

Chapter 8: HQS Inspection Checklist

Listed below are the most common reasons that units fail Housing Quality Standards (HQS) Inspections. Please check your unit carefully before the scheduled inspection date. CSHA will not enter into a HAP contract with you until the unit passes an HQS Inspection.

The 8 areas that will be reviewed for HQS are as follows:

1. Living Room
2. Kitchen
3. Bathroom
4. Other Rooms Used for Living
5. Secondary Rooms (not used for Living) and Building Exterior
6. Heating and Plumbing
7. General Health and Safety
8. Paint Condition

- _____ All ceilings, walls and floors must be strong, sturdy and in their permanent position.
- _____ A working smoke detector must be installed on every level of the unit, including basement and outside of sleeping rooms. If any family member has a hearing loss, a smoke detector for the hearing impaired must be installed.
- _____ The entire unit – inside and outside, including window frames – must be free of cracking, scaling, peeling, chipping and loose paint.
- _____ Every room used for living must have either two working outlets or one working outlet and a permanently installed light fixture. At minimum, each bathroom must have a permanently installed light fixture.
- _____ All light switches and outlets must have secured plate covers installed.
- _____ All windows and doors must be weather tight and secured when closed.
- _____ All windows and doors that are accessible from the outside must have sturdy working locks. All operable windows must have a mechanism to secure them when open and lock them when shut.
- _____ Every bedroom must have at least one operable window for ventilation and screen on the same window.

- _____ If the unit has one or more bedrooms in a lower basement level, the window must be a minimum of 24" X 20" and window sill not be more than 48" from the floor in order to provide a safe method of escape in case of fire. Every sleeping below the fourth floor shall have at least one operable window or exterior door approved for emergency escape or rescue.

- _____ The bathroom must have either an operable window or an exhaust fan for ventilation.

- _____ The hot water tank's pressure release valve must have a discharge line extending down to within six inches from the floor.

- _____ The flue pipes leading from the furnace and hot water tank must be sealed where they enter the chimney. Also, check to ensure that the flue pipes connected to the furnace and hot water heater are properly installed.

- _____ Every room used for living must have an adequate heat source and the family should be able to control the heat in their own unit.

- _____ The unit must be free from any accumulation of garbage and debris, both inside and outside.

- _____ The owner must provide "refuse disposal". These facilities include trashcans with covers, garbage chutes, dumpsters with lids or trash bags, provided they are approved by your local Health and Sanitation Department.