

**A Pre-HQS Property
Inspection Checklist
to Help You**

*Get It Right
the **1st** Time!*

For any housing unit to be approved for occupancy by a tenant receiving HUD Section 8 rental assistance, its condition must be what established housing quality standards describe as "decent, safe and sanitary."

That's why we created this convenient **PRE-HQS INSPECTION CHECKLIST** to help you determine how close your property already is to meeting these standards and allow you to **MAKE ANY NECESSARY REPAIRS BEFORE YOUR INSPECTION.**

Even though we're not able to conduct this pre-review *with* you, taking advantage of the opportunity to prepare in advance will greatly improve the chances that your property will pass the *first* time.

608



Central: 1195 Main Street at Dodge • Buffalo
Southtowns: 174 Main Street • Hamburg
Northtowns: 33 Spruce Street • North Tonawanda

716-884-7791 • TDD711

or call **800-836-0335** outside of Erie County toll-free

www.belmontshelter.org



Electrical

1. There are at least 2 working double electrical outlets OR 1 double electric outlet and 1 permanently-mounted working light fixture in the living room. Yes No
2. There is at least 1 working double electrical outlet and 1 permanently-mounted working light fixture in the kitchen. Yes No
3. There is at least 1 permanently-mounted working light fixture in the bathroom. Yes No
4. There are at least 2 working double electrical outlets OR 1 double electrical outlet and 1 permanently-mounted working light fixture in every bedroom. Yes No
5. The unit and all shared spaces are free from any electrical hazards such as: broken, non-insulated or frayed wiring; improper types of wiring, connections or insulation; wires lying in or located near standing water or other unsafe places; light fixtures hanging from electric wiring without firm support or fixture; cover plates missing from switches or outlets; badly cracked outlets; exposed fuse box connections; overloaded circuits evidenced by frequently "blown" fuses. Yes No
6. The unit and all shared spaces are free from electric outlets that are located where water might splash or collect. Yes No



Security

7. All windows and doors that are accessible from the outside have a properly-working lock. Yes No
8. The unit can be entered without going through another unit. Yes No
9. The building has an alternative way for tenants to exit in case of fire which meets state regulations. Yes No



Windows

10. The living room of the unit has at least 1 window. Yes No
11. All windows are free of signs of severe deterioration or missing or broken panes. Yes No



Walls and Floors

12. The walls are sound and free from hazardous defects such as severe buckling, bulging or leaning; damaged or loose structural members; large holes; or air filtration. Yes No
13. The floors are sound and free from hazardous defects such as severe buckling; major movement under walking stress; or damaged or missing parts. Yes No



Ceilings

14. All ceilings are sound and free from hazardous defects such as severe bulging or buckling; large holes; missing parts; or loose surface materials that are falling or in danger of falling. Yes No



Paint

15. In units built prior to 1978, if a child younger than 6 years old lives there or is expected to live there, all surfaces are free from damaged or deteriorated paint. (This includes any paint that is peeling, chipping, cracking, chalking or in any way coming loose from the surface it's applied to.) Yes No



Kitchen

16. The unit has both an oven and a stove with a full set of working burners and knobs for turning them on and off. (A microwave may be substituted for a tenant-supplied oven and stove.) Yes No
17. The unit contains a refrigerator that works and maintains a temperature low enough so that food does not spoil over a reasonable period of time. Yes No

Kitchen [continued]

18. The kitchen contains a permanently attached working sink with both hot and cold running water and a properly-connected working drain with a gas trap, and space to store, prepare and serve food. Yes No



Bathroom

19. The unit contains a toilet in proper working condition available for the exclusive use of the unit's occupants. Yes No
20. There is a permanently installed working bathroom sink with both hot and cold running water and a properly-connected working drain with a gas trap. Yes No
21. The unit has either a working bathtub or shower with both hot and cold running water and a properly-connected working drain with a gas trap. Yes No
22. The bathroom has either at least 1 openable window or a working vent system. Yes No



Bedrooms

23. All of the bedrooms in the unit have at least 1 window. Yes No



Smoke Detectors

24. Each level of the unit, including the basement and attic, is equipped with a working smoke detector. Yes No
25. If any of the unit's residents are hearing impaired, the smoke detection system also produces a visual alert that can be seen in their sleeping areas. Yes No



Heating and Plumbing

26. The heating system for the unit is capable of providing enough heat to insure that the tenants will have a healthy environment. Yes No
27. The unit is free from all types of unsafe heating conditions, such as unvented fuel-burning space heaters; potential for fire; improper connection of flues allowing exhaust gases to enter the living area; absence of safety devices; improper use of equipment; and combustible materials near a heat source or flue. Yes No
28. The unit has adequate ventilation and cooling by means of either openable windows or a working cooling system. Yes No
29. Water heaters are located, equipped and installed in a safe manner, including the presence of a pressure relief valve and discharge line. Yes No

Heating and Plumbing [continued]

30. The unit is served by an approvable public or private sanitary water supply. Yes No
31. The plumbing is free from major leaks or corrosion causing serious, persistent levels of rust contaminating the drinking water. Yes No
32. The plumbing is connected to an acceptable public or private disposal system and is free from sewer back-up. Yes No



Building Exterior

33. The building's foundation is sound and free from hazards such as potential for structural collapse or other conditions which allow significant entry of ground water. Yes No
34. All stairs, rails and porches are sound and free from hazards such as severe structural defects; or broken, missing or rotting steps. Yes No
35. All stairways with 4 or more consecutive steps have a handrail; and all porches or balconies 30" or more above the ground have a secure rail. Yes No
36. All exterior surfaces are free from hazards such as serious buckling or sagging; large holes or other defects that would result in significant infiltration. Yes No

Building Exterior [continued]

37. The chimney is sound and free from hazards such as leaning or significant disintegration. Yes No
38. The roof, gutters and downspouts are sound and free from hazards such as serious buckling or sagging; large holes or other defects that would permit significant infiltration. Yes No
39. Manufactured homes are properly placed and securely anchored by a tiedown device. Yes No



Also Be Sure That...

40. The unit is free from heavy accumulations of garbage or other debris inside and outside and has adequate covered facilities for the temporary storage and disposal of food wastes. Yes No
41. The unit is free from severe infestation by rodents, insects or other vermin. Yes No
42. The interior stairs and shared hallways are free from hazards like loose, broken or missing steps or railings and inadequate lighting. Yes No
43. All elevators have current, valid inspection certificates. Yes No
44. The unit is free from abnormally high levels of air pollution from vehicular exhaust, sewer gas, fuel gas, dust or other pollutants. Yes No