panels?	Y / N	
		4	Are light/electrical fixtures securely fastened without any hanging or exposed wires (anywhere the tenant has access)?	Y / N	
		5	Are all utilities on in the unit? (gas, electric, water)	Y / N	
	HVAC	6	Is there adequate heat in all living spaces?	Y / N	
		7	Does heating system work as designed with no leaks, missing panels, or excess vibration?	Y / N	
		9	Do all bedrooms have a permanent heat source? The use of electrical baseboard heaters requires the installation of dedicated circuit breakers installed by a state licensed electrical contractor.	Y / N	
<b>PLUMBING</b>	Bathroom	10	Is toilet securely fastened with no leaks or gaps? Does it flush properly? Is the ceramic toilet tank lid cracked if so, it must be repaired or replaced and fit properly and securely	Y / N	
		11	Are all sharp edges or chipped or missing selections of ceramic fixtures such as soap dishes or toothbrush holders filed smooth so as not be a cut hazard? Badly worn, cracked wood composite or torn padded commode seats must be replaced.	Y / N	
		12	Sink – Is there hot and cold running water, proper drainage, and no leaks? "S" traps are not allowed in drain traps. "J" or "P" traps must be used. Leaks should be repaired by replacing seals, gaskets and pipes without the use of tape, caulk or putty. (Test for leaks by filing sink to put line under pressure)	Y / N	
		13	Bathtub/shower – is there hot and cold running water, proper drainage, and no leaks?	Y / N	
		14	Do all bathrooms have either an exterior window with screen or exhaust fan?	Y / N	
	Kitchen	15	Sink – Is there hot and cold running water, proper drainage, and no leaks? "S" traps are not allowed in drain traps. "J" or "P" traps must be used. Leaks should be repaired by replacing seals, gaskets and pipes without the use of tape, caulk or putty. (Test for leaks by filing sink to put line under pressure)	Y / N	
		16	Stove – is there a hand operated shut-off valve?	Y / N	
	Other	17	Does hot water heater work properly?	Y / N	
		18	Does hot water heater have a discharge pipe that extends to within 6" of floor?	Y / N	
		19	Is bathroom free from any sewer odor or drainage problem?	Y / N	
	<b>INTERIOR OF UNIT</b>	Wall and Ceiling Condition	20	Are walls free from air and moisture leaks? Holes and cracks repaired?	Y / N
21			Are areas of wall and ceilings where sheet rock is sagging or severely cracked repaired?	Y / N	
22			Are ceilings free from air and moisture leaks? Holes and cracks repaired?	Y / N	
Floor Condition		23	Are floors free from weak spots or missing floorboards and covered with a standard flooring material such as carpet, vinyl, hardwood, laminate or wood parquet?	Y / N	
		24	Are floors free from tripping hazards from loose flooring or covering free from cracks or holes?	Y / N	

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INTERIOR OF UNITS	Cabinetry/ Interior Doors	25	Are cabinets securely fastened to the wall?	Y / N	
		26	Is there space for food preparation and storage? The repair of damaged countertop surfaces with a paint application is unacceptable.	Y / N	
		27	Are all doors securely hung on hinges or tracks and must not stick or bind in the door frame? Knobs or locksets must not be jammed or present an entrapment hazard?	Y / N	
	Security	28	Is there free and clear access to all exits?	Y / N	
		29	Are there deadbolt locks on entry doors to the unit? Do they open with a key from the outside and a knob/latch from the inside	Y / N	
		30	Are entrance and exit solid core doors? Do all exterior doors have weather tight close and have a permanent type of weather-stripping and threshold that seals? The weather-stripping must provide an adequate seal between the door and the door frame so that gaps, and spaces are eliminated. Self-adhesive or stick-on weather stripping should not be used.	Y / N	
		31	Do First floor windows and those opening to a stairway, fire escape, or landing have locks?	Y / N	
	Health and Safety	32	Is there at least one battery-operated carbon monoxide detector present and functioning within 15 feet of every room used for sleeping and every source of carbon monoxide, including furnaces and boilers? IF REQUIRED BY LOCAL CODE	Y / N	
		33	Is there a working smoke detector on each level of the unit?	Y / N	
		34	Are smoke detectors installed on walls at least 4" and not more than 12" from ceiling? Are smoke detectors installed on ceilings at least 4" from the wall? Are smoke detectors installed within 15 ft. of each sleeping area? If any members of the family are hearing impaired, a detector for the hearing impaired must be installed	Y / N	
