



Housing Authority of the City of Decatur, Georgia

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HOUSING CHOICE VOUCHER PROGRAM HOUSING QUALITY STANDARDS (HQS) INSPECTION CHECKLIST

The following is a list of common deficiency items from Housing Choice Voucher program inspections that cause units to fail HQS inspection and create delays in disbursement of housing assistance payments to landlords.

It is important to remember that landlords are responsible for notifying inspectors when repairs have been made and units are ready for re-inspection before the deadline date. Inspectors do not automatically return for follow-up inspections to check for completion of repairs.

THIS IS NOT A COMPLETE LIST OF CAUSES FOR UNITS TO FAIL HQS INSPECTION. OTHER DEFICIENCIES MAY BE CITED.

	All electrical switches and outlets must be properly wired and secured to their respective junction boxes.
	All electrical switches and outlets must have cover plates that are not cracked, broken or damaged.
	The interior and exterior of the unit must be free from electrical hazards, including no loose, hanging or exposed wires.
	Roofing shingles must be in reasonably good condition to prevent roof leaks.
	Gaps or holes in cornice, fascia, or soffit 1" or larger must be sealed to keep out the elements, rodents, and birds etc.
	All holes in exterior walls must be repaired, patched or plugged to keep out the elements, rodents, and birds etc.
	All utilities (gas, electric, water) must be in service before the unit can be inspected.
	The unit must be vacated by the owner or previous tenant before an initial inspection can be performed.
	Repairs, cleaning, miscellaneous, and punch-out work should be completed prior to the initial inspection. The unit must be clean and move-in ready.
	Holes in walls or ceilings must be repaired.
	Areas of the wall or ceiling where sheet rock is sagging or severely cracked must be repaired.
	Gaps or holes in foundations that are larger than ½" must be sealed to prevent rodent entry.
	All windows must be free of cracked, broken or missing panes.
	All operating windows must open and close properly. All operable windows must have properly fitting screens in good condition if the unit does not have central air conditioning.

	If there is no window with screen in the bathroom, an exhaust vent system is required.
	All exterior doors must be reasonably weather tight 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.
	All interior doors must be properly 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.
	Cracks or holes in floors are not acceptable.
	The interior and exterior of the unit including window frames must be free of cracking, peeling, chipping, scaling and loose paint.
	All floors must be covered with standard flooring material such as carpet, vinyl, hardwood, laminate or wood parquet.
	The floor covering cannot be torn or have holes that can cause someone to trip.
	The repair of damaged countertop surfaces with a paint application is unacceptable.
	Smoke detectors are required to be mounted on a ceiling at least 4" from the wall or mounted on a wall not less than 4" or more than 12" below the ceiling. Smoke detectors must be within 15' of all bedrooms and on all levels. If any members of the family are hearing impaired, a detector for the hearing impaired must be installed.
	Badly cracked ceramic toilet tank lids must be repaired or replaced and fit properly and securely.
	Sharp edges or chipped or missing sections of ceramic fixtures such as soap dishes or toothbrush holders must be filed smooth so as not to be a cut hazard. Badly worn, cracked wood composite or torn padded commode seats must be replaced.
	All bedrooms must 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.
	"S" traps are not allowed in drain traps. "J" or "P" traps must be used.
	Plumbing leaks should be repaired by replacing seals, gaskets, and pipes without the use of tape, caulk or putty.
	All stove eyes, burners, and oven must be clean and work properly.
	The on/off knob setting on ovens and stoves must be visible and legible.
	Electric eyes on stoves must have splash pans that are in good condition.
	Refrigerator door gaskets must be intact without tears and provide a proper seal for refrigeration.
	Porches, patios, balconies or steps with a 30" or more drops to the finish grade or floor require guardrails or handrails that are 36" in height.
	Exterior steps with four or more risers require the use of handrails.
	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 service with proof of license provided to the inspector.
	Interior steps going down to a lower level or basement must 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.
	Dishwashers are considered standard amenities and must be in good working order.
	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.
	Gas appliances are allowed in closets adjacent to bedrooms when the following requirements are met: <ul style="list-style-type: none">• The closet is specifically designed for the water heater.• The closet is provided with combustion air vents. Combustion air cannot come from a bedroom or bathroom.• A solid panel door is provided for the closet with latching device.• The closet door has automatic closing device (spring type acceptable).• The closet door opening is provided with a permanent type weather-stripping.
	The unit must be free of mold and/or mildew.
	HVAC system must be working properly as designed.
	If gutters and downspouts are present, they must be properly secured to the house with all pieces intact.