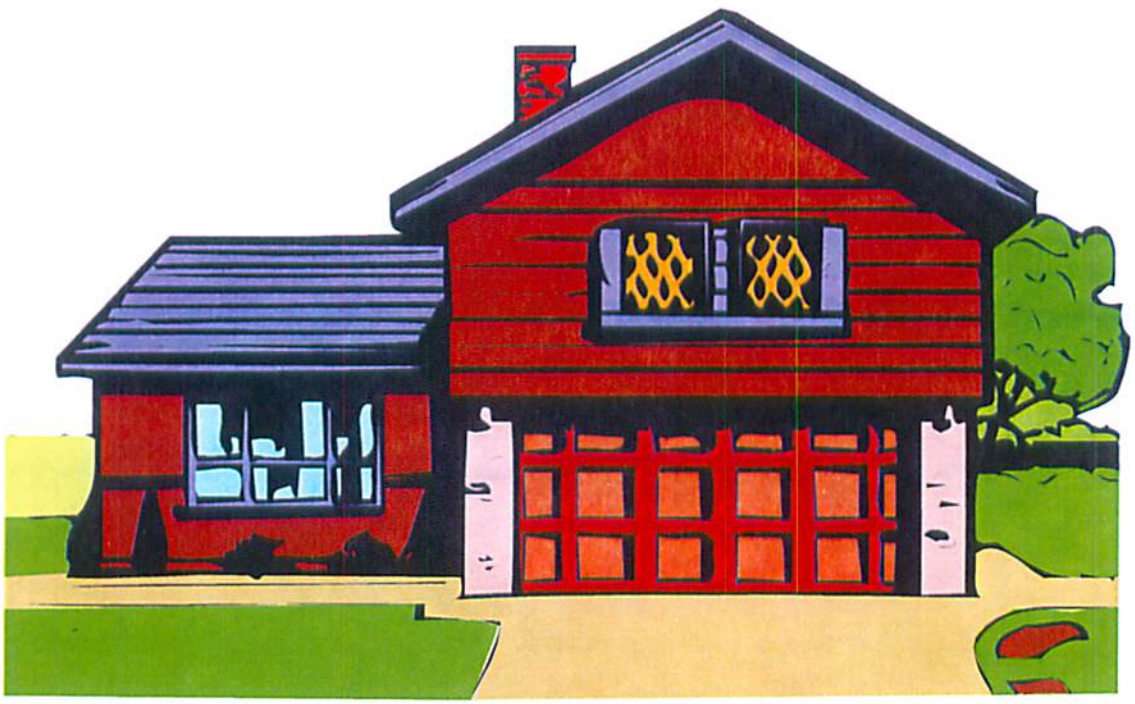
HOUSING AUTHORITY OF JOLIET



HOUSING QUALITY STANDARDS

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OVERVIEW OF THE HOUSING AUTHORITY OF JOLIET'S HOUSING QUALITY STANDARDS

Housing Quality Standards Purpose:

The goal of the Housing Choice Voucher Program is to provide "decent, safe, and sanitary" housing at affordable cost to lower income families.

To accomplish this, the U.S. Department of Housing and Urban Development (HUD) regulations (Section 882.109) set forth basic Housing Quality Standards which all units must meet before rental by program participants. The regulations stipulate that each unit placed under the Housing Choice Voucher Program shall meet basic "performance requirements" with respect to the following:

Performance Requirements:

Sanitary facilities; food preparation and storage space; and security; thermal environment; illumination and electricity; structure and materials; interior air supply; water supply; lead-based paint; access; site and neighborhood; and sanitary condition.

Further definition of HUD and the Housing Authority of Joliet's Housing Quality Standards is contained herein.

The U.S. Department of Housing and Urban Development's acceptability criteria set forth minimum acceptable conditions. That applies across the country to units in the Housing Choice Voucher Program. The development of more stringent Housing Quality Standards for Housing Choice Voucher Programs by HUD for nationwide usage would be difficult due to the diversity of housing stock characteristics. Because of those characteristics, HUD regulations permit Housing Authorities, such as the Housing Authority of Joliet, to develop a stringent set of Housing Quality Standards where justified by factors such as local climate; geographical conditions; or state, local or model codes.

Ever doubt the Housing Authority has adopted a high standard. These standards were developed as not to adversely affect the availability of acceptable housing to program participants.

The primary objective of the Housing Authority of Joliet's Housing Quality Standards is to provide "decent, safe, and sanitary" housing at affordable cost to program participants and to enforce consistency among the Housing Authority's HQS inspectors.

RESPONSIBILITIES:

Responsibilities of the Housing Authority:

Ensure that all units in the Housing Choice Voucher Program meet the Housing Quality Standards.

Inspect unit in response to Request for Lease Approval. Inform potential tenant and owner of results and necessary actions.

Encourage tenants and owners to maintain unit up to standards.
Make inspection in response to tenant or owner complaint or request. Inform tenant or owner of necessary actions and time period for compliance.

Make annual inspection of the unit to ensure that it still meets the Housing Quality Standards. Inform the tenant and

owner of the results, necessary actions, and time period for compliance.

Responsibilities of the Tenant:
Live up to the terms of your lease.

Do your part to keep the unit safe and sanitary.

Cooperate with the owner by informing him or her of any necessary repairs.

Cooperate with the PHA for initial, annual, and complaint inspections.

Responsibilities of the Owner:
Comply with the terms of the lease.

Generally maintain the unit and keep it up to the Housing Quality Standards outlined in this booklet.

Cooperate with the tenant by responding promptly to requests for needed repairs.

Initial Inspection:
Once a certificate holder (prospective tenant) and prospective owner (landlord) have requested lease approval for a specific unit, the Housing Authority's Housing Quality Standard Inspectors are responsible for scheduling an initial unit inspection on the date as agreed by the Housing Authority Inspector and owner to determine if the unit meets the Housing Authority's Housing Quality Standards and if said unit will be accepted in the Section 8 Certificate Program.

Annual Reinspection:
An annual inspection should be performed no more than one year after the date of the previous inspection.

A reminder notice in advance of the intended time period for the annual inspection is a useful way to prompt the owner to assure that the unit is in compliance with all aspects of the Housing Quality Standards. The inspection itself should be scheduled sufficiently far in advance of the date for lease renewal to provide time for necessary repairs to be completed before the lease anniversary date.

The inspection should be scheduled so that the tenant is present, if possible, since the tenant is an important source of information on the owner's provision of maintenance, services, and utilities.

Special/Complaint Inspection:
When a complaint is made by either tenant or owner as a result of the unsatisfactory condition of an item covered in the HUD Housing Quality Standards, and inspection must be made. The inspector should schedule the inspection as quickly as possible. The inspector should identify those complaints, which present an immediate danger thereby requiring an immediate inspection. Situations that would require an immediate inspection are conditions that immediately endanger the health and safety of the tenant (e.g., exhaust fumes from a heating system, no heat in winter months, no electricity, and no water). Where possible the inspection should be scheduled so that both parties are present. Said deficiencies shall be corrected within twenty-four (24) hours.

Quality Control Inspection:
The quality control inspections serve a number of purposes. First, they provide assurances that only those units which meet the Housing Quality Standards are approved for program subsidies. Secondly, the quality control inspections serve to catch inadvertent errors, which may have been made by the inspectors. Further, such inspections provide the inspection supervisor with information concerning the general level of

competence and consistency of the inspection staff. Finally, a quality control program encourages higher performance by the inspectors since they are aware that their work is subject to periodic review.

In order to assure that these quality objectives are met, there must be a reinspection of some units originally inspected by each inspector. HAJ requires an inspection of a random sample of at least 10 percent of the approved units; a larger sample may be necessary if inconsistencies are found.

Reinspection:

The inspector must reschedule an inspection of those units failing to meet the HAJ's HQS Standards as outlined in this manual. When the owner informs the Housing Authority that all required repairs are completed, a reinspection is scheduled. This sequence continues until the unit meets the Housing Quality Standards, the owner refuses to make the repairs, or the certificate holder is no longer interested in occupying the unit.

If the owner/landlord is unwilling to make the repairs, the certificate holder must be notified, so that he or she can again begin the search for an acceptable unit, or the owner/landlord HAP payment shall be abated until all unit deficiencies are corrected.

Judgment Calls and Exceptions:

Although the Checklist and this Manual have been developed in an attempt to reduce the amount of discretion needed to perform the inspection, there will obviously be numerous cases when an inspector's decision will be a "judgment call." In this case, it is recommended that the inspector record the reason for the decision and then review the particular decision with the inspection supervisor at the Housing Authority. In this manner, the inspection supervisor or outside expert can lend consistency to the outcome of difficult decisions rather than having each individual inspector making these decisions independently.

LIVING ROOM

Interior surfaces:
All interior surfaces including ceiling, trim, baseshoe, walls, windows, and doors shall be maintained in good clean and sanitary condition.

Not acceptable *are large cracks or holes that allow drafts, peeling paint, loose plaster, decayed wood, and severe bulging. Peeling wallpaper must be re-glued and/or replaced. Loose paneling and other defective surface conditions shall be corrected.*

It is ***recommended*** *that semi-gloss or enamel paint be used on all walls to provide a better surface for cleaning. Unit must be freshly painted for new residents.*

Electricity:
Every occupied building shall be provided with an electrical system. The size and usage of appliances and equipment shall serve as a basis for determining the need for additional facilities in accordance with city code. Every dwelling shall be served by a main service that is not less than 100 amperes and three wires.

Required Receptacles:
Every habitable space in a dwelling shall contain at least two (2) electric outlets, or one (1) outlet and one (1) permanent overhead or wall light fixture. GFCI receptacles are required within six (6) feet of any water source.

Electrical Hazards:
Where it is found that the electrical system has inadequate service, improper fusing, insufficient outlets, improper wiring or installation, hanging fixtures, missing or cracked cover plates, on switches, or outlets, over loaded circuits (refer to tenant), electric cords under rugs or other floor coverings, no extension cords as part of permanent wiring, and deterioration or damage, or similar reason, the Housing Quality Standards Inspector shall require the defects to be corrected to eliminate the hazard.

Heat Source:
All habitable spaces must have a direct heat source. A heat source capable of maintaining a room temperature of seventy degrees (70°F) during the period from October 15 to March 15. To maintain the room temperatures as specified above during the hours between 6:30 a.m. and 10:30 p.m. of each day and not less than sixty-five degrees (65°F) during other hours at a minimum.

Unsafe Heating Appliances:
Stove and oven shall be prohibited as a heating source.

Unvented fuel burning space heaters are a health hazard and must be given a fail rating for heat source. Combustible material around the furnace is a fire hazard and must be removed immediately.

Floors:
Finished floors or floor covering materials such as wood, vinyl, linoleum and other resilient floor covering materials must be in good condition.

Not acceptable *are cracks or holes, missing or warped floor board in the floor surface, loose carpeting (must be restretched) or floor tile or any tripping hazard. Wood surfaces must be sanded to a smooth surface and be sealed. All floors must be in a finished condition. (No plywood flooring.) It is recommended that carpeting be installed in living room area.*

Window(s):
Every habitable space shall have at least one (1) openable window for the purpose of ventilation, other than a fixed window, shall be easily openable and capable of being held in position by window hardware. Have working window locks (first floor or other accessible window): must be weathertight to avoid any air or water infiltration. The total openable area of the window in every room shall be equal to at least 50 percent of the minimum glazed area.

Not acceptable *are windows with cracked, broken, or missing panes and windows that do not shut, damaged or deteriorated sashes, peeling paint (must be scraped and painted) decayed wood, severe bulging, all glazing materials shall be maintained free from cracks and holes; and other defective surface conditions shall be corrected.*

Windows that are nailed or painted shut are not acceptable.

Screens: *Every storm door, window(s) and other outside opening utilized or required for ventilation purposes shall be supplied with approved tightly fitting screen and provide same for storm door.*

Storm Door:
All storm doors shall be maintained in good condition, must have a locking device, weathertight with hinges. Kickplate and door sweep intact. Every storm door shall have a self-closing device in good working condition. (See screens for requirement.)

Exterior Doors Requirement:
Must have a lock that works (deadbolt with an interior thumb latch or locking passage lock set); solid core; weathertight to avoid air or water infiltration; solid door jamb with a striker plate; trim and threshold intact; door stop(s) and must have viewer if no window within three (3) feet.

All exterior doors and hardware shall be maintained in good condition.

All means of egress doors shall be ready openable from the side from which egress is to be made without the need for keys.