		35	Is unit free from any evidence of insect or rodent infestation? Any rodent, flea, or roach infestation is an HQS violation and requires extermination by the landlord. Severe infestation requires extermination by a licensed pest control services with proof of license provided to the inspector.	Y / N	
		36	Is unit free of mold or mildew?	Y / N	
	Appliances	37	Do all burners or the stovetop ignite, does the oven work and are all knobs present and writing legible? Does electric stoves have splash pans that are in good condition?	Y / N	
		38	Does refrigerator/freezer cool properly? Does the door gaskets have any tears (these prevent a proper seal and must be replaced)?	Y / N	
		39	Is refrigerator/freezer large enough for the family occupying the unit	Y / N	
		40	If Dishwasher included it is considered standard amenity, is it in good working order?	Y / N	
EXTERIOR OF UNIT	Windows	41	Is there at least one exterior window in each bedroom and in the living room?	Y / N	
		42	Do windows open (stay up unhelped), close, and lock properly. All operable windows must have properly fitting screens in good condition if the unit does not have central air conditioning.	Y / N	
		43	Is unit free from any cracked, broken or leaky windows?	Y / N	
	Other	44	Are the roof singles in reasonably good condition and is roof free from leaks?	Y / N	
		45	Are gutters firmly attached with all pieces intact?	Y / N	
		46	Are exterior surfaces in a condition (holes/cracks repaired) to prevent moisture leakage and rodent infestation?	Y / N	
		47	Is chimney secure? Is flue tightly sealed with no gaps?	Y / N	

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EXTERIOR		48	Is foundation sound? (no gaps/holes greater than ½")	Y / N	
		49	Are openings around doors and windows weather-tight? This includes gaps or holes in Cornice, fascia, or soffit 1" or larger. These must be sealed to keep out the elements, rodents, birds, etc.	Y / N	
		50	Are sidewalks free of tripping hazards?	Y / N	
COMMON AREAS	Stairways: Interior and Exterior	51	Are all handrails properly secured?	Y / N	
		52	Is a handrail present where there are 4 or more consecutive steps?	Y / N	
		53	Are stairs free of any loose, broken or missing steps?	Y / N	
		54	Are interior steps going down to a lower level or basement have walls on each side with handrail on at least one side, or a wall on one side with a handrail with balusters on the other side, or handrails with balusters on both sides? Balusters should be no more than 6' apart	Y / N	
		55	Are stairways free of any tripping hazards?	Y / N	
		56	Are there proper exit signs?	Y / N	
		57	Are there secure railings on porches, balconies and landings 30" high or higher? Requires guardrails or handrails that are 36" in height.	Y / N	
GENERAL		58	Is unit free of debris inside and outside?	Y / N	
		59	Is the driveway free from any loose concrete or holes?	Y / N	
		60	INTERIOR AND EXTERIOR of units rented to families with children under the age of six: is unit free of any chipping, peeling, flaking, chalking or cracking painted surfaces, including windows, window wells, door frames, walls, ceilings, porches, garages, fences, or playground equipment?	Y / N	
		61	Vents for gas water heaters must be provided with a metallic thimble or flashing where the vent pipes pass through walls or ceilings consisting of combustible materials such as drywall. Water heater must have a temperature pressure relief valve with a downward discharge pipe made of galvanized steel, copper tubing or CPVC that extends to crawlspace or exterior and within 6" from the ground.	Y / N	
		62	Gas appliances are allowed in closets adjacent to bedrooms when the following requirements are met: <ul style="list-style-type: none"> <li>The closet is specifically designed for the water heater</li> <li>The closet is provided with combustion air vents. Combustion air cannot come from a bedroom or bathroom.</li> <li>A solid panel door is provided for the closet with latching device.</li> <li>The closet door has automatic closing device (spring type acceptable)</li> <li>The closet door opening is provided with a permanent type weather-stripping.</li> </ul>	Y / N	
		63	Are there covered receptacles for disposal of waste?	Y / N	
		64	Is unit clean and ready for move in? All repairs, cleaning, miscellaneous, and punch-out work completed prior to initial inspection.	Y / N	
		65	Unit must be vacated by the owner or previous tenant before an initial inspection can be performed.	Y / N	