

**HOUSING QUALITY STANDARD – INSPECTION INFORMATION
GENERAL GUIDANCE FOR THE PROPERTY OWNER/MANAGER**

PROPERTY INSPECTIONS ARE TO ENSURE FEDERAL MONEY IS SUBSIDIZING DECENT, SAFE & SANITARY PROPERTIES

TYPES OF INSPECTIONS

Initial Inspection – this is the first inspection, performed after the Request for Tenancy Approval Form has been submitted to the EPHA office before a lease is signed.

Follow-up Inspection – this inspection is performed to re-inspect specific items that were in a fail condition during an earlier inspection, which have since been rectified.

Annual Inspection* - this is a complete inspection of the unit and premises required once a year if the client continues to reside in the same housing unit.

Special Inspection* - usually conducted at the tenant’s request where a landlord is not making a repair.

Quality Control Inspection* - Each year 5% of the housing units are randomly selected to be inspected by the Executive Director as a control mechanism ensuring the HQS Inspector is doing a satisfactory job.

Weather Deferred Inspection – If an item failed during the winter, such as roof repair or outdoor painting, where it cannot satisfactorily be repaired until the weather improves, repair to those types of items are deferred usually until May 1st.

Life Threatening Fail Items – anytime the inspector finds a condition which is life threatening, 24 hours is allowed for the repair to be made and reinspected.

*normal allowed time for repair and reinspection is 30 days when items fail during these inspections.

COMMON FAIL ITEMS FOR YOU TO CHECK BEFORE ANY TYPE OF HQS INSPECTION IS PERFORMED

Y	N	SMOKE DETECTOR – Is there a working smoke detector within 15 feet of all sleeping areas and one on each level of the housing unit?
Y	N	CARBON MONOXIDE DETECTOR – is there a working CO detector within 15 feet of all sleeping areas?
Y	N	BEDROOMS – Is there at least one openable standard size window for egress, which is also able to be locked. If window opens by sliding up, does it stay open by itself? Each bedroom is required to have either two working electrical outlets, or one working outlet and one permanently installed ceiling light fixture.
Y	N	BATHROOM – Is there either a working exhaust fan or openable window? If there is an electrical outlet is it a GFI outlet or protected by a GFI circuit? Check for leaking plumbing and faucets.
Y	N	PEELING PAINT – Is there any peeling paint, inside or outside? This is especially important for households with children 6 or younger.
Y	N	STEPS – Do all sets of stairs inside or outside with 4 or more steps have one permanently installed handrail?
Y	N	FLOORS/FLOORING – Are all floors and floor coverings free of tripping hazards such as being loose at a threshold, holes, rips or bumps?
Y	N	ELECTRICAL OUTLETS, LIGHT SWITCHES & JUNCTION BOXES – Are the cover-plates on all of these?
Y	N	WATER HEATER – Is there an extension pipe installed on the pressure relief valve to within approximately 6” of the floor? Is there a gas shut-off valve installed on the gas line at the unit?
Y	N	FURNACES – Are all furnace covers in place and is there a gas shut-off valve installed on the gas line at the furnace?
Y	N	WINDOWS/DOORS – Do all windows and doors that can be reached from the ground have the ability to lock? Are they weather tight and are the windows free of cracks and breaks?
Y	N	STOVE – Do all burners work? Do gas unit burners ignite on their own when turned on? Are all knobs and burner grates present?
Y	N	ELECTRICAL SERVICE – Is the electrical wiring/service free of hazards, in working order and are any knockouts missing in the circuit panel leaving an opening?
Y	N	PLUMBING – Is the plumbing free of leaks and in good working order?
Y	N	EXTERIOR – Is the yard area free of hazards, junk, inoperable vehicles and debris?