Not acceptable *are doors with peeling paint; holes; decayed wood; busted door jamb and other defective surface conditions shall be corrected.*

KITCHEN:

Interior surfaces:
All interior surfaces including ***ceiling, trim, baseshoe, walls, windows,*** *and* ***doors*** *shall be maintained in good, clean, and sanitary condition.*

Not acceptable *are large cracks or holes that allow drafts, peeling paint, loose plaster, decayed wood, severe bulging. Peeling wallpaper must be re-glued and/or replaced. Loose paneling and other defective surface conditions shall be corrected.*

It is ***recommended*** *that semi-gloss or enamel paint be used on all walls to provide a better surface for cleaning. Units must be freshly painted for new residents.*

Food Preparation:
All spaces to be occupied for food preparation purpose shall contain suitable space and equipment to store, prepare, and serve foods in a sanitary manner. There shall be adequate facilities and services for the sanitary disposal of food wastes and refuse, including facilities for temporary storage.

Cabinets, storage, and preparation area shall be maintained clear, dry, and free of defects, structurally sound and be capable of supporting the imposed loads.

Countertop Preparation Area:
Provide plastic laminate countertop backsplash and endsplash or shall be constructed to maintain so as to be substantially impervious to water. Fasten countertop to base units into underside of countertop. Caulk all joints to conceal open space between countertop and walls so as to be substantially impervious to water.

Not acceptable *are defective or broken drawer fronts, drawer-glide suspension or nylon rollers, damaged cabinet doors and hardware, exposed surface areas not impervious to water.*

Electricity:
Every occupied building shall be provided with an electrical system, the size and usage of appliances and equipment shall serve as a basis for determining the need for additional facilities in accordance with city code. Every dwelling shall be served by a main service that is not less than 100 amperes and three wires.

Required Receptacles:
Every habitable space in a dwelling shall contain at least two (2) electric outlets, or one (1) outlet and one (1) permanent overhead or wall light fixture. Ground fault circuit interrupter (GFCI) receptacles must be installed in all kitchens to eliminate possible electrical hazard. Outlets within six (6) feet of faucet or any water source shall be replaced with GFCI receptacles.

Electrical Hazards:
Where it is found that the electrical system has inadequate service, improper fusing, insufficient outlets, improper wiring or installation, hanging fixtures, missing or cracked cover plates, on switches, or outlets, overloaded circuits (refer to tenant), electric cords under rugs or other floor coverings, no extension cords as part of permanent wiring, any deterioration or damage, or similar reason, the Housings Quality Standards Inspector shall require the defects to be corrected to eliminate the hazard.

Heat Source:
All habitable spaces must have a direct heat source. A heat source capable of maintaining a heat source capable of

maintaining a room temperature of seventy degrees (70°F). During the period from October 15 to March 15 to maintain the room temperatures as specified above during the hours between 6:30 a.m. and 10:30 p.m. of each day and not less than sixty-five degrees (65°F) during other hours at a minimum.

Unsafe Heating Appliances:
Stove and oven shall be prohibited as a heating source.

Unvented fuel burning space heaters are a health hazard and must be given a fail rating for heat source. Combustible material around the furnace is a fire hazard and must be removed immediately.

Floors:
Finished floors or floor covering materials such as wood, vinyl, linoleum, terrazzo, and other resilient floor covering materials must be in good condition.

Not acceptable *are cracks or holes, missing or warped floor board in the floor surface, loose carpeting (must be restretched) or floor tile or any tripping hazard. Wood surfaces must be sanded to a smooth surface and be sealed. All floors must be in a finished condition (No plywood). It is recommended that carpeting be installed in living room area.*

Kitchen floor surface shall be constructed and maintained so as to be substantially impervious to water which also allows surface to be easily kept in a clean and sanitary condition.

Window(s)
Every habitable space shall have at least one (1) openable window for the purpose of ventilation, other than a fixed window shall be easily openable and capable of being held in position by window hardware. Have working window locks (first floor or other accessible window); must be weathertight to avoid any air or water infiltration.

The total openable area of the window in every room shall be equal to at least 50 percent of the minimum glazed area.

Not acceptable *are windows with cracked, broken, or missing panes and windows that do not shut, damaged or deteriorated sashes, peeling paint (must be scraped and painted) decayed wood, severe bulging, all glazing materials shall be maintained free from cracks and holes; and other defective surface conditions shall be corrected.*

Windows that are nailed or painted shut are not acceptable.

Screen/Ventilation:
Window(s) and other outside opening utilized or required for ventilation purposes shall be supplied with approved tightly fitting screen and provide same for storm door.

The absence of a window does not fail this item in the kitchen. However, in the absence of a window, a rangehood shall be vented to the outdoors by a single-wall pipe constructed of galvanized steel, stainless steel, copper or other material approved by the Housing Authority of Joliet's Housing Quality Standards Inspector for the use intended. Vents serving rangehoods shall not terminate in an attic or crawl space or any area inside the building. Labeled un-vented rangehoods shall be installed in accordance with the terms of their label.

Storm Door:
All Storm doors shall be maintained in good condition must have a locking

HEALTH AND SAFETY

The building and site must have:

Sanitation:

All exterior property and premises shall be maintained in a clean, safe, and sanitary condition. The occupant shall keep that part of the exterior property which such occupant occupies or controls in a clean and sanitary condition.

Grading and Drainage:

All premises shall be graded and maintained to prevent the erosion of soil and to prevent the accumulation of stagnant water within any structure located thereon.

Exception:

Water retention areas and reservoirs approved by the code official.

Sidewalks and Driveways:

All sidewalks, walkways, stairs, driveways, parking spaces, and similar areas shall be kept in a proper state of repair, and maintained free from hazardous conditions.

Weeds:

All premises and exterior ground shall be maintained free from weeds or plant growth in excess of six (6) inches. Weeds shall be defined as all grasses, annual plants and vegetation, other than trees or shrubs provided; however, this term shall not include cultivated flowers and gardens.

Other Structures:

All accessory structures, including detached garages, fences and walls, shall be maintained structurally sound and in good repair and free from unsafe conditions.

Stairways, Decks, Porches, and Balconies:

Every exterior stairway, deck, porch and balcony greater than thirty (30) inches in height must have handrails, and all appurtenances attached thereto, shall be maintained structurally sound, in good repair, with proper anchorage and capable of supporting the imposed loads.

Stairs and Hallways:

Ensure that interior flights of stairs with railings, and common hallways are safe and in good condition, no peeling cracking, or chipping paint repairs loose or broken handrails. Floor surface materials such as carpeting, wood, vinyl, linoleum. Much be intact to prevent tripping hazard. Provide lights that work in all common hallways and interior stairs.

Elevators:

Elevators shall be maintained to sustain safely all imposed loads to operate properly and to be free from physical and fire hazards. In buildings equipped with passenger elevators, at least one elevator shall be maintained in operation at all times when the building is occupied.

Note: Buildings equipped with only one elevator shall be permitted to have the elevator temporarily out of service for testing or service.

Smoke Detectors & Carbon Monoxide Detectors:

A minimum of one approved single-station or multiple-station smoke detector shall be installed and centrally located at ***every level*** *of the dwelling unit(s), including basement and/or attic.*

A properly working carbon monoxide detector must be installed on ***each level,*** *including basement and/or attic, and within 15' of rooms used for sleeping.*

Please comply with Local Fire Department Codes.

Installation:
All smoke detectors and carbon monoxide detectors shall be installed in accordance with the local building code.

Recommend portable fire extinguisher to be located in kitchen.

Required Receptacles:
Ground Fault Circuit Interrupter (GFCI) receptacles must be installed within six (6) feet of any water source – this includes basements, utility rooms, janitorial closets, mud rooms, laundry rooms, etc. ALL exterior electric outlets must be GFCI outlets with weatherproof covers.

Emergency Escape:
Every habitable room shall have at least one (1) openable window or exterior door approved for emergency egress or rescue.

Every second floor unit must have two (2) stair cases accessible to the exterior ground level, and must comply with requirements for fire exits.

Security:
Bars, grills or screens placed over emergency escape window shall be releasable or removable from the inside without the use of a key, lock, or force greater than that which is required for normal operation of the window.

Extension Cords:
Extension cords and flexible cords shall not be a substitute for permanent wiring. Extension cords and flexible cords shall not be affixed to structures; extended through walls, ceilings or floors, or under doors or floor coverings.

Other Unapproved Conditions:
Open junction boxes and open-wiring splices shall be prohibited. Approved covers shall be provided for all switch and electrical outlet boxes.

Disposal of Rubbish:
Every occupant of a structure shall dispose of all rubbish in a clean and sanitary manner by placing such rubbish in approved containers.

Containers:
The owners shall provide approved leak-proof containers with close-fitting covers for the storage of such materials until removed from the premises for disposal.

Infestation/Extermination:
All structures shall be kept free from vermin, insect, and rat infestation. All structures in which insects or rats are found shall be promptly exterminated by approved processes that will not be injurious to human health.

MAINTENANCE: OWNER AND FAMILY RESPONSIBILITY: HOUSING AUTHORITY REMEDIES

Owner/Landlord Obligation:

The owner/landlord must maintain the unit in accordance with Housing Quality Standards (HQS).

If the owner/landlord fails to maintain the dwelling unit in accordance with Housing Quality Standards (HQS), the Housing Authority of Joliet (HAJ) must take prompt and vigorous action to enforce the owner/landlords obligations. HAJ remedies for such breach of the HQS include termination, suspension or reduction of housing assistance payments and termination of the HAP contract.

The HAJ must not make any housing assistance payments for a dwelling unit that fails to meet the HQS, unless the owner/landlord corrects the defect within the period specified by the HAJ's inspector and the inspector verifies the correction. If a defect is life threatening, the owner/landlord must correct the defect within no more than 24 hours. For other defects, the owner/landlord must correct the defect within no more than 35 calendar days (or any HAJ approved extension).

The owner/landlord is not responsible for a breach of the HQS that is not caused by the owner/landlord, and for which the family is responsible. (However, the HAJ may terminate assistance to a family because of HQS breach caused by the family.)

Family Obligation:

The family is responsible for a breach of the HQS that is caused by any of the following:

The family fails to pay for any utilities that the owner/landlord is not required to pay for, but which are to be paid by the tenant;

The family fails to provide and maintain any appliances that the owner/landlord is not required to provide, but which are to be provided by the tenant; or

Any member of the household or guest damages the dwelling unit or premises (damages beyond ordinary wear and tear)

If an HQS breach caused by the family is life threatening, the family must correct the defect within no more than 30 calendar days (or any HAJ approved extension).

If the family has caused a breach of the HQS, the HAJ must take prompt and vigorous action to enforce the family obligations. The Housing Authority may terminate assistance for the family in accordance with Section 982.552.

device, weathertight with hinges. Kickplate and door sweep intact. Every storm door shall have a self-closing device in good working condition. (See screens for requirement.)

Exterior Doors Requirement:
Must have a lock that works (deadbolt with an interior thumb latch or locking passage lock set); solid core; weathertight to avoid air or water infiltration; solid door jamb with a striker plate; trim and threshold intact; door stop(s) and must have viewer if no window within three (3) feet.

All exterior doors and hardware shall be maintained in good condition.

All means of egress doors shall be readily openable from the side from which egress is to be made without the need for keys.

***Not acceptable** are doors with peeling paint; holes; decayed wood; busted door jamb and other defective surface conditions shall be corrected.*

Kitchen Sinks:
All plumbing fixtures shall be properly installed and maintained in working order and shall be kept free from obstructions, leaks and defects and be capable of performing the function for which such plumbing fixtures are designed.

The kitchen sink shall be supplied with hot or tempered and cold running water.

The water supply system shall be installed and maintained to provide a sufficient volume and at pressures adequate to enable the fixtures to function properly, safely, and free from defects and leaks. (A bathroom sink will not satisfy this requirement.) It is recommended that all sinks and water closet water lines have shut-off valves.

Sanitary Drainage System:
All plumbing fixtures shall be properly connected to either a public sewer system or to an approved private sewage disposal system. Every plumbing stock vent, waste, and sewer line shall function properly and be dept free from obstructions, leaks, and defects.

Stove or Range with Oven:
Both an oven and a stove (or range) with top burners must be present and working. If either is missing, the Housing Quality Standard Inspector shall check "Fail." The Housing Quality Standard Inspector shall check "Inclusive" if the tenant is responsible for supplying the appliances and he or she has not yet moved in. The Housing Quality Standard Inspector shall contact the tenant or prospective tenant to gain verification that facility will be supplied and is in working condition. Hot plates are not acceptable substitutes for these facilities.

An oven is not working if it will not heat up. To be working a stove or range must have all burners working and knobs to turn them off and on. Under "working condition," the Housing Quality standard Inspector shall look for hazardous gas hook-ups evidenced by strong gas smells; these should fail.

