Housing Quality Standards Self-Inspection Checklist

This handy checklist will assist you in preparing units to pass inspection.

Major Areas of Unit		Questions to Ask	Yes or No
Mechanical Items	Electricity	1. Do all fixtures and outlets work (at least 2 outlets per /room or one outlet and one light fixture per room)?	
		2. Is there lighting in the common hallways and porches?	
		3. Are all outlets, light switches and fuse boxes properly covered with no cracks or breaks in the cover plates/doors?	
		4. Are light/electrical fixtures securely fastened without any hanging or exposed wires (anywhere the tenant has access)?	
	HVAC	5. Have you arranged for all utilities to be on the day of the inspection?	
		6. Is there adequate heat in all living spaces?	
Plumbing	Bathroom	7. Is toilet securely fastened with no leaks or gaps? Does it flush properly?	
		8. Sink - Is there hot and cold running water, proper drainage and no leaks?	
		9. Bathtub/shower - Is there hot and cold running water, proper drainage and no leaks?	
		10. Is bathroom vented with either an exterior window or exhaust fan?	
	Kitchen	11. Sink - Is there hot and cold running water, proper drainage and no leaks?	
		12. Stove - Is there a hand-operated gas shut-off valve?	
	Other	13. Does hot water tank work?	
		14. Does hot water tank have an extension pipe?	
		15. Do radiators function with no leaks?	
		16. Is bathroom free of any sewer odor or drainage problem?	
Interior of Unit	Wall Condition	17. Are walls free of air and moisture leaks? Large holes and cracks?	
	Ceiling Condition	18. Are ceilings free of air and moisture leaks? Large holes and cracks?	
	Floor Condition	19. Are floors free of weak spots or missing floorboards?	
		20. Are floors free of tripping hazards from loose flooring or covering?	
	Cabinetry/Interior Doors	21. Are cabinets securely fastened to the wall?	
		22. Is there space for food preparation and storage?	
		23. Are all doors securely hung?	
	Security	24. Is there free and clear access to all exits?	
		25. Are there deadbolt locks on entry doors to the unit? Do they open with a key from the outside and a knob/latch from the inside?	
		26. Are entrance and exit doors solid?	
		27. Do first floor windows and those opening to a stairway, fire escape or landing have locks?	
	Health and Safety	28. Is there at least one battery-operated CO detector present and functioning within 15 feet of every room used for sleeping and every source of carbon monoxide, including furnaces and boilers?	
		29. Is there a working smoke detector on each level of the unit?	
		30. Are smoke detectors installed on walls at least 4" and not more than 12" from ceiling? Are smoke detectors installed on ceilings at least 4" from the wall? Are smoke detectors installed within 15 ft. of each sleeping area?	
		31. Is unit free of any evidence of insect or rodent infestation?	
		32. Is unit free of any evidence of mold or mildew?	

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(continued from front)

Major Areas of Unit		Questions to Ask	Yes or No
Interior of Unit	Appliances	32. Do all burners on the stovetop ignite, does the oven work and are all knobs present?	
		33. Does refrigerator/freezer cool properly?	
		34. Is refrigerator/freezer large enough for the family occupying the unit?	
	Windows	35. Is there at least one exterior window in each bedroom and in the living room?	
		36. Do windows open, close and lock properly?	
		37. Is unit free of any cracked, broken or leaky windows?	
Exterior of Unit	Other	38. Is roof free of leaks?	
		39. Are gutters firmly attached?	
		40. Are exterior surfaces in a condition to prevent moisture leakage and rodent infestation?	
		41. Is chimney secure? Is flue tightly sealed with no gaps?	
		42. Is foundation sound?	
		43. Are openings around doors and windows weather-tight?	
		44. Are sidewalks free of tripping hazards?	
Common Areas	Stairways: Interior and Exterior	46. Are all handrails properly secured?	
		47. Is a handrail present when there are 4 or more consecutive steps?	
		48. Are stairs free of any loose, broken or missing steps?	
		49. Are stairways free of any tripping hazards?	
		50. Are there proper exit signs?	
		51. Are there secure railings on porches, balconies and landings 30" high or higher?	
General		52. Is unit free of debris inside and outside of unit?	
		53. 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, including windows, window wells, door frames, walls, ceilings, porches, garages, fences or play equipment?	
		54. Are there covered receptacles for disposal of waste?	
		55. Is the unit clean and ready to move in?	
	Notes:		