

Here is a checklist to use prior to inspection. THIS IS NOT A COMPLETE LIST OF CAUSES FOR HQS FAILURE.

- ___ All ceilings, walls and floors must be strong, sturdy and in their permanent positions.
- ___ A working smoke detector with a live battery must be installed on every level of the unit, including in the basement and outside of sleeping rooms. If any members of the family are hearing impaired, a detector for the hearing impaired must be installed.
- ___ The entire unit, both inside and outside, including window frames, must be free of cracking, scaling, peeling, chipping and loose paint. This prevents exposure to possible lead-based paint hazards.
- ___ Where there are four or more consecutive steps, handrails must be securely attached. This applies to both the interior and exterior of the unit.
- ___ The unit must be free of roaches, rodents, or any other infestations.
- ___ The entire unit, interior and exterior, must be free from electrical hazards. There may be no loose, hanging, or exposed wires.
- ___ All three prong outlets must be wired correctly. A three-prong circuit tester will be used at the time of the inspection to assure safety.
- ___ Every room used for living must have either two working outlets or one working outlet and a permanently installed light fixture. At a minimum, each bathroom must have a permanently installed light fixture.
- ___ All light switches and outlets must have secured plate covers installed.
- ___ All windows and doors must be secure when closed, and must be weather tight.
- ___ All windows and doors that are accessible from the outside, must have working sturdy locks.
- ___ All operable windows must have a mechanism to secure them in place when opened.
- ___ If the unit has a third floor sleeping room (s), and the family is eligible to use this room for sleeping, the owner must provide a safe method of escape in the case of fire (i.e.. chain ladder).
- ___ If there is a bathroom with a toilet that is not hooked up to water and sewer lines, it must be repaired. If it is removed; the drain must be sealed to prevent rodents and/or gases from escaping into the unit.

- ___ The bathroom must have either a window that opens or an exhaust fan for ventilation.
- ___ The hot water tank's pressure relief valve **must have a discharge line extending down two to six inches from the floor.**
- ___ The flue pipe leading from the furnace and hot water tank must be sealed at the chimney. Also, check to ensure that the flue pipes connecting to the furnace and hot water tank are installed correctly.
- ___ Every room used for living must have an adequate heat source. If the source is gas, it must be vented to the outside. If the source is electric, it must be permanently installed and controlled by a separate thermostat.
- ___ If the downspouts or gutters are damaged and/or missing, causing interior damage to the unit, they must be replaced or repaired. Any damage to the interior of the unit due to the missing or damaged downspouts or gutters must be repaired.
- ___ The unit must be free from any accumulation of garbage or debris, both inside and outside.
- ___ Multi-family owners must provide "refuse disposals"; facilities include trashcans with covers, garbage chutes or dumpsters with lids.
- ___ Every bedroom must have at least one window that opens for ventilation; if windows are designed to open.