

HQS Self-Inspection Checklist

Major Area		Questions to Ask	Y/N	Notes
Electrical / Mechanical	Electricity	1. Is the electric service connected for the inspection?		
		2. Do all fixtures and receptacle work (at least 2 receptacles/room or one receptacle and one light fixture/room)?		
		3. Is there lighting in the common hallways and porches?		
		4. Are all receptacles, light switches, and electrical boxes properly covered with no cracks or breaks in the doors and cover plates?		
		5. Are all receptacles properly wired? No open grounds, reverse polarity, or open neutrals?		
		6. Are light/electrical fixtures securely fastened without any hanging or exposed wires?		
		7. Do lighting fixtures have all bulbs functioning?		
		8. Do light fixtures on the interior and exterior have globes or covers if so designed?		
		9. Is the electrical service drop and service entrance cable (both sides of meter) in good condition, with no deterioration to the covers?		
		10. Are wire clamps and conduit installed at disposals and electric water heaters?		
		11. Are all receptacles, switches, smoke alarms free of all paint?		
		12. Do junction boxes have covers and all holes properly capped?		
	Heat	13. Is the fuel supply for the heating system on/filled? All pilot lights lit?		
		14. Are all flue connections sealed and tight?		
		15. Are controls in place and functional?		
		16. Are filters clean and in place?		
		17. Are all electrical/fuel connections secure?		
		18. Are registers functional and secured to walls/ceiling/floor?		
		19. Is heat available and adequate in all habitable rooms? (Minimum of 68°F)		
		20. Do radiators and boilers function with no leaks?		
		21. Unvented room heaters that burn gas, oil, or other combustible material are not allowed.		
	A/C	22. Is the central A/C functioning as designed?		
23. Is a wire protector installed on the exterior disconnect box or is box sealed?				
Plumbing	Bathroom	24. Is the toilet securely fastened to the floor?		
		25. Does the toilet flush and flaps seal properly?		
		26. At sink, is there hot and cold running water, clear and proper drainage, and no leaks?		
		27. At tub/shower, is there hot and cold running water, clear and proper drainage, and no leaks?		
		28. Is bathroom vented with either an exterior window or ducted exhaust fan?		
	Kitchen	29. At sink, is there hot and cold running water, clear and proper drainage, and no leaks?		
		30. At gas stove, is there a hand-operated gas shut off valve?		
	Other	31. Does water heater function?		
		32. Is there a full-sized drain line (¾-inch) on the TPR valve and is it constructed of appropriate material? (No PVC plastic)		
33. Do radiators and boilers function with no leaks?				

Interior of Unit	Wall/Ceiling	34. Is there a barrier/protection around gas-fired water heaters located in areas where safety hazards may exist? This may include the kitchen or hallway.		
		35. Are walls and ceiling free of air and moisture leaks, loose material, large holes, and cracks?		
	Floors & Flooring	36. Are floors free of weak spots or missing floorboards?		
		37. Are floors free of tripping hazards from loose flooring or covering?		
	Cabinetry & Interior Doors	38. Are cabinets securely fastened to walls or ceiling?		
		39. Is there adequate space for food preparation and storage?		
		40. Are all doors securely hung and all drawers in place?		
	Security	41. Are all doors free of double-keyed locks?		
		42. Do door and window locks have all screws and striker/latch/connector plates?		
		43. Is there free and clear access to all exits?		
		44. Are entrances and exit doors solid-core?		
		45. Do first floor windows and those opening to a stairway, fire escape or landing have functional locks?		
	Health & Safety	46. Is there a functioning smoke alarm on each level of unit, including basement? Is smoke alarm located at the hallway leading to the bedroom(s)?		
		47. Are smoke alarms that are installed on walls at least 4-inches and not more than 12-inches from ceiling. Are smoke alarms installed on ceilings at least 4-inches from the wall?		
		48. Is the unit free of any evidence of insect or rodent infestation?		
		49. Is the unit free of any evidence of mold and mildew?		
	Appliances	50. Do all burners function with normal user controls?		
		51. Is seal/gasket at oven door in place and functional?		
		52. Does refrigerator/freezer cool properly? Is it large enough for family size?		
		53. Are refrigerator and freezer door seals/gaskets complete?		
Exterior of Unit	Windows	54. Is there at least one functional exterior window in each bedroom and living room?		
		55. Do windows open, hold open, close and lock properly?		
		56. Are there any cracked or broken window panes?		
	Other	57. Are gutters firmly attached and have downspouts?		
		58. Are exterior surfaces in good condition and will prevent moisture and vermin intrusion?		
		59. Is chimney secure? Is flue tightly sealed with no gaps?		
		60. Is foundation sound and sealed from exterior?		
		61. Are openings around doors and windows weather-tight?		
		62. Are all handrails properly secured?		
		63. Is a handrail present when there are 4 or more consecutive steps?		
Common Areas	Stairways: Interior and Exterior	64. Is a guardrail present when there is a drop off of 30-inches or more at a landing, deck, or stair?		
		65. Are stairways free of any loose, broken, or missing steps?		
		66. Are stairways free of any tripping hazards?		
		67. Are there proper exit signs?		
		68. Is unit free of debris inside and outside?		
General		69. Are there covered receptacles for disposal of waste?		
		70. Is unit clean and ready for move-in?		
		71. Is unit vacant? Unless leasing family is already in place.		
		72. INTERIOR AND EXTERIOR of units rented to families with children under the age of six: is unit free of any chipping, peeling, flaking, chalking, or cracking painted surfaces to include windows, window wells, door frames, walls, ceilings, porches, garages, fences or play equipment?		