

# HQS Self-Inspection Checklist

| Major Area   |                    | Questions to Ask   | Y/N | Notes |
|--|--------------------|--|-----|-------|
| <b>Electrical / Mechanical</b>                       | <b>Electricity</b> | 1. Is the electric service connected for the inspection?   |     |       |
|  |                    | 2. Do all fixtures and receptacle work (at least 2 receptacles/room or one receptacle and one light fixture/room)?                         |     |       |
|  |                    | 3. Is there lighting in the common hallways and porches?   |     |       |
|  |                    | 4. Are all receptacles, light switches, and electrical boxes properly covered with no cracks or breaks in the doors and cover plates?      |     |       |
|  |                    | 5. Are all receptacles properly wired? No open grounds, reverse polarity, or open neutrals?  |     |       |
|  |                    | 6. Are light/electrical fixtures securely fastened without any hanging or exposed wires?   |     |       |
|  |                    | 7. Do lighting fixtures have all bulbs functioning?  |     |       |
|  |                    | 8. Do light fixtures on the interior and exterior have globes or covers if so designed?  |     |       |
|  |                    | 9. Is the electrical service drop and service entrance cable (both sides of meter) in good condition, with no deterioration to the covers? |     |       |
|  |                    | 10. Are wire clamps and conduit installed at disposals and electric water heaters?   |     |       |
|  |                    | 11. Are all receptacles, switches, smoke alarms free of all paint?   |     |       |
|  |                    | 12. Do junction boxes have covers and all holes properly capped?   |     |       |
|  | <b>Heat</b>        | 13. Is the fuel supply for the heating system on/filled? All pilot lights lit?   |     |       |
|  |                    | 14. Are all flue connections sealed and tight?   |     |       |
|  |                    | 15. Are controls in place and functional?  |     |       |
|  |                    | 16. Are filters clean and in place?  |     |       |
|  |                    | 17. Are all electrical/fuel connections secure?  |     |       |
|  |                    | 18. Are registers functional and secured to walls/ceiling/floor?   |     |       |
|  |                    | 19. Is heat available and adequate in all habitable rooms? (Minimum of 68°F)   |     |       |
|  |                    | 20. Do radiators and boilers function with no leaks?   |     |       |
|  |                    | 21. Unvented room heaters that burn gas, oil, or other combustible material are not allowed.   |     |       |
|  | <b>A/C</b>         | 22. Is the central A/C functioning as designed?  |     |       |
|  |                    | 23. Is a wire protector installed on the exterior disconnect box or is box sealed?   |     |       |
| <b>Plumbing</b>                                      | <b>Bathroom</b>    | 24. Is the toilet securely fastened to the floor?  |     |       |
|  |                    | 25. Does the toilet flush and flaps seal properly?   |     |       |
|  |                    | 26. At sink, is there hot and cold running water, clear and proper drainage, and no leaks?   |     |       |
|  |                    | 27. At tub/shower, is there hot and cold running water, clear and proper drainage, and no leaks?   |     |       |
|  |                    | 28. Is bathroom vented with either an exterior window or ducted exhaust fan?   |     |       |
|  | <b>Kitchen</b>     | 29. At sink, is there hot and cold running water, clear and proper drainage, and no leaks?   |     |       |
|  |                    | 30. At gas stove, is there a hand-operated gas shut off valve?   |     |       |
|  | <b>Other</b>       | 31. Does water heater function?  |     |       |
|  |                    | 32. Is there a full-sized drain line (¾-inch) on the TPR valve and is it constructed of appropriate material? (No PVC plastic)             |     |       |
| 33. Do radiators and boilers function with no leaks? |                    |  |     |       |