If both an oven and a stove or range are present, but the gas or electricity are tuned off, check "Inconclusive." Contact owner or manager to get verification that facility works when gas is turned on. If both an oven and a stove or range are present and working, but defects exist, check "Pass" and note these to he right of the form. Possible defects are marked, dented, or scratched surfaces; cracked burner ring; limited size relative to family needs.

A microwave oven may be substituted for a tenant-supplied oven and stove (or range).

A microwave oven may be substituted for an owner-supplied oven and stove (or range) if the tenant agrees and microwave ovens are furnished instead of ovens and stoves (or ranges) to both subsidized tenants in the building or premises.

Refrigerator:
If no refrigerator is present the Housing Quality Standard Inspector shall use the same criteria for marking either "Fail" or "Inconclusive" as were used for the oven and stove or range.

A refrigerator is not working if it will not maintain a temperature low enough to keep food from spoiling over a reasonable period of time. If the electricity is turned off, mark "Inconclusive." Contact owner (or tenant if unit is occupied) to get verification of working condition.

If the refrigerator is present and working but defects exist, note these to the right of the form. Possible minor defects include: broken or missing interior shelving, dented or scratched interior and exterior surfaces, minor deterioration of door seal, and loose door handle.

Prohibited Occupancy:
Kitchen, non-habitable spaces, and interior public areas shall not be occupied for sleeping purposes.

Minimum Room Widths and Ceiling Height: *A habitable room, other than a kitchen, shall not be less than seven feet (7') in any plan dimension. Kitchens shall have a clear passageway of not less than three feet (3') between counterfronts and walls.*

BATHROOM:

Interior surfaces:
All interior surfaces including ***ceiling, trim, baseshoe, walls, windows,*** *and* ***doors*** *shall be maintained in good, clean and sanitary condition.*

Not acceptable *are large cracks or holes that allow drafts, peeling paint, loose plaster, decayed wood, and severe bulging. Peeling wallpaper must be re-glued and/or replaced. Loose paneling; and other defective surface conditions shall be corrected.*

It is ***recommended*** *that semi-gloss or enamel paint be used on all walls to provide a better surface for cleaning. Units must be freshly painted for new residents.*

Electricity:
Every occupied building shall be provided with an electrical system. The size and usage of appliances and equipment shall sere as a basis for determining the need for additional facilities in accordance with city code. Every dwelling shall be served by a main service that is not less than 100 amperes and three wires.

Required Receptacles:
Every bathroom shall contain at least one (1) receptacle and at least one (1) electric lighting fixture. Ground Fault Circuit Interrupter (GFCI) receptacles must be installed within six (6) feet of a water source.

Electrical Hazards:
Where it is found that the electrical system has inadequate service, improper fusing, insufficient outlets, improper wiring or installation, hanging fixtures, missing or cracked cover plates, on switches, or outlets, overloaded circuits (refer to tenant), electric cords under rugs or other floor coverings, no extension cords as part of permanent wiring, any deterioration or damage, or similar reason, the Housing Quality Standards Inspector shall require the defects to be corrected to eliminate the hazard.

Water Closet, Shower, Bathtub, Wash Basin, or Lavatory: *Every dwelling unit shall contain its own bathtub or shower, wash basin, or lavatory and water closet which shall be maintained in a sanitary, safe, working condition. The lavatory or wash basin shall be placed in the same room as the water closet or located in close proximity to the door leading directly into the room in which such water closet is located.*

At least one (1) water closet, lavatory, or wash basin and bathtub or shower shall be supplied for each four (4) rooming units.

Toilet rooms and bathrooms shall provide privacy and shall not constitute the only passage to a hall or other space or the exterior.

All plumbing fixtures shall be properly installed an maintained in working order and shall be kept free from obstructions, leaks, and defects and be capable of performing the function for which such plumbing fixtures are designed.
Each bathroom sink, lavatory, bathtub or shower shall be supplied with hot or tempered and cold running water. The water supply system shall be installed and maintained to provide a sufficient volume and at pressures adequate to enable the fixture to function properly, safely and free from defects and leaks.

All plumbing fixtures shall be properly connected to either a public sewer system or to an approved private sewage

disposal system. Every plumbing stock vent, waste and sewer line shall function properly and kept free from obstructions, leaks and defects.

Floors:
Finished floors or floor covering materials such as wood, vinyl, linoleum, and other resilient floor covering materials must be in good condition.

Not acceptable *are cracks or holes, missing or warped floor board in the floor surface, loose carpeting (must be restretched) or floor tile or any tripping hazard. Wood surfaces must be sanded to a smooth surface and be sealed. All floors must be in a finished condition. (No plywood flooring.) It is recommended that carpeting be installed in living room area.*

Bathroom(s) floor surface shall be constructed and maintained so as to be substantially impervious to water which also allows surface to be easily kept in a clean and sanitary condition.

Interior Doors:
All interior doors and hardware shall be maintained in good condition, i.e., door handles, pulls, latches, passage locks, and other operating devices shall be at a maximum height of forty-eight (48) inches above the finished floor. The operating devices shall be capable of operation with one hand and shall not require tight grasping, tight pinching or twisting of the wrist to operate. All means of egress doors shall be readily openable from the side from which egress is to be made without the use of a key or special knowledge or effort.

Window/Ventilation:
The owner of the structure shall provide and maintain proper ventilation.

Every bathroom and toilet room shall comply with the ventilation requirement for habitable spaces.

Every window utilized or required for ventilation purposes shall be supplied with approved tightly fitting screen.

In lieu of window(s) for natural ventilation, a mechanical ventilation fan(s) complies with requirement. Air exhausted by a mechanical ventilation system from a bathroom shall be exhausted to the exterior without recirculation to any space or shall be recirculated where the system is provided with effective absorption and filtering equipment.

Other Unacceptable Conditions:
Outhouses or facilities shared by occupants of other units. Dripping faucets, minor leaks, cracked porcelain, slow or clogged drains.

BEDROOM(S)

Other Rooms:
"Other rooms" that are lived in include dens, halls, and finished basements or enclosed, heated porches. The requirements for other rooms that are lived in a similar to the requirements for the living room as explained below.

Every room occupied for sleeping purposes by one (1) occupant shall contain at least seventy (70) square feet of floor area, and every room occupied for sleeping purposes by more than one (1) person shall contain at least fifty (50) square feet of floor area for each occupant.

Exception:
Dwelling units that contain fewer than two (2) bedrooms.

Minimum Room Width:
All bedrooms shall not be less than seven (7) feet in any plan dimension.

Exceptions:
Kitchen(s) from these requirements.

Minimum Ceiling Heights:
Habitable spaces hallway, corridors, laundry areas, bathrooms, toilet rooms, and habitable basements. Areas shall have a clear ceiling height of not less than seven (7) feet.

Interior Surfaces:
All interior surfaces including ***ceiling, trim, baseshoe, walls, windows,*** *and* ***doors*** *shall be maintained in good clean and sanitary condition.*

Not acceptable *are large cracks or holes that allow drafts, peeling paint, loose plaster, decayed wood, and severe bulging. Peeling wallpaper must be re-glued and/or replaced. Loose paneling and other defective surface conditions shall be corrected.*

It is ***recommended*** *that semi-gloss or enamel paint be used on all walls to provide a better surface for cleaning. Unit must be freshly painted for new residents.*

Electricity:
Every occupied building shall be provided with an electrical system. The size and usage of appliances and equipment shall serve as a basis for determining the need for additional facilities in accordance with city code. Every dwelling shall be served by a main service that is not less than 100 amperes and three wires.

Required Receptacles:
Every habitable space in a dwelling shall contain at least two (2) electric outlets, or one (1) outlet and one (1) permanent overhead or wall light fixture. GFCI receptacles are required within six (6) feet of a water source.

Electrical Hazards:
Where it is found that he electrical system has inadequate service, improper fusing, insufficient outlets, improper wiring or installation, hanging fixtures, missing or cracked cover plates, on switches, or outlets, overloaded circuits (refer to tenant), electric cords under rugs or other floor coverings, no extension cords as part of permanent wiring, any deterioration or damage, or similar reason, the Housing Quality Standards Inspector shall require the defects to be corrected to eliminate the hazard.

Heat Source:
All habitable spaces must have a direct heat source. A heat source capable of maintaining a room temperature of seventy degrees (70°F). During the period from October 15 to March 15 to

maintain the room temperatures as specified above during the hours between 6:30 a.m. and 10:30 p.m. of each day and not less than sixty-five degrees (65°F) during other hours at a minimum.

Unsafe Heating Appliances:
Stove and oven shall be prohibited as a heating source.

Unvented fuel burning space heaters are a health hazard and must be given a fail rating for heat source. Combust material around the furnace is a fire hazard and must be removed immediately.

Floors:
Finished floors or floor covering materials such as wood, vinyl, linoleum, terrazzo, and other resilient floor covering materials must be in good condition.

Not Acceptable *are cracks or holes, missing or warped floor board in the floor surface, loose carpeting (must be restretched) or floor tile or any tripping hazard. Wood surfaces must be sanded to a smooth surface and be sealed. All floors must be in a finished condition. (No plywood.) It is recommended that carpeting be installed in living room area.*

Window(s)/Ventilation:
Every habitable space shall have at least one (1) openable window for the purpose of ventilation, other than a fixed window, shall be easily openable and capable of being held in position by window hardware. Have working window locks (first floor or other accessible window); must be weathertight to avoid any air or water infiltration.

The total operable area of the window in every room shall be equal to at least 45 percent of the minimum glazed area.

Every window utilized or required for ventilation purposes shall be supplied with approved tightly fitting screen.

Original Design/New Construction Basement Bedroom:
All bedrooms located in a basement shall abide by the standards set forth above for all other bedrooms.

All bedrooms located in a basement shall have at least one openable window.

Not acceptable *are windows with cracked, broken, or missing panes and windows that do not shut, damaged or deteriorated sashes, peeling paint (must be scraped and painted) decayed wood, severe bulging, all glazing materials shall be maintained free from cracks and holes; and other defective surface conditions shall be corrected.*

Other Unacceptable Conditions:
Access from sleeping rooms: Sleeping rooms shall not constitute the only means of access to other sleeping rooms or habitable spaces.

Water closet accessibility: Every bedroom shall have access to at least one water close and one lavatory without passing through another bedroom.

BUILDING ENVELOPE (Exterior)

The building exterior shall be maintained in good repair, structurally sound, and sanitary so as not to pose a threat tot he public health, safety, or welfare and maintained weatherproof and properly surface coated where required to prevent deterioration.

Exterior Surfaces:

All painted wood and metal surfaces, including but not limited to windows, frames, doors, door frames, porches, and painted decks, shall be free of peeling, flaking, and chipped paint.

Not acceptable are exterior walls with holes, breaks, and loose or rotting materials.

Address Numbers:

Street numbers assigned to units(s) or properties shall display in a position easily observed and readable. All numbers shall be Arabic numerals at least three (3) inches high.

Foundation Walls:

The foundation walls shall be maintained plumb and free from open cracks and breaks and shall be kept in condition to prevent the entry of rain, drainage water, vermin, insects, and rodents.

Roofs, Gutters, and Downspouts:

The roof and flashing shall be sound, tight, and not have defects that admit rain. Roof drainage shall be adequate to prevent dampness or deterioration in the interior walls. Roof drains, gutters, and downspouts shall be maintained in good repair and free from obstructions. Roof water shall not be discharged in a manner that creates a nuisance for neighbors.

Overhang Extension:

All canopies, metal awnings, fire escapes, standpipes, exhaust ducts and similar overhang extensions shall be maintained in good repair and be properly anchored so as to be kept in a sound condition. When required, all exposed surfaces of metal or wood shall be protected from the elements and against decay or rust by periodic application of weather-coating materials, such as paint or similar surface treatment.

Chimneys:

All chimneys, smoke stacks, and similar appurtenances shall be maintained structurally safe and sound, and in good repair.

Stairs and Railings:

All interior stairs and railings shall be maintained in sound condition and good repair.

Mailboxes and Street Numbers - Recommendations:

Residential Single Mailboxes:

Traditional brass mailboxes coated in a durable lacquer finish. Available in vertical or horizontal styles with detachable magazine hooks, or for multi-family mailboxes specify rack ladder or standard installation system.

Rural:

Made of ¼" steel. Can be mounted on the optional post or a base with adjustable red signal flags.

Consult with your local postmaster for mailbox specifications.

Street Numbers:

Each structure to which a street number has been assigned shall have such number displayed in a position easily observed and readable from the public

right-of-way. All numbers shall be in arabic numerals at least three inches (3") high and one-half inch (1/2") stroke.

