

Housing Quality Standards Self-Inspection Checklist

Major Areas of Unit		Questions to Ask	Yes or No	Repairs Needed
Mechanical Items	Electricity	1 Do all electrical fixtures, outlets, and GFCI's function properly (at least 2 outlets per room or 1 outlet and 1 light fixture per room)?	Y / N	
		2 Is there lighting in the common hallways and porches?	Y / N	
		3 Are all outlets, light switches, and fuse boxes properly covered with no cracks or breaks in the cover plates/doors/panels?	Y / N	
		4 Are light/electrical fixtures securely fastened without any hanging or exposed wires (anywhere the tenant has access)?	Y / N	
		5 Will all utilities be on the date of inspection?	Y / N	
	HVAC	6 Is there adequate heat in all living spaces?	Y / N	
		7 Does heating system work as designed with no leaks, missing panels, or excess vibration?	Y / N	
Plumbing	Bathroom	8 Is toilet securely fastened with no leaks or gaps? Does it flush properly?	Y / N	
		9 Sink – Is there hot and cold running water, proper drainage, and no leaks?	Y / N	
		10 Bathtub/shower – Is there hot and cold running water, proper drainage, and no leaks?	Y / N	
	Kitchen	11 Do all bathrooms have either an exterior window or exhaust fan?	Y / N	
		12 Sink – Is there hot and cold running water, proper drainage, and no leaks?	Y / N	
	Other	13 Stove – Is there a hand-operated gas shut-off valve?	Y / N	
		14 Does hot water heater work properly?	Y / N	
		15 Does hot water heater have a discharge pipe that extends to within 6" of floor?	Y / N	
16 Is bathroom free of any sewer odor or drainage problem?		Y / N		
Interior of Unit	Wall Condition	17 Are walls free of air and moisture leaks? Large holes and cracks?	Y / N	
	Ceiling Condition	18 Are ceilings free of air and moisture leaks? Large holes and cracks?	Y / N	
	Floor Condition	19 Are floors free of weak spots or missing floorboards?	Y / N	
		20 Are floors free of tripping hazards from loose flooring or covering?	Y / N	
	Cabinetry/ Interior Doors	21 Are cabinets securely fastened to the wall?	Y / N	
		22 Is there space for food preparation and storage?	Y / N	
		23 Are all doors securely hung?	Y / N	
	Security	24 Is there free and clear access to all exits?	Y / N	
		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?	Y / N	
		26 Are entrance and exit solid core doors?	Y / N	
27 Do first floor windows and those opening to a stairway, fire escape, or landing have locks?		Y / N		

Major Areas of Unit		Questions to Ask	Yes or No	Repairs Needed	
Interior of Unit	Health and Safety	28	Is there at least one battery-operated carbon monoxide detector present and functioning within 15 feet of every room used for sleeping and every source of carbon monoxide, including furnaces and boilers? <i>IF REQUIRED BY LOCAL CODE</i>	Y / N	
		29	Is there a working smoke detector on each level of the unit?	Y / N	
		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?	Y / N	
		31	Is unit free of any evidence of insect or rodent infestation?	Y / N	
		32	Is unit free of mold or mildew?	Y / N	
	Appliances	33	Do all burners or the stovetop ignite, does the oven work, and are all knobs present?	Y / N	
34		Does refrigerator/freezer cool properly?	Y / N		
35		Is refrigerator/freezer large enough for the family occupying the unit?	Y / N		
Exterior of Unit	Windows	36	Is there at least one exterior window in each bedroom and in the living room?	Y / N	
		37	Do windows open, close, and lock properly?	Y / N	
		38	Is unit free of any cracked, broken, or leaky windows?	Y / N	
	Other	39	Is roof free of leaks?	Y / N	
		40	Are gutters firmly attached?	Y / N	
		41	Are exterior surfaces in a condition to prevent moisture leakage and rodent infestation?	Y / N	
		42	Is chimney secure? Is flue tightly sealed with no gaps?	Y / N	
		43	Is foundation sound?	Y / N	
		44	Are openings around doors and windows weather-tight?	Y / N	
45	Are sidewalks free of tripping hazards?	Y / N			
Common Areas	Stairways: Interior and Exterior	46	Are all handrails properly secured?	Y / N	
		47	Is a handrail present where there are 4 or more consecutive steps?	Y / N	
		48	Are stairs free of any loose, broken, or missing steps?	Y / N	
		49	Are stairways free of any tripping hazards?	Y / N	
		50	Are there proper exit signs?	Y / N	
		51	Are there secure railings on porches, balconies, and landings 30" high or higher?	Y / N	
General		52	Is unit free of debris inside and outside?	Y / N	
		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?	Y / N	
		54	Are there covered receptacles for disposal of waste?	Y / N	
		55	Is unit clean and ready for move in?	Y / N	