

INSPECTION CHECKLIST

Listed below you will find a list of the most common reasons found for a unit to fail Housing Quality Standards (HQS). Please look your unit over carefully before the inspector comes out. We will be unable to enter into contract with any unit that fails HQS inspection. All ceilings, walls, and floors must be strong, sturdy, and in their permanent positions.

- ❖ A working smoke detector with a live battery must be installed on every level of the unit, including in the basement and outside of sleeping rooms. If any members of the family have hearing problems, install one for the hearing impaired.
- ❖ 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.
- ❖ 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 light switches and outlets must have secured plate covers installed.
- ❖ All windows and doors must be secured when closed, and must be weather tight. Also, the one accessible from outside must have working sturdy locks.
- ❖ All open able windows must have a mechanism to secure them in place.
- ❖ Every bedroom must have at least one open able window for ventilation, if windows are designed to open.
- ❖ If the unit has a 3rd floor sleeping room(s), & the family is eligible to use this room for sleeping; the owner must provide a safe method of escape in the case of fire. For example: 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 gases from escaping into the unit.
- ❖ The bathroom must have an open able window or an exhaust fan for ventilation.
- ❖ The hot water tank's pressure relief valve must have a discharge line extending down to six" from the floor.
- ❖ The flue pipe leading from the furnace and hot water tank must be sealed where they enter the chimney. Also, check to ensure that 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 a separate thermostat.
- ❖ If the downspouts or gutters are damaged and/or missing, causing interior damage of 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 accumulation of garbage or debris, both inside and outside.
- ❖ The owner must provide "refusal disposal". These facilities include trashcans with covers, garbage chutes, dumpsters with lids, and trash bags if they are the types approved by the local Health and Sanitation Department.

**Direct Inspection inquiries to: S8Inspections@habc.org
or william.loehr@habc.org and kelvin.edwards@habc.org**

MEMORANDUM

To: Landlords
From: Amy E. Wilkinson, Associate Executive Director for FH&EO Enforcement
Subject: Rental Accessibility Features

A number of participants in the Housing Choice Voucher Program need accessibility features to assist them in the use and enjoyment of their homes. It is often difficult for participants to find rental units that have these features. We strongly encourage you to review the list of accessibility features below. If any of the rental units that you are listing on Go Section 8 have any of the features listed below or other accessibility features, please include them in the Go Section 8 listing under "Accessible." Thank you.

Examples of Accessibility Features

Entrance

- No step entry
- No more than 5 steps to enter the unit
- No more than 5 steps inside the unit
- Doorways into the building and into the unit are wide enough for a wheelchair
- A ramp
- A bedroom and bathroom on the ground floor

Bathroom

- Grab bars in the bathtub/shower
- Grab bars for the toilet
- Raised toilet seat
- Roll-in shower
- Tub seat
- Handheld shower
- Doorway wide enough for a wheelchair

Kitchen

- Cabinets/countertops are lower than in typical units
- Stove controls are located where the user does not have reach across burners to turn them on and off

Bedroom

- Doorway wide enough for a wheelchair

General

- Peephole is low enough for a wheelchair user
- Accessible parking spaces
- Curb cuts
- Lift or elevator
- Smoke detector with a visual alert
- Light switches and thermostat are located at a height that may be reached by a wheelchair user

Common Areas

- Ramps
- Elevator