Site and Neighborhood Conditions:
Hazardous Conditions: *The site and neighborhood must be free from hazardous and unsafe conditions including, but not limited to, trash, debris, weeds, broken glass, dog waste, and broken fences.*

Vehicles: *Vehicles must be operable, not abandoned, without broken glass or excessive damage. Repair work to vehicles must be done inside the garage, and no hazardous condition should result from the repair work.*

Garages: *Garages excluded from lease agreements are considered part of the site and should be included in the inspection report. All garages must be maintained in a decent, safe, and sanitary condition, and must not have accumulation of trash and debris.*

GFCI Receptacles:
Ground Fault Circuit Interrupter (GFCI) receptacles must be installed within six (6) feet of any water source – this includes basements, utility rooms, janitorial closets, mud rooms, laundry rooms, etc. ALL exterior electric outlets must be GFCI outlets with weatherproof covers.

BASEMENT/UTILITY ROOMS

Basement hatchways:
Every basement hatchway shall be maintained to prevent the entrance of rats, rain, and surface drainage water.

Guards for basement windows:
Every basement window that is openable shall be supplied with ratproof shields, storm windows, or other approved protection against the entry of rodents Windows must have a screen if designed for one.)

GFCI Receptacles:
Ground Fault Circuit Interrupter (GFCI) receptacles must be installed within six (6) feet of any water source – this includes basements, utility rooms, janitorial closets, mud rooms, laundry rooms, etc.

Water Heaters:
All units must have a source of hot water. The water heater must be as the following:

Be of sufficient size to provide adequate hot water for the tenant's needs;

Be operating properly;

Be vented properly;

Have an operating pressure relief valve with piping down to six inches (6") above the floor;

Have fuel shut-off valve (if natural gas); and

Have a cover to conceal pilot light housing area and when so required, are properly vented to an approved chimney or flue, are properly connected to waterlines and maintained in a safe and good operating condition. The water heating facility shall be capable of heating water to such a temperature as to permit an adequate amount of water to be drawn at every required kitchen sink, lavatory sink, and bathtub or shower at a temperature of not less than 120°F, and not more than 140°F. No water heating facility using solid, gaseous, or liquid fuel shall be installed in any room used or designed for sleeping purposes, bathroom, toilet room or garage, or in any room not properly ventilated; and

Gas supply lines must have solid gas pipe with drip leg and shut off valve.

Water Supply:
All water should come from City water lines and be connected properly. Private wells are allowable as ling as the water has been tested and approved by Local or State Health Authorities.

Sewer System:
All waste lines must be vented properly and connected to a public sewer system. A private sewer system is allowable if it has been approved by Local or State Health Authorities. No open vent lines are allowed.

Furnaces/Heating:
All habitable rooms must have a direct heat source (source in room). Acceptable heat sources are: forced air furnaces, gravity fed furnaces, boilers (radiators), or electric panel heating.

All heat sources must be capable of maintaining an interior temperature of at least seventy degrees (70°) at all times.

All heating units are to be kept in good operating condition, be vented properly, and be free from any possible fire hazards.

All heat sources should have fuel shut-off valves and a pressure relief valve is required for all boilers.

Gas lines must be solid gas pipe with 6" drip leg at the lowest point and a shut off valve must be present (Reference: CABO BOCA Chapter 19).

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nspection Form
Housing Choice Voucher Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0169
(exp. 9/30/2002)

Public reporting burden for this collection of information is estimated to average 3 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

This collection of information is authorized under Section 8 of the U.S. Housing Act of 1937 (42 U.S.C. 1437f). The information is used to determine if a unit meets the housing quality standards of the section 8 rental assistance program.

PHA	Tenant ID Number	Date of Request (mm/dd/yyyy)
Inspector	Date Last Inspection (mm/dd/yyyy)	Date of Inspection (mm/dd/yyyy)
Neighborhood/Census Tract	Type of Inspection ☐ Initial ☐ Special ☐ Reinspection	Project Number

A. General Information

Street Address of Inspected Unit

City | County | State | Zip

Name of Family | Current Telephone of Family

Current Street Address of Family

City | County | State | Zip

Number of Children in Family Under 6

Name of Owner or Agent Authorized to Lease Unit Inspected | Telephone of Owner or Agent

Address of Owner or Agent

Housing Type (check as appropriate)

- ☐ Single Family Detached
- ☐ Duplex or Two Family
- ☐ Row House or Town House
- ☐ Low Rise: 3,4 Stories, Including Garden Apartment
- ☐ High Rise; 5 or More Stories
- ☐ Manufactured Home
- ☐ Congregate
- ☐ Cooperative
- ☐ Independent Group Residence
- ☐ Single Room Occupancy
- ☐ Shared Housing
- ☐ Other:(Specify)

B. Summary Decision on the Unit
(to be completed after the form has been filled in)

Housing Quality Standard Pass or Fail

☐ **1. Fail** If there are any checks under the column headed "Fail" the unit fails the minimum housing quality standards. Disouss with the owner the repairs noted that would be necessary to bring the unit up to the standard.

☐ **2. Inconclusive** If there are no checks under the column headed "Fail" and there are checks under the column headed "Inconclusive," obtain additional information necessary for a decision (question owner or tenant as indicated in the item instructions given in this checklist). Once additional information is obtained, change the rating for the item and record the date of verification at the far right of the form.

☐ **3. Pass** If neither (1) nor (2) above is checked, the unit passes the minimum housing quality standards. Any additional conditions described in the right hand column of the form should serve to (a) establish the precondition of the unit, (b) indicate possible additional areas to negotiate with the owner, (c) aid in assessing the reasonableness of the rent of the unit, and (d) aid the tenant in deciding among possible units to be rented. The tenant is responsible for deciding whether he or she finds these conditions acceptable.

☐ **Unit Size:** Count the number of bedrooms for purposes of the FMR or Payment Standard. Record in the box provided.

☐ **Year Constructed:** Enter from Line 5 of the Request for Tenancy Approval form. Record in the box provided.

☐ **Number of Sleeping Rooms:** Count the number of rooms which could be used for sleeping, as identified on the checklist. Record in the box provided.

C. How to Fill Out This Checklist

Complete the checklist on the unit to be occupied (or currently occupied) by the tenant. Proceed through the inspection as follows:

Area	Checklist Category
room by room	1. Living Room
	2. Kitchen
	3. Bathroom
	4. All Other Rooms Used for Living
	5. All Secondary Rooms Not Used for Living
basement or utility room	6. Heating & Plumbing
outside	7. Building Exterior
overall	8. General Health & Safety

Each part of the checklist will be accompanied by an explanation of the item to be inspected.

Important: For each item numbered on the checklist, **check one box only** (e.g., check one box only for item 1.4 "Security,"in the Living Room.)

In the space to the right of the description of the item, if the decision on the item is: "Fail" write what repairs are necessary; If "Inconclusive" write in details.

Also, if "Pass" but there are some conditions present that need to be brought to the attention of the owner or the tenant, write these in the space to the right.

If it is an annual inspection, record to the right of the form any repairs made since the last inspection. If possible, record reason for repair (e.g., ordinary maintenance, tenant damage).

If it is a complaint inspection, fill out only those checklist items for which complaint is lodged. Determine, if possible, tenant or owner cause.

Once the checklist has been completed, return to Part B (Summary Decision on the Unit).

1. Living Room

1.1 Living Room Present

Note: If the unit is an efficiency apartment, consider the living room present.

1.2 Electricity

In order to qualify, the outlets must be present and properly installed in the baseboard, wall or floor of the room. Do not count a single duplex receptacle as two outlets, i.e., there must be **two** of these in the room, or **one** of these **plus a permanently installed ceiling or wall light fixture.**

Both the outlets and/or the light must be working. Usually, a room will have sufficient lights or electrical appliances plugged into outlets to determine workability. Be sure light fixture does not fail just because the bulb is burned out.

Do not count any of the following items or fixtures as outlets/fixtures: Table or floor lamps (these are **not** permanent light fixtures); ceiling lamps plugged into socket; extension cords.

If the electric service to the unit has been temporarily turned off check "Inconclusive." Contact owner or manager after inspection to verify that electricity functions properly when service is turned on. Record this information on the checklist.

1.3 Electrical Hazards

Examples of what this means: broken wiring; noninsulated wiring; frayed wiring; improper types of wiring, connections or insulation; wires lying in or located near standing water or other unsafe places; light fixture hanging from electric wiring without other firm support or fixture; missing cover plates on switches or outlets; badly cracked outlets; exposed fuse box connections; overloaded circuits evidenced by frequently "blown" fuses (ask the tenant).

Check "Inconclusive" if you are uncertain about severity of the problem and seek expert advice.

1.4 Security

"Accessible to outside" means: doors open to the outside or to a common public hall; windows accessible from the outside (e.g. basement and first floor); windows or doors leading onto a fire escape, porch or other outside place that can be reached from the ground.

"Lockable" means: the window or door has a properly working lock, or is nailed shut, or the window is not designed to be opened. A storm window lock that is working properly is acceptable. Windows that are nailed shut are acceptable only if these windows are not needed for ventilation or as an alternate exit in case of fire.

1.5 Window Condition

Rate the windows in the room (including windows in doors).

"Severe deterioration" means that the window no longer has the capacity to keep out the wind and the rain or is a cutting hazard. Examples are: missing or broken-out panes; dangerously loose cracked panes; windows that will not close; windows that, when closed, do not form a reasonably tight seal.

If more than one window in the room is in this condition, give details in the space provided on the right of the form.

If there is only "moderate deterioration" of the windows the item should "Pass." "Moderate deterioration" means windows which are reasonably weather-tight, but show evidence of some aging, abuse, or lack of repair. Signs of deterioration are: minor crack in window pane; splintered sill; signs of some minor rotting in the window frame or the window itself; window panes loose because of missing window putty. Also for deteriorated and peeling paint see 1.9. If more than one window is in this condition, give details in the space provided on the right of the form.

1.6 Ceiling Condition

"Unsound or hazardous" means the presence of such serious defects that either a potential exists for structural collapse or that large cracks or holes allow significant drafts to enter the unit. The condition includes: severe bulging or buckling; large holes; missing parts; falling or in danger of falling loose surface materials (other than paper or paint).

Pass ceilings that are basically sound but have some nonhazardous defects, including: small holes or cracks; missing or broken ceiling tiles; water stains; soiled surfaces; unpainted surfaces; peeling paint (for peeling paint see item 1.9).

1.7 Wall Condition

"Unsound or hazardous" includes: serious defects such that the structural safety of the building is threatened, such as severe buckling, bulging or leaning; damaged or loose structural members; large holes; air infiltration.

Pass walls that are basically sound but have some nonhazardous defects, including: small or shallow holes; cracks; loose or missing parts; unpainted surfaces; peeling paint (for peeling paint see item 1.9).

1.8 Floor Condition

"Unsound or hazardous" means the presence of such serious defects that a potential exists for structural collapse or other threats to safety (e.g., tripping) or large cracks or holes allow substantial drafts from below the floor. The condition includes: severe buckling or major movements under walking stress; damaged or missing parts.

Pass floors that are basically sound but have some nonhazardous defects, including: heavily worn or damaged floor surface (for example, scratches or gouges in surface, missing portions of tile or linoleum, previous water damage). If there is a floor covering, also note the condition, especially if badly worn or soiled. If there is a floor covering, including paint or sealant, also note the conditions, specially if badly worn, soiled or peeling (for peeling paint, see 1.9).

1.9 Lead-Based Paint

Housing Choice Voucher Units If the unit was built January 1, 1978, or after, no child under age six will occupy or currently occupies it, is a 0-BR, elderly or handicapped unit with no children under age six on the lease or expected, has been certified lead-based paint free by a certified lead-based paint inspector (no lead-based paint present or no lead-based paint present after removal of lead-based paint.), check NA and do not inspect painted surfaces.

This requirement applies to all painted surfaces (building components) within the unit. (Do not include tenant belongings). Surfaces to receive a visual assessment for deteriorated paint include walls, floors, ceilings, built in cabinets (sink bases), baseboards, doors, door frames, windows systems including mullions, sills, or frames and any other painted building component within the unit. Deteriorated paint includes any painted surface that is peeling, chipping, chalking, cracking, damaged or otherwise separated from the substrate.

All deteriorated paint surfaces **more than 2 sq. ft. in any one interior room or space, or more than 10% of the total surface area of an interior type of component with a small surface area (i.e., window sills, baseboards, and trim)** must be stabilized (corrected) in accordance with all safe work practice requirements and clearance is required. **If the deteriorated painted surface is less than 2 sq. ft. or less than 10% of the component, only stabilization is required. Clearance testing is not required.** Stabilization means removal of deteriorated paint, repair of the substrate, and application of a new protective coating or paint. Lead-Based Paint Owner Certification is required following stabilization activities, except for *de minimis level* repairs.

