HQS Self-inspection Preparation Checklist

This list is for information only and is not intended as a complete inspection list.
Check HUD HQS inspection requirements and local codes for other requirements.

ELECTRICITY

		NOTES
Electric service is connected for the inspection.	☐	
All fixtures are receptacles work (at least two receptacles per room or one receptacle and one light fixture per room).	☐	
There is lighting in the common hallways and porches.	☐	
All receptacles are properly wired. There are no open grounds, reverse polarity or open neutrals.	☐	
All receptacles, light switches and electrical boxes are properly covered with no cracks or breaks in the doors or cover plates.	☐	
Light/electrical features are securely fastened without any hanging or exposed wires.	☐	
Lighting fixtures have all bulbs functioning properly.	☐	
Light fixtures on the interior and exterior have globes or covers if so designed.	☐	
The electrical service drop and service entrance cable (both sides of meter) are in good condition with no deterioration to the covers.	☐	
Wire clamps and conduit are installed at disposals and electric water heaters.	☐	
All outlets (receptacles, switches, smoke alarms) are free of all paint.	☐	
Junction boxes have covers and all holes are properly capped.	☐	

HEAT

		NOTES
The fuel supply for the heating system is on/filled. All pilot lights are lit.	☐	
All flue/vent connections are sealed and tight.	☐	
Controls are in place and functional.	☐	
Filters are clean and in place.	☐	
All electrical/fuel connections are secure.	☐	
Registers are functional and secured to walls/ceiling/ floor.	☐	
Heat is available and adequate in all habitable rooms and working properly.	☐	

AC

		NOTES
The central A/C is functioning as designed.	☐	
A wire protector is installed on the exterior disconnect box or the box is sealed.	☐	

BATHROOM(S)

		NOTES
The toilet is securely fastened to the floor.	☐	
The toilet flush and flaps are sealed properly.	☐	
At sink, there is hot and cold running water, clear and proper drainage and no leaks.	☐	
At the tub/shower, there is hot and cold water, clear and proper drainage and no leaks.	☐	
The room is vented with either an exterior window or ducted with an exhaust fan.	☐	

KITCHEN

		NOTES
At the sink, there is hot and cold running water, clear and proper drainage and no leaks.	☐	
At gas stove, there is a hand-operated gas shut off valve.	☐	

WALLS/CEILING

		NOTES
Walls and ceiling are free of air and moisture leaks, loose material, large holes and cracks.	☐	

FLOORS/FLOORING

		NOTES
Floors are free of weak spots or missing floorboards.	☐	
Floors are free of tripping hazards from loose flooring or covering.	☐	

CABINETRY AND INTERIOR DOORS

		NOTES
Cabinets are securely fastened to walls or ceiling.	☐	
There is space for food preparation and storage.	☐	
All doors are securely hung and all drawers in place.	☐	

SECURITY

		NOTES
All doors are free of double-key locks.	☐	
Door and window locks have all screws and striker/latch/connector plates.	☐	
There is free and clear access to all exits.	☐	
Entrance and exit doors are solid-core.	☐	
First-floor windows and those opening to a stairway, fire escape or landing have functional locks.	☐	

HEALTH AND SAFETY

NOTES

There are functioning smoke alarms on each level of the unit, including the basement. A smoke alarm is located in the hallway leading to the bedrooms. ☐

Smoke alarms that are installed on walls are at least 4 inches and no more than 12 inches from the ceiling. Smoke alarms installed on the ceiling are at least 4 inches from the wall. ☐

The unit is free from insect or rodent infestation. ☐

The unit is free of any evidence of mold or mildew. ☐

APPLIANCES

NOTES

All burners function with normal user controls. ☐

The seal/gasket at the oven door is in place and functional. ☐

Refrigerator/freezer cool properly, and it is large enough for family size. ☐

Refrigerator and freezer door seals/gaskets are complete. ☐

WINDOWS

NOTES

There is at least one functional exterior window in each bedroom and living room. ☐

Windows open, hold open, close and lock properly. ☐

There aren't any cracked or broken window panes. ☐

STAIRWAYS

NOTES

All handrails are properly secured. ☐

A handrail is present when there are four or more consecutive steps.

A guardrail is present when there is a drop off of 30 inches or more at a landing, deck or stair. ☐

Stairways are free of any loose, broken or missing steps.

Stairways are free of any tripping hazards. ☐

There are proper exit signs (multi-family building). ☐

OTHER

NOTES

Water heater must function properly. ☐

There is a full-sized drain line (3/4 inch) on the TRP valve, and it is constructed of appropriate material. ☐

Radiators and boilers function with no leaks. ☐

OTHER (CONTINUED)

		NOTES
Gutters are firmly attached and have downspouts.	☐	
Exterior surfaces are in good condition and will prevent moisture and vermin intrusion.	☐	
The chimney is secure. The flue is tightly sealed with no gaps.	☐	
The foundation is sound and sealed from the exterior.	☐	

GENERAL

		NOTES
The unit is free of debris inside and outside.	☐	
There are covered receptacles for disposal of waste.	☐	
The unit is clean and ready for move-in.	☐	
The unit is vacant or the leasing family is already in place.	☐	
Interior and exterior of the unit rented to a family with children under the age of six is free of any chipping, peeling, flaking, chalking or cracking of painted surfaces to include windows, window wells, door frames, walls, ceilings, porches, garages, fences or play equipment.	☐	