|                         |  |  |  |  |
|-------------------------|--|--|--|--|
| <b>Interior of Unit</b> | <b>Wall/Ceiling</b>  | 34. Is there a barrier/protection around gas-fired water heaters located in areas where safety hazards may exist? This may include the kitchen or hallway.   |  |  |
|                         |  | 35. Are walls and ceiling free of air and moisture leaks, loose material, large holes, and cracks?   |  |  |
|                         | <b>Floors &amp; Flooring</b>                                   | 36. Are floors free of weak spots or missing floorboards?  |  |  |
|                         |  | 37. Are floors free of tripping hazards from loose flooring or covering?   |  |  |
|                         | <b>Cabinetry &amp; Interior Doors</b>                          | 38. Are cabinets securely fastened to walls or ceiling?  |  |  |
|                         |  | 39. Is there adequate space for food preparation and storage?  |  |  |
|                         |  | 40. Are all doors securely hung and all drawers in place?  |  |  |
|                         | <b>Security</b>  | 41. Are all doors free of double-keyed locks?  |  |  |
|                         |  | 42. Do door and window locks have all screws and striker/latch/connector plates?   |  |  |
|                         |  | 43. Is there free and clear access to all exits?   |  |  |
|                         |  | 44. Are entrances and exit doors solid-core?   |  |  |
|                         |  | 45. Do first floor windows and those opening to a stairway, fire escape or landing have functional locks?  |  |  |
|                         | <b>Health &amp; Safety</b>                                     | 46. Is there a functioning carbon monoxide and smoke alarm on each level of unit, including basement? Is smoke alarm located at the hallway leading to the bedroom(s)?   |  |  |
|                         |  | 47. Are smoke alarms that are installed on walls at least 4-inches and not more than 12-inches from ceiling. Are smoke alarms installed on ceilings at least 4-inches from the wall?   |  |  |
|                         |  | 48. Is the unit free of any evidence of insect or rodent infestation?  |  |  |
|                         |  | 49. Is the unit free of any evidence of mold and mildew?   |  |  |
|                         | <b>Appliances</b>  | 50. Do all burners function with normal user controls?   |  |  |
|                         |  | 51. Is seal/gasket at oven door in place and functional?   |  |  |
|                         |  | 52. Does refrigerator/freezer cool properly? Is it large enough for family size?   |  |  |
|                         |  | 53. Are refrigerator and freezer door seals/gaskets complete?  |  |  |
| <b>Exterior of Unit</b> | <b>Windows</b>   | 54. Is there at least one functional exterior window in each bedroom and living room?  |  |  |
|                         |  | 55. Do windows open, hold open, close and lock properly?   |  |  |
|                         |  | 56. Are there any cracked or broken window panes?  |  |  |
|                         | <b>Other</b>   | 57. Are gutters firmly attached and have downspouts?   |  |  |
|                         |  | 58. Are exterior surfaces in good condition and will prevent moisture and vermin intrusion?  |  |  |
|                         |  | 59. Is chimney secure? Is flue tightly sealed with no gaps?  |  |  |
|                         |  | 60. Is foundation sound and sealed from exterior?  |  |  |
|                         |  | 61. Are openings around doors and windows weather-tight?   |  |  |
|                         |  | 62. Are all handrails properly secured?  |  |  |
|                         |  | 63. Is a handrail present when there are 4 or more consecutive steps?  |  |  |
| <b>Common Areas</b>     | <b>Stairways: Interior and Exterior</b>                        | 64. Is a guardrail present when there is a drop off of 30-inches or more at a landing, deck, or stair?   |  |  |
|                         |  | 65. Are stairways free of any loose, broken, or missing steps?   |  |  |
|                         |  | 66. Are stairways free of any tripping hazards?  |  |  |
|                         |  | 67. Are there proper exit signs?   |  |  |
|                         |  | 68. Is unit free of debris inside and outside?   |  |  |
| <b>General</b>          | 69. Are there covered receptacles for disposal of waste?       |  |  |  |
|                         | 70. Is unit clean and ready for move-in?                       |  |  |  |
|                         | 71. Is unit vacant? Unless leasing family is already in place. |  |  |  |
|                         |  | 72. 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 to include windows, window wells, door frames, walls, ceilings, porches, garages, fences or play equipment? |  |  |

This list is for information only and is not intended as a complete inspection list.