1. Living Room

For each numbered item, check one box only.

Item No.	Description	Decision: Yes, Pass	Decision: No, Fail	Decision: Inconclusive	If Fail, what repairs are necessary? If Inconclusive, give details. If Pass with comments, give details.	If Fail or Inconclusive, date (mm/dd/yyyy) of final approval
1.1	**Living Room Present** Is there a living room?	☐	☐			
1.2	**Electricity** Are there at least two working outlets or one working outlet and one working light fixture?	☐	☐	☐		
1.3	**Electrical Hazards** Is the room free from electrical hazards?	☐	☐	☐		
1.4	**Security** Are all windows and doors that are accessible from the outside lockable?	☐	☐			
1.5	**Window Condition** Is there at least one window, and are all windows free of signs of severe deterioration or missing or broken out panes?	☐	☐			
1.6	**Ceiling Condition** Is the ceiling sound and free from hazardous defects?	☐	☐			
1.7	**Wall Condition** Are the walls sound and free from hazardous defects?	☐	☐			
1.8	**Floor Condition** Is the floor sound and free from hazardous defects?	☐	☐			
1.9	**Lead-Based Paint** Are all painted surfaces free of deteriorated paint?	☐	☐			
	If no, does deteriorated surfaces exceed two square feet and/or more than 10% of a component?	☐	☐		☐ Not Applicable	

Additional Comments: (Give Item Number)

Comments continued on a separate page Yes ☐ No ☐

2. Kitchen

2.1 Kitchen Area Present

Note: A kitchen is an area used for preparation of meals. It may be either a separate room or an area of a larger room (for example, a kitchen area in an efficiency apartment).

2.2 - 2.9 Explanation for these items is the same as that provided for "Living Room" with the following modifications:

2.2 Electricity

Note: The requirement is that at least one outlet and one permanent light fixture are present and working.

2.5 Window Condition

Note: The absence of a window does not fail this item in the kitchen. If there is no window, check "Pass."

2.10 Stove or Range with Oven

Both an oven and a stove (or range) with top burners must be present and working. If either is missing and you know that the owner is responsible for supplying these appliances, check "Fail." Put check in "Inconclusive" column if the tenant is responsible for supplying the appliances and he or she has not yet moved in. Contact tenant or prospective tenant to gain verification that facility will be supplied and is in working condition. Hot plates are not acceptable substitutes for these facilities.

An oven is not working if it will not heat up. To be working a stove or range must have all burners working and knobs to turn them off and on. Under "working condition," also look for hazardous gas hook-ups evidenced by strong gas smells; these should fail. (Be sure that this condition is not confused with an unlit pilot light -a condition that should be noted, but does not fail.)

If both an oven and a stove or range are present, but the gas or electricity are turned off, check "Inconclusive." Contact owner or manager to get verification that facility works when gas is turned on. If both an oven and a stove or range are present and working, but defects exist, check "Pass" and note these to the right of the form. Possible defects are marked, dented, or scratched surfaces; cracked burner ring; limited size relative to family needs.

A microwave oven may be substituted for a tenant-supplied oven and stove (or range).

A microwave oven may be substituted for an owner-supplied oven and stove (or range) if the tenant agrees and microwave ovens are furnished instead of ovens and stoves (or ranges) to both subsidized and unsubsidized tenants in the building or premises.

2.11 Refrigerator

If no refrigerator is present, use the same criteria for marking either "Fail" or "Inconclusive" as were used for the oven and stove or range.

A refrigerator is not working if it will not maintain a temperature low enough to keep food from spoiling over a reasonable period of time. If the electricity is turned off, mark "Inconclusive." Contact owner (or tenant if unit is occupied) to get verification of working condition.

If the refrigerator is present and working but defects exist, note these to the right of the form. Possible minor defects include: broken or missing interior shelving; dented or scratched interior or exterior surfaces; minor deterioration of door seal; loose door handle.

2.12 Sink

If a permanently attached kitchen sink is not present in the kitchen or kitchen area, mark "Fail." A sink in a bathroom or a portable basin will not satisfy this requirement. A sink is not working unless it has running hot and cold water from the faucets and a properly connected and properly working drain (with a "gas trap"). In a vacant apartment, the hot water may have been turned off and there will be no hot water. Mark this "Inconclusive." Check with owner or manager to verify that hot water is available when service is turned on.

If a working sink has defects, note this to the right of the item. Possible minor defects include: dripping faucet; marked, dented, or scratched surface; slow drain; missing or broken drain stopper.

2.13 Space for Storage, Preparation, and Serving of Food

Some space must be available for the storage, preparation, and serving of food. If there is no built-in space for food storage and preparation, a table used for food preparation and a portable storage cabinet will satisfy the requirement. If there is no built-in space, and no room for a table and portable cabinet, check "Inconclusive" and discuss with the tenant. The tenant makes the final determination as to whether or not this space is acceptable.

If there are some minor defects, check "Pass" and make notes to the right. Possible defects include: marked, dented, or scratched surfaces; broken shelving or cabinet doors; broken drawers or cabinet hardware; limited size relative to family needs.

2. Kitchen

For each numbered item, check one box only.

Item No.	Description	Decision: Yes, Pass	Decision: No, Fail	Decision: Inconclusive	If Fail, what repairs are necessary? If Inconclusive, give details. If Pass with comments, give details.	If Fail or Inconclusive, date (mm/dd/yyyy) of final approval
2.1	**Kitchen Area Present** Is there a kitchen?	☐	☐			
2.2	**Electricity** Are there at least one working outlet and one working, permanently installed light fixture?	☐	☐	☐		
2.3	**Electrical Hazards** Is the kitchen free from electrical hazards?	☐	☐	☐		
2.4	**Security** Are all windows and doors that are accessible from the outside lockable?	☐	☐			
2.5	**Window Condition** Are all windows free of signs of deterioration or missing or broken out panes?	☐	☐			
2.6	**Ceiling Condition** Is the ceiling sound and free from hazardous defects?	☐	☐			
2.7	**Wall Condition** Are the walls sound and free from hazardous defects?	☐	☐			
2.8	**Floor Condition** Is the floor sound and free from hazardous defects?	☐	☐			
2.9	**Lead-Based Paint** Are all painted surfaces free of deteriorated paint?	☐	☐			
	If no, does deteriorated surfaces exceed two square feet and/or less than 10% of a component?	☐	☐		☐ Not Applicable	
2.10	**Stove or Range with Oven** Is there a working oven, and a stove (or range) with top burners that work?	☐	☐	☐		
	If no oven and stove (or range) are present, is there a microwave oven and, if microwave is owner-supplied, do other tenants have microwaves instead of an oven and stove (or range)?	☐	☐	☐		
2.11	**Refrigerator** Is there a refrigerator that works and maintains a temperature low enough so that food does not spoil over a reasonable period of time?	☐	☐	☐		
2.12	**Sink** Is there a kitchen sink that works with hot and cold running water?	☐	☐	☐		
2.13	**Space for Storage, Preparation, and Serving of Food** Is there space to store, prepare, and serve food?	☐	☐	☐		

Additional Comments: (Give Item Number)(Use an additional page if necessary)

Comments continued on a separate page Yes ☐ No ☐

3. Bathroom

3.1 Bathroom Present

Most units have easily identifiable bathrooms (i.e., a separate room with toilet, washbasin and tub or shower). In some cases, however, you will encounter units with scattered bathroom facilities (i.e., toilet, washbasin and tub or shower located in separate parts of the unit). At a minimum, there must be an enclosure around the toilet. In this case, count the enclosure around the toilet as the bathroom and proceed with 3.2-3.9 below, with respect to this enclosure. If there is more than one bathroom that is normally used, rate the one that is in best condition for Part 3. If there is a second bathroom that is also used, complete Part 4 of the checklist for this room. (See Inspection Manual for additional notes on rating the second bathroom.)

3.2 - 3.9 Explanation for these items is the same as that provided for "Living Room" with the following modifications:

3.2 Electricity

Note: The requirement is that at least one permanent light fixture is present and working

3.3 Electrical Hazards

Note: In addition to the previously mentioned hazards, outlets that are located where water might splash or collect are considered an electrical hazard.

3.5 Window Condition

Note: The absence of a window does not fail this item in the bathroom (see item 3.13, Ventilation, for relevance of window with respect to ventilation). If there is no window, but a working vent system is present, check "Pass."

3.7 Wall Condition

Note: Include under nonhazardous defects (that would pass, but should be noted) the following: broken or loose tile; deteriorated grouting at tub/wall and tub/floor joints, or tiled surfaces; water stains.

3.8 Floor Condition

Note: Include under nonhazardous defects (that would pass, but should be noted) the following: missing floor tiles; water stains.

3.10 Flush Toilet in Enclosed Room in Unit

The toilet must be contained within the unit, be in proper operating condition, and be available for the exclusive use of the occupants of the unit (i.e., outhouses or facilities shared by occupants of other units are not acceptable). It must allow for privacy.

Not working means: the toilet is not connected to a water supply; it is not connected to a sewer drain; it is clogged; it does not have a trap; the connections, vents or traps are faulty to the extent that severe leakage of water or escape of gases occurs; the flushing mechanism does not function properly. If the water to the unit has been turned off, check "Inconclusive." Obtain verification from owner or manager that facility works properly when water is turned on.

Comment to the right of the form if the toilet is "present, exclusive, and working," but has the following types of defects: constant running; chipped or broken porcelain; slow draining.

If drain blockage is more serious and occurs further in the sewer line, causing backup, check item 7.6, "Fail," under the plumbing and heating part of the checklist. A sign of serious sewer blockage is the presence of numerous backed-up drains.

3.11 Fixed Wash Basin or Lavatory in Unit

The wash basin must be permanently installed (i.e., a portable wash basin does not satisfy the requirement). Also, a kitchen sink used to pass the requirements under Part 2 of the checklist (kitchen facilities) cannot also serve as the bathroom wash basin. The wash basin may be located separate from the other bathroom facilities (e.g., in a hallway).

Not working means: the wash basin is not connected to a system that will deliver hot and cold running water; it is not connected to a properly operating drain; the connectors (or vents or traps) are faulty to the extent that severe leakage of water or escape of sewer gases occurs. If the water to the unit or the hot water unit has been turned off, check "Inconclusive." Obtain verification from owner or manager that the system is in working condition.

Comment to the right of the form if the wash basin is "present and working," but has the following types of minor defects: insufficient water pressure; dripping faucets; minor leaks; cracked or chipped porcelain; slow drain (see discussion above under 3.10).

3.12 Tub or Shower in Unit

Not present means that neither a tub nor shower is present in the unit. Again, these facilities need not be in the same room with the rest of the bathroom facilities. They must, however, be private.

Not working covers the same requirements detailed above for wash basin (3.11).

Comment to the right of the form if the tub or shower is present and working, but has the following types of defects: dripping faucet; minor leaks; cracked porcelain; slow drain (see discussion under 3.10); absent or broken support rod for shower curtain.

3.13 Ventilation

Working vent systems include: ventilation shafts (non-mechanical vents) and electric fans. Electric vent fans must function when switch is turned on. (Make sure that any malfunctions are not due to the fan not being plugged in.) If electric current to the unit has not been turned on (and there is no openable window), check "Inconclusive." Obtain verification from owner or manager that system works. Note: exhaust vents must be vented to the outside, attic, or crawlspace.

3. Bathroom

For each numbered item, check one box only.

Item No.	Description	Decision: Yes, Pass	Decision: No, Fail	Decision: Inconclusive	If Fail, what repairs are necessary? If Inconclusive, give details. If Pass with comments, give details.	If Fail or Inconclusive, date (mm/dd/yyyy) of final approval
3.1	**Bathroom Present** (See description) Is there a bathroom?	☐	☐			
3.2	**Electricity** Is there at least one permanently installed light fixture?	☐	☐	☐		
3.3	**Electrical Hazards** Is the bathroom free from electrical hazards?	☐	☐	☐		
3.4	**Security** Are all windows and doors that are accessible from the outside lockable?	☐	☐			
3.5	**Window Condition** Are all windows free of signs of deterioration or missing or broken out panes?	☐	☐			
3.6	**Ceiling Condition** Is the ceiling sound and free from hazardous defects?	☐	☐			
3.7	**Wall Condition** Are the walls sound and free from hazardous defects?	☐	☐			
3.8	**Floor Condition** Is the floor sound and free from hazardous defects?	☐	☐			
3.9	**Lead-Based Paint** Are all painted surfaces free of deteriorated paint?	☐	☐			
	If no, does deteriorated surfaces exceed two square feet and/or more than 10% of a component?	☐	☐		☐ Not Applicable	
3.10	**Flush Toilet in Enclosed Room in Unit** Is there a working toilet in the unit for the exclusive private use of the tenant?	☐	☐	☐		
3.11	**Fixed Wash Basin or Lavatory in Unit** Is there a working, permanently installed wash basin with hot and cold running water in the unit?	☐	☐	☐		
3.12	**Tub or Shower** Is there a working tub or shower with hot and cold running water in the unit?	☐	☐	☐		
3.13	**Ventilation** Are there openable windows or a working vent system?	☐	☐	☐		

Additional Comments: (Give Item Number)(Use an additional page if necessary)

Comments continued on a separate page Yes ☐ No ☐

4. Other Room Used for Living and Halls

Complete an "Other Room" checklist for as many "other rooms used for living" as are present in the unit and not already noted in Parts I, 2, and 3 of the checklist. See the discussion below for definition of "used for living." Also complete an "Other Room" checklist for all entrance halls, corridors, and staircases that are located within the unit and are part of the area used for living. If a hall, entry and/or stairway are contiguous, rate them as a whole (i.e., as part of one space).

