

SEVERAL COMMON CONDITIONS WHY THE HQS INSPECTION WOULD FAIL

This sheet contains just *several* of the common conditions, as the unit should be in a safe, decent, and sanitary condition.
[Even one (1) failed item will result in the unit failing the inspection, please prepare well in advance of your inspection].

BATHROOM

1. Make sure the toilet flushes completely without having to hold onto the flush handle. The toilet should not be 'running' due to a worn flapper or leaking onto the floor due to some other problem(s).
2. The tub/shower and wash basin must have hot and cold running water---there should not be any leaks/drips. The tub must have its overflow cover plate present and installed. Rusted parts of the fixture(s) that would result in one being cut will fail.
3. There must be proper ventilation - either a window, a mechanical exhaust fan in operating condition, or vent to the outside, the attic, or crawl space. A window or a mechanical exhaust fan opening to another room or enclosed lanai is not acceptable. Exhaust grill should not be obstructed with dust.
4. The room must have at least one permanent light fixture with its bulb(s) installed (no exposed bulb sockets) and its cover present.

KITCHEN

1. There must be a sink and its faucet fixture(s) must have hot and cold running water---there should not be any leaks/drips. The base of the fixture(s) must be secured properly to the sink to avoid water damages to the area below. Rusted parts of the fixture(s) that would result in one being cut will fail.
2. All stove burners must be working properly, the control knobs legible to view settings, the drip pans not corroded/badly rusted, and the oven bakes/broils and the appliance itself stable and not wobbling. Gas stoves should not have any strong smell of gas leaks. **MAKE SURE THE STOVE IS HOOKED UP AND OPERATING. AS IT WILL BE TESTED DURING THE INSPECTION.**
3. If there is a range hood with fan and light or a garbage disposal present, it must all be working and the light cover shield present. If they do not work, they must be removed. Microwave ovens/convection ovens/toaster ovens (not hot plates) may take the place of a stove/oven appliance.
4. Refrigerator must be in proper working condition (with the size of the refrigerator to be appropriate to the size of the family) with its gasket seals properly holding in the proper recommended temperature range for the freezer (15 degrees or colder) and refrigeration sections (34-42 degrees). Worn, crumpled and/or torn gasket seals or door(s) hanging improperly showing gaps allowing cold air to escape will fail the inspection. If equipped with an interior light bulb(s), they must be in working condition. **MAKE SURE THE REFRIGERATOR IS HOOKED UP AND OPERATING, AS IT WILL BE TESTED DURING THE INSPECTION.**
5. The room must have at least one permanent light fixture with its bulb(s) installed (no exposed bulb sockets) and its cover present.

BEDROOM OR ROOM USED FOR SLEEPING

1. There must be at least one window (open to the outside). It must be able to be locked/secured and provide adequate weather protection.
2. The room must have at least one permanent light fixture and one electric outlet. If no light fixture present, then there must be at least two (2) electric outlets.

SMOKE DETECTOR

Each dwelling must include at least one battery-operated or hard-wired smoke detector on each level of the unit (not in immediate kitchen area). Mounted on the flat ceiling, it may be located anywhere within the ceiling (there are different criteria however for sloped and peaked ceilings); if located on the wall, the top of the device may be installed not farther than 12 inches from the adjoining ceiling (**revised per the 2013 NFPA 72 Fire Code**). If hearing-impaired person(s) occupy the unit, the **appropriate** smoke detectors (with a **flashing strobe light** with a minimum brightness of at least 177 candela as specified in NFPA 72) must be installed in each bedroom occupied by the hearing-impaired person and in the adjacent hallway or living room (if a split level unit, then also to the other level living room/hallway).

SECURITY

1. All entry and exit door(s) must be able to lock (chain-latch only not acceptable) and have a threshold at its entryway present. Sliding panels on the doors must lock.
2. All windows must lock, with its crank operators able to open/close properly. Jalousie windows should be able to close completely, make sure there are no missing, chipped, and/or noticeably loose jalousie slats.
3. On duplex or multi-family units, make sure that your unit cannot be entered from the adjoining unit.
4. All doors/door frames must in operating condition without anything loose/falling off, or any splinters/splitting of the door/frames.

