



DAVIS COMMUNITY HOUSING AUTHORITY HOUSING QUALITY STANDARDS (HQS) HOUSING INSPECTION CHECKLIST

This checklist is an example of what will be inspected in the unit as per the Housing Quality Standards (HQS) during DCHA's inspection. This checklist does not cover all possible situations incurred during an inspection. Please call for clarification or ask during the inspection.

General Items for the Entire Unit:

- For initial rentals: The unit must be rent ready.
- All utilities must be on during the inspection.
- On March 25, 2019 HUD urged housing authorities to inspect units for operational CO (carbon monoxide) detectors. This is not a current requirement, however it will become one in the future. We will begin including CO detectors in our inspection protocol beginning March 2020.
- There must be a working smoke detector on each floor/level.
- All flooring must be in a finished state and free from any possible tripping/safety hazards such as; unsecured carpet seams & edges, large holes in floor covering, missing flooring, cracked/broken tiles with sharp edges and exposed tack strips. No rotted/soft sub-floors.
- All walls and ceiling must not have holes larger than 8 1/2 x 11", be free from any severe damage such as bulging or loose/falling surface materials.
- Roof must be in good condition, free from any leaks, curling shingles, or any other damage.
- Rain gutters, if present, must be attached to the unit properly and have the proper drain spouts.
- For security purposes, all doors and windows that are accessible from the outside must seal, lock and work properly (dual-keyed double cylinder dead bolts on doors are unacceptable).
- Windows designed to open must operate properly (must not be painted or nailed shut, and free from cracked or broken glass). They must be able to stay up on their own when opened and must fit the window frame properly.
- Handrails are required wherever four or more steps (risers) are present. Interior and exterior handrails must be secure.
- Railings are required for porches, balconies, and stoops that are 30" or more above the ground level. No missing or broken balusters.
- Plumbing and pipes must be in good working condition, free from any clogs, leaks, or damage and must be connected to an approved sewage disposal system.
- A minimum of two fire exits are required (doors and windows count). Exits cannot be blocked.
- All switches, receptacles and light fixture must be working.
- All switches and outlets must have secured cover plates with no cracks.
- All light fixtures must be properly secured.
- No exposed or frayed electrical wiring.
- Manufactured homes must have proper tie-down devices.
- All owner supplied amenities (dishwashers, disposals, ceiling fans, overhead door openers, attic fans, central air conditioning, swamp coolers, etc.) in place at the time of the initial inspection must be in proper working order and maintained by the owner. If they become inoperable they must be repaired or replaced. They cannot be removed.
- Door frames must have strike plates.
- Window/door screens are not required. However, if they are present they must be in good working order. Screens cannot have holes in them and must fit properly.



Kitchen:

- Appliances must be in place, clean and working properly at the time of inspection.
- Each range/stove top burner must function (electric stoves must have drip pans/rings)
- Required knobs, handles and door bars must be present on all appliances and must be legible.
- Gas service line for range must have a shutoff valve.
- Disposal wiring must be secured with proper connection.
- Permanently installed sink with hot and cold running water, free of any leaks and/or damage.

Bathroom:

- Must have at least one permanently installed light fixture.
- Functioning toilet with proper suction and free from any kind of damage. Toilet tank lid must fit properly and not be broken.
- Must have a window that opens or a powered vent fan.
- Permanently installed wash basin and tub/shower, with hot and cold running water, free from any leaks and/or damage.
- Caulking around tub must not have mold and be in good condition.

Bedrooms:

- At least one window must open for egress and ventilation.
- Windows designed to open must operate properly.
- Cannot have gas furnaces or gas hot water tanks located in bedroom areas.

Heating & Cooling Systems:

- Gas furnace closets must have upper cumulative and lower combustion air vents.
- Vent tubes must be a minimum of 5" diameter if only one appliance is in the closet. If closet contains both a gas furnace and a gas hot water tank, the tubes must be a minimum of 8" diameter.
- Vent tubes must vent into the attic or outside. Vents in doors are unacceptable if the closet is located in a living area.
- Gas space heaters (vented or not) are **not** allowed.
- Heating and/or A/C system must be in safe and proper operating condition, and must be able to provide adequate heat either directly or indirectly to each room.
- All gas heating sources must be vented and working safely.

Hot Water Heaters:

- Gas hot water tanks are not allowed in bedrooms or bathrooms.
- Water heater must be in working condition with a drain line or discharge pipe coming off of the pressure relief valve to within about 6" of the floor.