Additional forms for rating "Other Rooms" are provided in the checklist.

Definition of "used for living." Rooms "used for living" are areas of the unit that are walked through or lived in on a regular basis. Do not include rooms or other areas that have been permanently, or near permanently, closed off or areas that are infrequently entered. For example, do not include a utility room, attached shed, attached closed-in porch, basement, or garage if they are closed off from the main living area or are infrequently entered. Do include any of these areas if they are frequently used (e.g., a finished basement/playroom, a closed-in porch that is used as a bedroom during summer months). Occasional use of a washer or dryer in an otherwise unused room does not constitute regular use.

If the unit is vacant and you do not know the eventual use of a particular room, complete an "Other Room" checklist if there is any chance that the room will be used on a regular basis. If there is no chance that the room will be used on a regular basis, do not include it (e.g., an unfinished basement) since it will be checked under Part 5, All Secondary Rooms (Rooms not used for living).

4.1 Room Code and Room Location

Enter the appropriate room code given below:

Room Codes:

1 = Bedroom or any other room used for sleeping (regardless of type of room)

2 = Dining Room or Dining Area

3 = Second Living Room, Family Room, Den, Playroom, TV Room

4 = Entrance Halls, Corridors, Halls, Staircases

5 = Additional Bathroom (also check presence of sink trap and clogged toilet)

6 = Other

Room Location: Write on the line provided the location of the room with respect to the unit's width, length and floor level as if you were standing outside the unit facing the entrance to the unit:

right/left/center: record whether the room is situated to the right, left, or center of the unit.

front/rear/center: record whether the room is situated to the back, front or center of the unit.

floor level: identify the floor level on which the room is located.

If the unit is vacant, you may have some difficulty predicting the eventual use of a room. Before giving any room a code of 1 (bedroom), the room must meet all of the requirements for a "room used for sleeping" (see items 4. 2 and 4.5).

4.2 - 4.9 Explanations of these items are the same as those provided for "Living Room" with the following modifications:

4.2 Electricity/Illumination

If the room code is not a "1," the room must have a means of natural or artificial illumination such as a permanent light fixture, wall outlet present, or light from a window in the room or near the room. If any required item is missing, check "Fail." If the electricity is turned off, check "Inconclusive."

4.5 Window Condition

Any room used for sleeping must have at least one window. If the windows in sleeping rooms are designed to be opened, at least one window must be openable. The minimum standards do not require a window in "other rooms." Therefore, if there is no window in another room not used for sleeping, check "Pass," and note "no window" in the area for comments.

4.6 Smoke Detectors

At least one battery-operated or hard-wired smoke detector must be present and working on each level of the unit, including the basement, but not the crawl spaces and unfinished attic.

Smoke detectors must be installed in accordance with and meet the requirements of the National Fire Protection Association Standard (NFPA) 74 (or its successor standards).

If the dwelling unit is occupied by any hearing-impaired person, smoke detectors must have an alarm system designed for hearing-impaired persons as specified in NFPA 74 (or successor standards).

If the unit was under HAP contract prior to April 24, 1993, owners who installed battery-operated or hard-wired smoke detectors in compliance with HUD's smoke detector requirements, including the regulations published on July 30, 1992 (57 FR 33846), will not be required subsequently to comply with any additional requirements mandated by NFPA 74 (i.e. the owner would not be required to install a smoke detector in a basement not used for living purposes, nor would the owner be required to change the location of the smoke detectors that have already been installed on the other floors of the unit). In this case, check "Pass" and note under comments.

Additional Notes

For staircases, the adequacy of light and condition of the stair rails and railings is covered under Part 8 of the checklist (General Health and Safety)

4. Other Rooms Used for Living and Halls For each numbered item, check one box only.

4.1 Room Location

_____ right/left/center: the room is situated to the right, left, or center of the unit.

_____ front/rear/center: the room is situated to the back, front or center of the unit.

_____ floor level: the floor level on which the room is located.

Room Code ☐

1 = Bedroom or Any Other Room Used for Sleeping (regardless of type of room)
2 = Dining Room or Dining Area
3 = Second Living Room, Family Room, Den, Playroom, TV Room
4 = Entrance Halls, Corridors, Halls, Staircases
5 = Additional Bathroom (also check presence of sink trap and clogged toilet)
6 = Other:

Item No.	Description	Decision: Yes, Pass	Decision: No, Fail	Decision: Inconclusive	If Fail, what repairs are necessary? If Inconclusive, give details. If Pass with comments, give details.	If Fail or Inconclusive, date (mm/dd/yyyy) of final approval
4.2	**Electricity/Illumination** If Room Code is a 1, are there at least two working outlets or one working outlet and one working, permanently installed light fixture?	☐	☐	☐		
	If Room Code is not a 1, is there a means of illumination?	☐	☐	☐		
4.3	**Electrical Hazards** Is the room free from electrical hazards?	☐	☐	☐		
4.4	**Security** Are all windows and doors that are accessible from the outside lockable?	☐	☐			
4.5	**Window Condition** If Room Code is a 1, is there at least one window?	☐	☐			
	And, regardless of Room Code, are all windows free of signs of severe deterioration or missing or broken-out panes?	☐	☐			
4.6	**Ceiling Condition** Is the ceiling sound and free from hazardous defects?	☐	☐			
4.7	**Wall Condition** Are the walls sound and free from hazardous defects?	☐	☐			
4.8	**Floor Condition** Is the floor sound and free from hazardous defects?	☐	☐			
4.9	**Lead-Based Paint** Are all painted surfaces free of deteriorated paint?	☐	☐			
	If no, does deteriorated surfaces exceed two square feet and/or more than 10% of a component?	☐	☐		☐ Not Applicable	
4.10	**Smoke Detectors** Is there a working smoke detector on each level?	☐	☐			
	Do the smoke detectors meet the requirements of NFPA 74?	☐	☐			
	In units occupied by the hearing impaired, is there an alarm system connected to the smoke detector?	☐	☐			

Additional Comments: (Give Item Number)(Use an additional page if necessary)

Comments continued on a separate page Yes ☐ No ☐

4. Supplemental for Other Rooms Used for Living and Halls

For each numbered item, check one box only.

4.1 Room Location

_____ right/left/center: the room is situated to the right, left, or center of the unit.

_____ front/rear/center: the room is situated to the back, front or center of the unit.

_____ floor level: the floor level on which the room is located.

Room Code ☐

1 = Bedroom or Any Other Room Used for Sleeping (regardless of type of room)
2 = Dining Room or Dining Area
3 = Second Living Room, Family Room, Den, Playroom, TV Room
4 = Entrance Halls, Corridors, Halls, Staircases
5 = Additional Bathroom (also check presence of sink trap and clogged toilet)
6 = Other:

Item No.	Description	Decision: Yes, Pass	Decision: No, Fail	Decision: Inconclusive	If Fail, what repairs are necessary? If Inconclusive, give details. If Pass with comments, give details.	If Fail or Inconclusive, date of final approval
4.2	**Electricity/Illumination** If Room Code is a 1, are there at least two working outlets or one working outlet and one working, permanently installed light fixture?	☐	☐	☐		
	If Room Code is not a 1, is there a means of illumination?	☐	☐	☐		
4.3	**Electrical Hazards** Is the room free from electrical hazards?	☐	☐	☐		
4.4	**Security** Are all windows and doors that are accessible from the outside lockable?	☐	☐			
4.5	**Window Condition** If Room Code is a 1, is there at least one window?	☐	☐			
	And, regardless of Room Code, are all windows free of signs of severe deterioration or missing or broken-out panes?	☐	☐			
4.6	**Ceiling Condition** Is the ceiling sound and free from hazardous defects?	☐	☐			
4.7	**Wall Condition** Are the walls sound and free from hazardous defects?	☐	☐			
4.8	**Floor Condition** Is the floor sound and free from hazardous defects?	☐	☐			
4.9	**Lead-Based Paint** Are all painted surfaces free of deteriorated paint?	☐	☐			
	If no, does deteriorated surfaces exceed two square feet and/or more than 10% of a component?	☐	☐		☐ Not Applicable	
4.10	**Smoke Detectors** Is there a working smoke detector on each level?	☐	☐			
	Do the smoke detectors meet the requirements of NFPA 74?	☐	☐			
	In units occupied by the hearing impaired, is there an alarm system connected to the smoke detector?	☐	☐			

Additional Comments: (Give Item Number)(Use an additional page if necessary)

Comments continued on a separate page Yes ☐ No ☐

4. Supplemental for Other Rooms Used for Living and Halls

For each numbered item, check one box only.

4.1 Room Location

_____ right/left/center: the room is situated to the right, left, or center of the unit.

_____ front/rear/center: the room is situated to the back, front or center of the unit.

_____ floor level: the floor level on which the room is located.

Room Code ☐

1 = Bedroom or Any Other Room Used for Sleeping (regardless of type of room)
2 = Dining Room or Dining Area
3 = Second Living Room, Family Room, Den, Playroom, TV Room
4 = Entrance Halls, Corridors, Halls, Staircases
5 = Additional Bathroom (also check presence of sink trap and clogged toilet)
6 = Other:

Item No.	Description	Decision: Yes, Pass	Decision: No, Fail	Decision: Inconclusive	If Fail, what repairs are necessary? If Inconclusive, give details. If Pass with comments, give details.	If Fail or Inconclusive, date (mm/dd/yyyy) of final approval
4.2	**Electricity/Illumination** If Room Code is a 1, are there at least two working outlets or one working outlet and one working, permanently installed light fixture? If Room Code is not a 1, is there a means of illumination?	☐ ☐	☐ ☐	☐ ☐		
4.3	**Electrical Hazards** Is the room free from electrical hazards?	☐	☐	☐		
4.4	**Security** Are all windows and doors that are accessible from the outside lockable?	☐	☐			
4.5	**Window Condition** If Room Code is a 1, is there at least one window? And, regardless of Room Code, are all windows free of signs of severe deterioration or missing or broken-out panes?	☐ ☐	☐ ☐			
4.6	**Ceiling Condition** Is the ceiling sound and free from hazardous defects?	☐	☐			
4.7	**Wall Condition** Are the walls sound and free from hazardous defects?	☐	☐			
4.8	**Floor Condition** Is the floor sound and free from hazardous defects?	☐	☐			
4.9	**Lead-Based Paint** Are all painted surfaces free of deteriorated paint? If no, does deteriorated surfaces exceed two square feet and/or more than 10% of a component?	☐ ☐	☐ ☐		☐ Not Applicable	
4.10	**Smoke Detectors** Is there a working smoke detector on each level? Do the smoke detectors meet the requirements of NFPA 74? In units occupied by the hearing impaired, is there an alarm system connected to the smoke detector?	☐ ☐ ☐	☐ ☐ ☐			

Additional Comments: (Give Item Number)(Use an additional page if necessary)

Comments continued on a separate page Yes ☐ No ☐

4. Supplemental for Other Rooms Used for Living and Halls

For each numbered item, check one box only.

