



INSPECTION TIPS

To assist you in preparing for your Housing Quality Standards (HQS) inspection, we have developed the following list of most frequent failures. We recommend you check these items before the inspection. Remember, these are just the *most frequent* reasons for failures. There are many other inspection items. If you have a specific question about an item, please call or email us.

- **Smoke Detector** inoperable or missing (*must be corrected within 24 hours*). Each unit must have a working smoke detector mounted on the ceiling at least four inches from the wall, or mounted on a wall with the top of the detector at least four inches but not more than 12 inches below the ceiling. A smoke detector must be located on each level (including a basement) near bedrooms and **may not** be located in the kitchen.
- **Electrical hazards**. Broken, cracked or missing electrical outlet and light switch cover plates that result in exposed wires or contacts. Outlets or switches loose in the wall. Exposed fuse box or circuit breaker connections (open spaces in fuse or breaker box, including outside breaker and disconnect boxes). Exposed electrical wires. Ground Fault Circuit Interrupt (GFCI) outlets will not test and reset. Three-pronged outlets with open ground plugs. An electrical hazard that poses an imminent risk of electrical shock *must be corrected within 24 hours*.
- **Stove malfunctions**. Burner(s) inoperable. Knobs missing. Oven element(s) inoperable. Drip pan(s) missing (fire hazard).
- **Windows**. Broken/cracked panes. Bedroom does not have at least one window that can be opened.
- **Security**. Windows (accessible from the ground) will not lock. Unit entry doors loose or locks won't work.
- **Bathroom**. No ventilation (must have an openable window or vent fan). Severe leaks. Toilet loose from floor. Toilet won't flush (*if only toilet in unit, must be corrected within 24 hours*). Clogged drains. Faucet handles missing or stripped.
- **Water heater**. No Temperature and Pressure Relief valve. No overflow pipe or pipe does not extend outside or within 18 inches of floor.
- **Other interior hazards**. Health hazard caused by severe insect infestation, unsanitary conditions or poor housekeeping. Fire hazards (extension cord run under carpet, overloaded circuits, improper storage of flammable materials).
- **Stairs and steps**. Missing handrail or porch railing (handrail required for four or more steps; railing required on porch that is more than 30 inches above the ground).
- **Safety of heating equipment**. *Unvented* fuel burning space heaters present in unit. This includes kerosene, natural gas and propane heaters.
- **Deteriorated paint**. Any paint *larger than a nail hole* that is chipping, cracking, chalking or peeling. (Applies only to units built before 1978 **and** are occupied by child(ren) under six years old).