

# HQS CHECKLIST

## All rooms

- Is the room free of electrical hazards?
- Can all windows and doors to the outside be locked?
- Are the windows free of severe deterioration or broken panes?
- Walls—in areas where plaster or drywall is sagging, severely cracked or otherwise damaged, it must be repaired or replaced
- Windows—window sashes must be in good condition, solid and intact, and properly fitted to the window frame. Damaged or deteriorated sashes must be replaced
- Windows must be weather stripped to assure a weather-tight seal
- Window screens must be in good condition (applies only if screens are present)
- Doors—all exterior doors must be weather tight to avoid any air or water infiltration, be lockable, have no holes, have all trim intact and have a threshold.
- All interior doors must have no holes, have all trim intact and be able to open without the use of a key
- All sinks and commode water lines must have shut off valves unless the faucets are wall mounted.
- All worn or cracked toilet seats and tank lids must be replaced and toilet tank lids must fit properly
- Security: If window bars or security screens are present on emergency exit windows, they must be equipped with a quick release system. The owner is responsible for ensuring that the family is instructed on the use of the quick release system
- Are the walls, ceilings and floors in good condition and free of hazardous defects?

## KITCHEN

- Is there a working refrigerator that maintains temperatures low enough so that food will not spoil in a reasonable amount of time?
- Is there a stove with working burners and oven?

## BATHROOM

- Is there a bathroom?
- Is there at least one permanently installed light fixture?
- Is there a window that opens or a working ventilation system (fan)?
- Is there a permanently installed wash basin with hot and cold running water?
- Is there a working tub/shower with hot and cold running water?
- Is there a working toilet in the unit for the exclusive use of the tenant?

## OTHER ROOMS

- Is there a smoke detector on each level? If tenant is hearing impaired, is there an alarm system connected to the smoke detector?
- If room is a bedroom—are there at least two working outlets or one working outlet and one permanently installed light fixture?
- If the room is used as a bedroom is there at least one window that opens and locks when closed?

## BUILDING EXTERIOR

- Is the foundation sound and free of hazards?
- Are all the exterior stairs, rails and porches sound and free of hazards?
- Are roofs, gutters and downspouts sound and free of hazards?
- Is the chimney sound and free of hazards?
- If this is a manufactured home, is it properly placed and tied down?

## **HEATING AND PLUMBING**

- Is the heating equipment capable of providing adequate heat to all rooms used for living?
- Do the windows allow adequate ventilation?
- Is the water heater safely located, and installed?
- Is the unit served by an appropriate public or private sanitary water supply?
- Is the plumbing free of leaks or corrosion that cause serious or persistent levels of rust to the drinking water?

## **GENERAL HEALTH AND SAFETY**

- Can the unit be entered without having to go through another unit?
- Is there an alternative fire exit from the building that is not blocked and meets local or state regulations as an acceptable egress?
- Is the unit free of heavy accumulation of garbage or debris inside and outside?
- Are there adequate covered facilities for temporary storage and disposals of food waste?
- Are interior stairs and common halls free of debris?
- Do all elevators have a current inspection certificate?
- Is the unit free of abnormally high levels of air pollution from vehicular exhaust?
- Is the site and the immediate neighborhood free of conditions that would endanger the health or safety of the residence?

## **MOST COMMON FAIL CONDITIONS**

- Nonfunctional smoke detector
- Missing or cracked electrical outlet covers
- No railings where required or damaged railings
- Peeling paint on pre-1978 built housing
- Tripping hazards caused by permanently installed floor coverings
- Inoperable stove or range hoods
- Missing burner controls
- Inoperable bathroom fans or no ventilation in bathroom
- Leaking faucets or plumbing
- No T&P relief valve with discharge line on water heater

## **24 HOUR EMERGENCY REPAIR ITEMS/ LIFE THREATENING CONDITIONS**

- Any condition that jeopardizes the security of the unit
- Major plumbing leaks or flooding, waterlogged ceilings or floor in imminent danger of falling
- Any electrical problem that could result in shock or fire
- Absence of a working heating system when outside temperature is below 60 degrees
- Utilities not in service including no running water
- Conditions that present the imminent possibility of injury
- Obstacles that prevent safe entrance or exit from the unit
- Absence of at least one functioning toilet in the unit
- Non-functioning smoke detectors