4.1 Room Location

_____ right/left/center: the room is situated to the right, left, or center of the unit.

_____ front/rear/center: the room is situated to the back, front or center of the unit.

_____ floor level: the floor level on which the room is located.

Room Code ☐

1 = Bedroom or Any Other Room Used for Sleeping (regardless of type of room)
2 = Dining Room or Dining Area
3 = Second Living Room, Family Room, Den, Playroom, TV Room
4 = Entrance Halls, Corridors, Halls, Staircases
5 = Additional Bathroom (also check presence of sink trap and clogged toilet)
6 = Other:

Item No.	Description	Decision: Yes, Pass	Decision: No, Fail	Decision: Inconclusive	If Fail, what repairs are necessary? If Inconclusive, give details. If Pass with comments, give details.	If Fail or Inconclusive, date (mm/dd/yyyy) of final approval
4.2	**Electricity/Illumination** If Room Code is a 1, are there at least two working outlets or one working outlet and one working, permanently installed light fixture?	☐	☐	☐		
	If Room Code is not a 1, is there a means of illumination?	☐	☐	☐		
4.3	**Electrical Hazards** Is the room free from electrical hazards?	☐	☐	☐		
4.4	**Security** Are all windows and doors that are accessible from the outside lockable?	☐	☐			
4.5	**Window Condition** If Room Code is a 1, is there at least one window?	☐	☐			
	And, regardless of Room Code, are all windows free of signs of severe deterioration or missing or broken-out panes?	☐	☐			
4.6	**Ceiling Condition** Is the ceiling sound and free from hazardous defects?	☐	☐			
4.7	**Wall Condition** Are the walls sound and free from hazardous defects?	☐	☐			
4.8	**Floor Condition** Is the floor sound and free from hazardous defects?	☐	☐			
4.9	**Lead-Based Paint** Are all painted surfaces free of deteriorated paint?	☐	☐			
	If no, does deteriorated surfaces exceed two square feet and/or more than 10% of a component?	☐	☐		☐ Not Applicable	
4.10	**Smoke Detectors** Is there a working smoke detector on each level?	☐	☐			
	Do the smoke detectors meet the requirements of NFPA 74?	☐	☐			
	In units occupied by the hearing impaired, is there an alarm system connected to the smoke detector?	☐	☐			

Additional Comments: (Give Item Number)(Use an additional page if necessary)

Comments continued on a separate page Yes ☐ No ☐

5. All Secondary Rooms (Rooms not used for living)

5. Secondary Rooms (Rooms not used for living)

If any room in the unit did not meet the requirements for "other room used for living" in Part 4, it is to be considered a "secondary room (not used for living)." Rate all of these rooms together (i.e., a single Part 5 checklist for all secondary rooms in the unit).

Inspection is required of the following two items since hazardous defects under these items could jeopardize the rest of the unit, even if present in rooms not used for living: 5.2 Security, 5.3 Electrical Hazards. Also, be observant of any other potentially hazardous features in these rooms and record under 5.4

5.1 None

If there are no "Secondary Rooms (rooms not used for living)," check "None" and go on to Part 6.

5.2 - 5.4 Explanations of these items is the same as those provided for "Living Room"

Additional Note

In recording "other potentially hazardous features," note (in the space provided) the means of access to the room with the hazard and check the box under "Inconclusive." Discuss the hazard with the HA inspection supervisor to determine "Pass" or "Fail." Include defects like: large holes in floor, walls or ceilings; evidence of structural collapse; windows in condition of severe deterioration; and deteriorated paint surfaces.

6. Building Exterior

6.1 Condition of Foundation

"Unsound or hazardous" means foundations with severe structural defects indicating the potential for structural collapse; or foundations that allow significant entry of ground water (for example, evidenced by flooding of basement).

6.2 Condition of Stairs, Rails, and Porches

"Unsound or hazardous" means: stairs, porches, balconies, or decks with severe structural defects; broken, rotting, or missing steps; absence of a handrail when there are extended lengths of steps (generally four or more consecutive steps); absence of or insecure railings around a porch or balcony which is approximately 30 inches or more above the ground.

6.3 Condition of Roof and Gutters

"Unsound and hazardous" means: The roof has serious defects such as serious buckling or sagging, indicating the potential of structural collapse; large holes or other defects that would result in significant air or water infiltration (in most cases severe exterior defects will be reflected in equally serious surface defects within the unit, e.g., buckling, water damage). The gutters, downspouts and soffits (area under the eaves) show serious decay and have allowed the entry of significant air or water into the interior of the structure. Gutters and downspouts are, however, not required to pass. If the roof is not observable and there is no sign of interior water damage, check Pass."

6.4 Condition of Exterior Surfaces

See definition above for roof, item 6.3.

6.5 Condition of Chimney

The chimney should not be seriously leaning or showing evidence of significant disintegration (i.e., many missing bricks).

6.6 Lead-Based Paint: Exterior Surfaces

Housing Choice Voucher Units If the unit was built January 1, 1978 or after, no child under age six will occupy or currently occupies, is a 0-BR, elderly or handicapped unit with no children under age six on the lease or expected, has been certified lead-based paint free by a certified lead-based paint inspector (no lead-based paint present or no lead-based paint present after removal of lead), check NA and do not inspect painted surfaces Visual assessment for deteriorated paint applies to all exterior painted surfaces (building components) associated with the assisted unit including windows, window sills, exterior walls, floors, porches, railings, doors, decks, stairs, play areas, garages, fences or other areas if frequented by children under age six. All deteriorated paint surfaces **more than 20 sq. ft. on exterior surfaces** must be stabilized (corrected) in accordance with all safe work practice requirements. **If the painted surface is less than 20 sq. ft., only stabilization is required. Clearance testing is not required.** Stabilization means removal of deteriorated paint, repair of the substrate, and application of a new protective coating or paint. Lead-Based Paint Owner Certification is required following stabilization activities except for *de minimis level* repairs.

6.7 Manufactured Homes: Tie Downs

Manufactured homes must be placed on a site in a stable manner and be free from hazards such as sliding and wind damage. Manufactured homes must be securely anchored by a tiedown device which distributes and transfers the loads imposed by the unit to appropriate ground anchors so as to resist wind overturning and sliding, unless a variation has been approved by the HUD Field Office.

5. All Secondary Rooms (Rooms not used for living) For each numbered item, check one box only.

Item No.	Description	Decision: Yes, Pass	Decision: No, Fail	Decision: Inconclusive	If Fail, what repairs are necessary? If Inconclusive, give details. If Pass with comments, give details.	If Fail or Inconclusive, date (mm/dd/yyyy) of final approval
5.1	**None** ☐ **Go to Part 6**					
5.2	**Security** Are all windows and doors that are accessible from the outside lockable?	☐	☐			
5.3	**Electrical Hazards** Are all these rooms free from electrical hazards?	☐	☐	☐		
5.4	**Other Potentially Hazardous Features** Are all of these rooms free of any other potentially hazardous features? For each room with an "other potentially hazardous feature," explain the hazard and the means of control of interior access to the room.	☐	☐	☐		
6.0	**Building Exterior**					
6.1	**Condition of Foundation** Is the foundation sound and free from hazards?	☐	☐			
6.2	**Condition of Stairs, Rails, and Porches** Are all the exterior stairs, rails, and porches sound and free from hazards?	☐	☐			
6.3	**Condition of Roof and Gutters** Are the roof, gutters, and downspouts sound and free from hazards?	☐	☐			
6.4	**Condition of Exterior Surfaces** Are exterior surfaces sound and free from hazards?	☐	☐			
6.5	**Condition of Chimney** Is the chimney sound and free from hazards?	☐	☐			
6.6	**Lead-Based Paint: Exterior Surfaces** Are all painted surfaces free of deteriorated paint?	☐	☐			
	If no, does deteriorated surfaces exceed 20 sq. ft. of total exterior surface area?	☐	☐		☐ Not Applicable	
6.7	**Manufactured Homes: Tie Downs** If the unit is a manufactured home, is it properly placed and tied down? If not a manufactured home, check "Not Applicable."	☐	☐			
		☐	☐		☐ Not Applicable	

Additional Comments: (Give Item Number)(Use an additional page if necessary)

Comments continued on a separate page Yes ☐ No ☐

'. Heating and Plumbing

.1 Adequacy of Heating Equipment

Adequate heat" means that the heating system is capable of elivering enough heat to assure a healthy environment in the unit appropriate to the climate). The HA is responsible for defining /hat constitutes a healthy living environment in the area of the ountry in which it operates. Local codes (city or state codes) hould be instructive in arriving at a reasonable local definition. or example, for heat adequacy, local codes often require that the nit's heating facility be capable of maintaining a given tempera- ire level during a designated time period. Portable electric room eaters or kitchen stoves or ranges with a built-in heat unit are not cceptable as a primary source of heat for units located in areas here climate conditions require regular heating.

Directly or indirectly to all rooms used for living" means:

"directly" means that each room used for living has a heat source (e.g., working radiator; working hot air register; baseboard heat)

"indirectly" means that, if there is no heat source present in the room, heat can enter the room easily from a heated adjacent room (e.g a dining room may not have a radiator, but would receive heat from the heated living room through a large open archway).

the heating system in the unit works, but there is some question hether a room without a heat source would receive adequate idirect heat, check "Inconclusive" and verify adequacy from nant or owner (e.g., unheated bedroom at the end of a long allway).

ow to determine the capability of the heating system: If the unit occupied, usually the quickest way to determine the capability f the heating system over time is to question the tenant. If the unit not occupied, or the tenant has not lived in the unit during the onths when heat would be needed, check "Inclusive." It will be ecessary to question the owner on this point after the inspection as been completed and, if possible, to question other tenants (if is a multi-unit structure) about the adequacy of heat provided. nder some circumstances, the adequacy of heat can be deter- ined by a simple comparison of the size of the heating system to e area to be heated. For example, a small permanently installed pace heater in a living room is probably inadequate for heating ything larger than a relatively small apartment.

2 Safety of Heating Equipment

xamples of "unvented fuel burning space heaters" are: portable erosene units; unvented open flame portable units.

Other unsafe conditions" include: breakage or damage to heat- g system such that there is a potential for fire or other threats to fety; improper connection of flues allowing exhaust gases to ter the living area; improper installation of equipment (e.g., oximity of fuel tank to heat source, absence of safety devices); dications of improper use of equipment (e.g., evidence of heavy ild-up of soot, creosote, or other substance in the chimney); sintegrating equipment; combustible materials near heat source flue. SeeInspection Manual for a more detailed discussion of the spection of safety aspects of the heating systems.

you are unable to gain access to the primary heating system in e unit check "Inconclusive." Contact the owner or manager for rification of safety of the system. If the system has passed a cent local inspection, check "Pass." This applies especially to its in which heat is provided by a large scale, complex central ating system that serves multiple units (e.g., a boiler in the sement of a large apartment building). In most cases, a large ale heating system for a multi-unit building will be subject to riodic safety inspections by a local public agency. Check with e owner or manager to determine the date and outcome of the st such inspection, or look for an inspection certificate posted on e heating system.

7.3 Ventilation and Adequacy of Cooling

If the tenant is present and has occupied the unit during the summer months, inquire about the adequacy of air flow. If the tenant is not present or has not occupied the unit during the summer months, test a sample of windows to see that they open (see Inspection Manual for instruction).

"Working cooling equipment" includes: central (fan) ventilation system; evaporative cooling system; room or central air conditioning.

Check "Inconclusive" if there are no openable windows and it is impossible, or inappropriate, to test whether a cooling system works. Check with other tenants in the building (in a multi-unit structure) and with the owner or manager for verification of the adequacy of ventilation and cooling.

7.4 Water Heater

"Location presents hazard" means that the gas or oil water heater is located in living areas or closets where safety hazards may exist (e.g., water heater located in very cluttered closet with cloth and paper items stacked against it). Gas water heaters in bedrooms or other living areas must have safety dividers or shields.

Water heaters must have a temperature-pressure relief valve and discharge line (directed toward the floor or outside of the living area) as a safeguard against build up of steam if the water heater malfunctions. If not, they are not properly equipped and shall fail.

To pass, gas or oil fired water heaters must be vented into a properly installed chimney or flue leading outside. Electric water heaters do not require venting.

If it is impossible to view the water heater, check "Inconclusive." Obtain verification of safety of system from owner or manager.

Check "Pass" if the water heater has passed a local inspection. This applies primarily to hot water that is supplied by a large scale complex water heating system that serves multiple units (e.g., water heating system in large apartment building). Check in the same manner described for heating system safety, item 7.2, above.

7.5 Water Supply

If the structure is connected to a city or town water system, check "Pass." If the structure has a private water supply (usually in rural areas) inquire into the nature of the supply (probably from the owner) and whether it is approvable by an appropriate public agency.

General note: If items 7.5, 7.6, or 7.7 are checked "Inconclusive," check with owner or manager for verification of adequacy.

7.6 Plumbing

"Major leaks" means that main water drain and feed pipes (often located in the basement) are seriously leaking. (Leaks present at specific facilities have already been evaluated under the checklist items for "Bathroom" and "Kitchen.")

