

Housing Quality Standards (HQS) Inspection Checklist

This checklist is provided as a courtesy and is not all-inclusive. It is provided to give you an idea of some of the items an inspector will check for during an inspection. There may be other items not listed which may fail a unit inspection. A general rule is that whatever is in the unit needs to be clean, in good repair and in proper working condition.

- Unit must be *MOVE IN READY* at inspection time.
- The unit must be free from infestation of roaches and other vermin.
- All of the major utilities *MUST BE ON* for inspection. (i.e., electricity, gas, and water)
- The refrigerator must be clean and in proper working condition.
- The unit must have a cooking stove and oven that is clean and in proper working condition. All burners must function as designed without the use of incendiary devices (i.e., matches, lighter, etc.)
- The unit must contain a safe heating system that provides adequate heat for the unit size. 110 electric, plug-in heaters are not acceptable. If heater is gas, pilot light must be lit.
- The unit must have smoke detectors installed in each bedroom and on each floor level in a common area. Typically in the hallway near the bedrooms.
- The water heater must be in proper working condition and properly vented. A temperature pressure relief valve must be in place with a discharge line (copper, galvanized steel or CPVC) 6" to 8" above the floor or ground OR extending to the exterior. No flex pipe or mesh pipe is allowed. Unit must be earthquake braced.
- All doors leading to the exterior of the living space must have a deadbolt lock (not dual-keyed) and must provide a weather tight fit. (i.e., no visible light around the door when closed)
- Unit must have hot and cold running water with adequate pressure, all plumbing fixtures must work as designed with no water leaks or stoppage.
- The unit may not have any electrical hazards of any kind. (i.e., light switches must work properly, ungrounded three prong outlets, non-testing or non-functional Ground Fault Circuit Interrupter (GFCI), missing or broken cover plates, hanging fixtures, exposed wiring, etc.) All Romex wiring under 7' must be behind a wall or covered in conduit.
- All windows throughout unit must function as designed. (i.e., lockable, no cracked or missing panes, vertical windows must stay up and open without the use of props, must have a weather tight fit)
- All interior ceilings and walls must be in good condition, free from holes and mildew.
- All floors and floor coverings must be free of any tripping hazards, health hazards and weak sub floors. (i.e., raised edges, open seams or tears, exposed tack strips, etc.)
- No peeling, cracking or loose paint anywhere inside or outside of the unit if a child under the age of six resides or is expected to reside in the unit. (Applies to units built prior to 1978.)
- No excessive debris in or around unit and grounds around unit must be clean and free or any hazardous conditions. No dry weeds, grass, trees or bushes that present a hazardous condition.
- Site address must be clearly posted and visible from a passing vehicle. Multi unit properties must have unit numbers/letters posted on or near main entry door.
- Carbon monoxide detectors must be installed in units with fossil fuel burning devices.