



HQS Inspection Checklist

Dear Landlord:

Listed below you will find the most common reasons that units fail Housing Quality Standards (HQS) inspections. This list is meant as an overview and does not encompass the entirety of possible HQS deficiencies. Please make sure to review this checklist and to correct any deficiencies prior to any HQS inspection.

If you have any additional questions, you can contact the CGI Inspections Coordinator at 1-866-331-1754

_____ All ceilings, walls, and floors must be strong and sturdy without any holes. All floors should have some type of baseboard. Vinyl baseboards may be used for kitchens and bathrooms.

_____ All smoke detectors must be in working condition. Smoke detectors must be installed at proper locations on at least every level of the unit, including in the basement and outside of sleeping rooms. If any member of the family has hearing problems, a specialized detector for the hearing impaired is required.

_____ The entire unit, both inside and outside, including window frames, must be free of cracking, scaling, peeling, chipping and loose paint. This prevents exposure to possible Lead-based paint hazards.
Please refer to the web site <http://www.epa.gov/opptintr/lead/index.html> for lead safe practices.

_____ Where there are four or more consecutive steps, handrails must be present and securely attached. This applies to both the interior and exterior of the unit.

_____ The unit must be free of roaches, rodents, or any other infestations.

_____ The entire unit, interior and exterior, must be free from electrical hazards. There may be no loose, hanging or exposed wires. All outlets and switches must work. All three-prong wires must be wired correctly which includes a ground wire. A three-prong circuit tester will be used at the time of inspection to assure safety. A globe must be present on all light fixtures, which are designed to have a globe.

_____ Interior outlets within 6 ft. of a water source and all exterior outlets exposed to weather must be GFCI protected.

_____ All light switches and outlets must have secured plate covers installed and must be free of any cracks and or breaks.

_____ All windows and doors must be secured when closed, and must be weather tight. There should be no broken or cracked panes.



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- _____ All windows and doors that are accessible from the outside, must have working and sturdy locks
- _____ All operable windows must have a mechanism to secure them in place when open.
- _____ Window screens, if present, must be in working condition. Window screens may not have holes or bent frames
- _____ Closet doors, if present, must be in working condition
- _____ If the unit has a third floor sleeping room(s), and the family is eligible to use this room for sleeping; the owner must provide a safe method of escape in the case of fire.
Example: chain ladder
- _____ The bathroom must have an operable window or an exhaust fan for ventilation or other ventilation system.
- _____ The hot water tank's pressure relief valve must have a discharge line extending down to six inches from the floor. Discharge line must maintain 3/4" diameter.
- _____ The flue pipe leading from the air handler and hot water tank must be sealed where they enter the chimney. Also, the flue pipes connecting to the furnace and hot water tank are installed correctly.
- _____ Every room used for living must have an adequate heat source. If the source is gas, it must be vented to the outside. If the source is electric, it must be permanently installed and controlled by separate thermostat.
- _____ If the downspouts or gutters are damaged and/or missing, causing interior damage to the unit, they must be replaced or repaired. Any damage to the interior of the unit due to the missing or damaged downspouts or gutters must be repaired.
- _____ The unit must be free from any heavy accumulation of garbage or debris, both inside and outside.
- _____ All sinks and commode water lines must have shut off valves, unless faucets are wall mounted.
- _____ All sinks and tubs which are designed to have stoppers, the stoppers must be in proper operating condition.
- _____ All cracked toilet seats and tank lids must be replaced and tank lid must fit properly.
- _____ Air conditioners provided at time of contract (if applicable) must be in working condition and remain in working condition and in the unit during the contract term.