

HQS INSPECTION CHECKLIST

Dear Landlord and Tenant:

Listed below you will find a list of the most common reasons that units fail Housing Quality Standards (HQS) inspections. Please make sure to review this checklist and correct any deficiencies prior to the scheduled HQS inspection. If you have any additional questions, please contact Bill Schram at (216) 661-2015 ext. 14.

- ❖ All light sockets must have live light bulbs, including in the basement.
- ❖ All lighting fixtures that are designed to have covers or globes must have the covers or globes attached properly.
- ❖ All light switches and outlets must have secured plate covers installed and must be free of any cracks and breaks.
- ❖ A working smoke detector with a live battery must be installed at proper locations on every level of the unit, including in the basement and outside of sleeping rooms. If your smoke alarm is beeping, the battery needs to be replaced. If any members of the family have hearing problems, we recommend installing a smoke detector for the hearing impaired.
- ❖ All ceilings, walls and floors must be strong, sturdy and in their permanent positions. All floors should have some type of baseboard or finished look. Vinyl baseboards may be used for kitchen and bathroom.
- ❖ 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 <http://www.epa.gov/opptintr/lead/index.html> for Lead Safe Practices.
- ❖ Where there are four or more consecutive steps, handrails must be 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 three-prong outlets must be wired correctly. A three-prong circuit tester will be used at the time of the inspection to assure safety.
- ❖ Every room used for living must have either two working outlets or one working outlet and a permanently installed light fixture. At a minimum, each bathroom must have a permanently installed light fixture.
- ❖ All windows and doors must be secured when closed and must be weather tight. There should be no broken or cracked windows that could present a hazard.
- ❖ Units with windows that are designed to be open must be operable and must have screens and storms on all exterior windows of the unit, unless the unit is located in a building that has a total HVAC system and does not require windows that can be opened for fresh air.
- ❖ The dwelling unit must have storm doors on exterior entrance doors to the unit. Exceptions may be made for multi-family units and historical preservation.

- ❖ Exterior doors must be lockable with a turn style deadbolt on the inside.
- ❖ All windows and doors that are accessible from the outside of the unit must have working and sturdy locks.
- ❖ All operable windows must have a mechanism to secure them in place when open.
- ❖ Every bedroom must have at least one operable window for ventilation, if the windows are designed to open.
- ❖ 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 (i.e. chain ladder).
- ❖ If there is a bathroom with a toilet that is not hooked up to water and sewer lines, it must be repaired. If it is removed, the drain must be sealed to prevent rodents and/or sewer gasses from escaping into the unit.
- ❖ The bathroom must have an operable window or an exhaust fan for ventilation or other ventilation system.
- ❖ The Heating and Cooling Boiler Certification for this year must be available.
- ❖ 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 furnace and hot water tank must be sealed where they enter the chimney. Also, the flue pipes connecting to the furnace and hot water tank must be 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 of the unit. If the source is electric, it must be permanently installed and controlled by a 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 made 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. For multi-family buildings, the owner must provide "refuse disposal". These facilities include trash cans with covers, garbage chutes, dumpster with lids and/or trash bags if they are the type approved by the local Health and Sanitation Department.
- ❖ All utilities (gas, electric and water) must be in service at the time of the HQS inspection.
- ❖ All sinks and commode water lines must have shut off valves, unless faucets are wall mounted.
- ❖ All cracked toilet seats and tank lids must be replaced and tank lid must fit properly.
- ❖ If a clothes dryer is present in dwelling unit, the dryer must be vented to the outside of the unit.
- ❖ If the owner is providing the stove and/or refrigerator, they must be present in the unit and in functioning condition.