ELECTRICAL

1. Make sure all electrical fixtures are in proper working condition (**POWER MUST BE ON WHILE DOING THE INSPECTION.**)
2. All light switch plates, outlet cover plates, plugs/receptacles must not be cracked, chipped, broken, or missing.
3. Light fixture(s)/ceiling fan(s) must be securely fastened to the wall or ceiling---not hanging by its wires.
4. Light fixture covers/shades must be properly attached to its fixture. 'Tube Guards' may be retrofitted to fluorescent tube(s) that has no lens cover(s).
5. Loose television/cable/phone line(s)/cord(s) on floors must be secured along the edges of the floor surface and/or rerouted off the floors.
6. No overloading of temporary extension cords.

PEELING/FLAKING/CHIPPING PAINT

Make sure the paint on the interior and exterior of the unit is not peeling, flaking, or chipping off. All units constructed prior to 1978 which are occupied by a family with a child under age six (6) residing or expecting to reside in the unit will be affected by the HUD lead-based paint regulations. The Inspector will check the unit (inside and out), the building, the common areas of the building through which residents must gain access to the unit or frequented by children under 6 years of age for any deteriorated paint surfaces (which may involve the use of a licensed professional contractor to do the repairs).

WATER HEATER

1. The temperature pressure relief valve (TPRV) drainage/discharge pipe on the heater must be present and drain downwards. The drain line must end/terminate within a range of 6 inches - 24 inches off ground level (in other words, not lower than 6 inches off the ground or higher than 24 inches off the ground).
2. Check that the wiring from the water heater is in good condition, its thermostat panels installed and water not leaking. The exterior itself should not be badly rusted to the extent that it may cause injury to anyone. Gas water heaters that have the metal flue pipe (that discharges the gasses) attached must be directed/angled properly towards the top (not slope downward).

STAIRS, RAILS AND PORCHES

1. No broken, rotten, loose, splintered, and/or missing steps, boards, rails, or exposed nails.
2. Handrails are required when four or more steps (risers) are present.
3. Protective railings must be installed/present if the porch/balcony is thirty (30) inches or higher off the ground.

FIRE ESCAPE: MUST HAVE AN ALTERNATIVE MEANS OF EXITING FROM THE BUILDING IN CASE OF FIRE.

FRIENDLY REMINDER:

1. The Housing Inspector from our office will be at your unit on the assigned date and time frame. On Annual Inspections, it is a familial obligation requirement under the Rent Subsidy Program that the tenant allow for the inspection to be performed.
2. An adult 18 years or older [landlord, tenant, agent, etc.] (legal documented proof of age may be requested by the inspector) **must** be present during the inspection.
3. All animals (of all ages) **must be secured---(even if they are 'friendly and don't bite' or 'old and blind')** on the day of the inspection.
4. If you are unable to keep this appointment because of an emergency, please call the inspectors as soon as possible as a common courtesy! When we do an inspection, the unit should already have been prepared and ready before we arrive that day.
5. For the Annual Inspections, some item(s) that fail (considered 'Emergency Items') may require that the landlord or the tenant make the correction(s) **within** twenty-four (24) hours of the inspection---and your attention to correcting this matter is of utmost urgency, otherwise the rental assistance will be terminated.
6. On Initial Inspections, all utilities and appliances must be **ON and working** for testing, otherwise it will be an automatic failed inspection---please call us to cancel the inspection as a courtesy. On Annual Inspections, any utility (gas, electric or water/sewer) that has been disconnected by the utility company would fail the inspection (and be considered an 'Emergency Item' that requires an immediate follow-up inspection the following business day to check that the utility has been turned back on).
 - **Certainly there will be other failed item(s) possibilities not listed on this sheet.** Should you need any further clarification, please call the Section 8 Inspections Department and speak to any of the Housing Inspectors.