"Corrosion" (causing serious and persistent levels of rust or contamination in the drinking water) can be determined by observing the color of the drinking water at several taps. Badly corroded pipes will produce noticeably brownish water. If the tenant is currently occupying the unit, he or she should be able to provide information about the persistence of this condition. (Make sure that the "rusty water" is not a temporary condition caused by city or town maintenance of main water lines.) See general note under 7.5.

7.7 Sewer Connection

If the structure is connected to the city or town sewer system, check "Pass." If the structure has its own private disposal system (e.g., septic field), inquire into the nature of the system and determine whether this type of system can meet appropriate health and safety regulations.

The following conditions constitute "evidence of sewer back up": strong sewer gas smell in the basement or outside of unit; numerous clogged or very slow drains; marshy areas outside of unit above septic field. See general note under 7.5.

7. Heating and Plumbing

For each numbered item, check one box only.

Item No.	Description	Decision: Yes, Pass	Decision: No, Fail	Decision: Inconclusive	If Fail, what repairs are necessary? If Inconclusive, give details. If Pass with comments, give details.	If Fail or Inconclusive, date (mm/dd/yyyy) of final approval
7.1	**Adequacy of Heating Equipment** Is the heating equipment capable of providing adequate heat (either directly or indirectly) to all rooms used for living?	☐	☐	☐		
7.2	**Safety of Heating Equipment** Is the unit free from unvented fuel burning space heaters or any other types of unsafe heating conditions?	☐	☐	☐		
7.3	**Ventilation and Adequacy of Cooling** Does the unit have adequate ventilation and cooling by means of openable windows or a working cooling system?	☐	☐	☐		
7.4	**Water Heater** Is the water heater located, equipped, and installed in a safe manner?	☐	☐	☐		
7.5	**Water Supply** Is the unit served by an approvable public or private sanitary water supply?	☐	☐	☐		
7.6	**Plumbing** Is plumbing free from major leaks or corrosion that causes serious and persistent levels of rust or contamination of the drinking water?	☐	☐	☐		
7.7	**Sewer Connection** Is plumbing connected to an approvable public or private disposal system, and is it free from sewer back-up?	☐	☐	☐		

Additional Comments: (Give Item Number)

Comments continued on a separate page Yes ☐ No ☐

General Health and Safety

1 Access to Unit

'hrough another unit" means that access to the unit is only possible / means of passage through another dwelling unit.

2 Exits

\cceptable fire exit" means that the building must have an alterna-'e means of exit that meets local or State regulations in case of fire; is could include:

An openable window if the unit is on the first floor or second floor easily accessible to the ground.

A back door opening on to a porch with a stairway leading to the ound.

Fire escape, fire ladder, or fire stairs.

llocked" means that the exit is not useable due to conditions such s debris, storage, door or window nailed shut, broken lock.

nportant note: The HA has the final responsibility for deciding hether the type of emergency exit is acceptable, although the nant should assist in making the decision.

3 Evidence of Infestation

'resence of rats, or severe infestation by mice or vermin" (such as aches) is evidenced by: rat holes; droppings; rat runs; numerous ettings of rat poison. If the unit is occupied, ask the tenant,

4 Garbage and Debris

leavy accumulation" means large piles of trash and garbage, scarded furniture, and other debris (not temporarily stored awaiting moval) that might harbor rodents, This may occur inside the unit, common areas, or outside. It usually means a level of accumula-on beyond the capacity of an individual to pick up within an hour or o.

5 Refuse Disposal

\dequate covered facilities" includes: trash cans with covers, gar-age chutes, "dumpsters" (i.e., large scale refuse boxes with lids); ash bags (if approvable by local public agency). "Approvable by cal public agency" means that the local Health and Sanitation epartment (city, town or county) approves the type of facility in use. ote: During the period when the HA is setting up its inspection ogram, it will check with the local health and sanitation department to etermine which types of facilities are acceptable and include this in the spection requirements.

the unit is vacant and there are no adequate covered facilities esent, check "Inconclusive." Contact the owner or manager for rification of facilities provided when the unit is occupied.

6 Interior Stairs and Common Halls

.oose, broken, or missing steps" should fail if they present a serious k of tripping or falling.

handrail is required on extended sections of stairs (generally four more consecutive steps). A railing is required on unprotected eights such as around stairwells.

)ther hazards" would be conditions such as bare electrical wires id tripping hazards.

<u>ousing Choice Voucher Units</u> If the unit was built January 1, 978, or after, no child under six will occupy or currently occupies is a 0-BR, elderly or handicapped unit with no children under on the lease or expected, has been certified lead-based paint e by a certified lead-based paint inspector (no lead-based paint esent or no lead-based paint present after removal of lead-ased paint.), check NA and do not inspect painted surfaces.

his requirement applies to all painted surfaces (building compo-nts) within the unit. (Do not include tenant belongings). rfaces to receive a visual assessment for deteriorated paint clude walls, floors, ceilings, built in cabinets (sink bases), aseboards, doors, door frames, windows systems including mullions, sills, or frames and any other painted building component within the unit. Deteriorated paint includes any painted surface that is peeling, chipping, chalking, cracking, damaged or otherwise separated from the substrate.

All deteriorated paint surfaces **more than 2 sq. ft. in any one interior room or space, or more than 10% of the total surface area of an interior type of component with a small surface area (i.e., window sills, baseboards, and trim)** must be stabilized (corrected) in accordance with all safe work practice requirements and clearance is required. **If the deteriorated painted surface is less than 2 sq. ft. or less than 10% of the component, only stabilization is required. Clearance testing is not required.** Stabilization means removal of deteriorated paint, repair of the substrate, and application of a new protective coating or paint. Lead-Based Paint Owner Certification is required following stabilization activities, except for *de minimis level* repairs.

8.7 Other Interior Hazards

Examples of other hazards might be: a broken bathroom fixture with a sharp edge in a location where it represents a hazard; a protruding nail in a doorway.

8.8 Elevators

Note: At the time the HA is setting up its inspection program, it will determine local licensing practices for elevators. Inspectors should then be aware of these practices in evaluating this item (e.g., check inspection date). If no elevator check "Not Applicable."

8.9 Interior Air Quality

If the inspector has any questions about whether an existing poor air quality condition should be considered dangerous, he or she should check with the local Health and Safety Department (city, town or county).

8.10 Site and Neighborhood Conditions

Examples of conditions that would "seriously and continuously endanger the health or safety of the residents" are:

other buildings on, or near the property, that pose serious hazards (e.g., dilapidated shed or garage with potential for structural collapse),

evidence of flooding or major drainage problems,

evidence of mud slides or large land settlement or collapse,

proximity to open sewage,

unprotected heights (cliffs, quarries, mines, sandpits),

fire hazards,

abnormal air pollution or smoke which continues throughout the year and is determined to seriously endanger health, and

continuous or excessive vibration of vehicular traffic (if the unit is occupied, ask the tenant).

8.11 Lead-Based Paint: Owner Certification

If the owner is required to correct any lead-based paint hazards at the property including deteriorated paint or other hazards identified by a visual assessor, a certified lead-based paint risk assessor, or certified lead-based paint inspector, the PHA must obtain certification that the work has been done in accordance with all applicable requirements of 24 CFR Part 35. The Lead-Based Paint Owner Certification must be received by the PHA before the execution of the HAP contract or within the time period stated by the PHA in the owner HQS violation notice. Receipt of the completed and signed Lead-Based Paint Owner Certification signifies that all HQS lead-based paint requirements have been met and no re-inspection by the HQS inspector is required.

8. General Health and Safety

For each numbered item, check one box only.

Item No.	Description	Decision: Yes, Pass	Decision: No, Fail	Decision: Inconclusive	If Fail, what repairs are necessary? If Inconclusive, give details. If Pass with comments, give details.	If Fail or Inconclusive, date (mm/dd/yyyy) of final approval
8.1	**Access to Unit** Can the unit be entered without having to go through another unit?	☐	☐			
8.2	**Exits** Is there an acceptable fire exit from this building that is not blocked?	☐	☐			
8.3	**Evidence of Infestation** Is the unit free from rats or severe infestation by mice or vermin?	☐	☐			
8.4	**Garbage and Debris** Is the unit free from heavy accumulation of garbage or debris inside and outside?	☐	☐			
8.5	**Refuse Disposal** Are there adequate covered facilities for temporary storage and disposal of food wastes, and are they approvable by a local agency?	☐	☐	☐		
8.6	**Interior Stairs and Common Halls** Are interior stairs and common halls free from hazards to the occupant because of loose, broken, or missing steps on stairways; absent or insecure railings; inadequate lighting; or other hazards?	☐	☐	☐		
8.7	**Other Interior Hazards** Is the interior of the unit free from any other hazard not specifically identified previously?	☐	☐			
8.8	**Elevators** Where local practice requires, do all elevators have a current inspection certificate? If local practice does not require this, are they working and safe?	☐	☐	☐	☐ Not Applicable	
8.9	**Interior Air Quality** Is the unit free from abnormally high levels of air pollution from vehicular exhaust, sewer gas, fuel gas, dust, or other pollutants?	☐	☐			
8.10	**Site and Neighborhood Conditions** Are the site and immediate neighborhood free from conditions which would seriously and continuously endanger the health or safety of the residents?	☐	☐			
8.11	**Lead-Based Paint: Owner Certification** If the owner of the unit is required to correct any deteriorated paint or lead-based paint hazards at the property, has the Lead-Based Paint Owner's Certification been completed, and received by the PHA? If the owner was not required to correct any deteriorated paint or lead-based paint hazards, check NA.	☐	☐		☐ Not Applicable	

Additional Comments: (Give Item Number)

Comments continued on a separate page Yes ☐ No ☐

Special Amenities (Optional)

This Section is for optional use of the HA. It is designed to collect additional information about other positive features of the unit that may be present. Although the features listed below are not included in the Housing Quality Standards, the tenant and HA may wish to take them into consideration in decisions about renting the unit and the reasonableness of the rent.
Check/list any positive features found in relation to the unit.

1. Living Room

- ☐ High quality floors or wall coverings
- ☐ Working fireplace or stove
- ☐ Balcony, patio, deck, porch
- ☐ Special windows or doors
- ☐ Exceptional size relative to needs of family
- ☐ Other: (Specify)

2. Kitchen

- ☐ Dishwasher
- ☐ Separate freezer
- ☐ Garbage disposal
- ☐ Eating counter/breakfast nook
- ☐ Pantry or abundant shelving or cabinets
- ☐ Double oven/self cleaning oven, microwave
- ☐ Double sink
- ☐ High quality cabinets
- ☐ Abundant counter-top space
- ☐ Modern appliance(s)
- ☐ Exceptional size relative to needs of family
- ☐ Other: (Specify)

3. Other Rooms Used for Living

- ☐ High quality floors or wall coverings
- ☐ Working fireplace or stove
- ☐ Balcony, patio, deck, porch
- ☐ Special windows or doors
- ☐ Exceptional size relative to needs of family
- ☐ Other: (Specify)

4. Bath

- ☐ Special feature shower head
- ☐ Built-in heat lamp
- ☐ Large mirrors
- ☐ Glass door on shower/tub
- ☐ Separate dressing room
- ☐ Double sink or special lavatory
- ☐ Exceptional size relative to needs of family
- ☐ Other: (Specify)

5. Overall Characteristics

- ☐ Storm windows and doors
- ☐ Other forms of weatherization (e.g., insulation, weather stripping)
- ☐ Screen doors or windows
- ☐ Good upkeep of grounds (i.e., site cleanliness, landscaping, condition of lawn)
- ☐ Garage or parking facilities
- ☐ Driveway
- ☐ Large yard
- ☐ Good maintenance of building exterior
- ☐ Other: (Specify)

6. Disabled Accessibility

Unit is accessible to a particular disability. ☐ Yes ☐ No

Disability _____

D. Questions to ask the Tenant (Optional)

1. Does the owner make repairs when asked? Yes ☐ No ☐
2. How many people live there? _____
3. How much money do you pay to the owner/agent for rent? $ _____
4. Do you pay for anything else? (specify) _____
5. Who owns the range and refrigerator?(insert O = Owner or T = Tenant) Range _____ Refrigerator _____ Microwave _____
6. Is there anything else you want to tell us? (specify) _____

Inspection Summary (Optional)

Provide a summary description of each item which resulted in a rating of **Fail** or **Pass with Comments.**

Tenant ID No.	Inspector	Date of Inspection	Address of Inspected Unit

Type of Inspection ☐ Initial ☐ Special ☐ Reinspection

Item Number	Reason for "Fail" or "Pass with Comments" Rating

I Certify ☐ Repairs Were Completed On
☐ No Repairs were Needed

_____ (Date) _____ (Signature)

Rev: 9/12/02

Comments continued on a separate page Yes ☐ No ☐