

Housing Quality Standards Self-Inspection Checklist



Questions to Ask

		Yes or No
Mechanical	Electrical	
	1. Do all fixtures and outlets work (at least 2 outlets per room or one outlet and one light fixture per room)?	
	2. Is there lighting in the common hallways and porches?	
	3. Are all outlets, light switches and fuse boxes properly covered and secured with no cracks or breaks in the cover plates/doors?	
	4. Are light and electrical fixtures securely fastened without any hanging or exposed wires (anywhere the tenant has access)?	
	5. Have you arranged for all utilities to be on (prior to the day of the inspection)?	
	6. Is there adequate heat in all living spaces?	
Plumbing	Bathroom	
	7. Is the toilet securely fastened with no leaks or gaps? Does it flush properly?	
	8. In the sink is there hot and cold running water, proper drainage and no leaks?	
	9. Bathtub/shower - Is there hot and cold running water, proper drainage and no leaks?	
	10. Is the bathroom vented with either an exterior window with a fitted screen that opens or exhaust fan?	
	Kitchen	
	11. Sink - Is there hot and cold running water, proper drainage and no leaks?	
	12. Stove - Is there a hand-operated gas shut-off valve?	
	13. Does the hot water tank work?	
	14. Does the hot water tank have an extension pipe?	
	15. Does the pressure relief discharge line extend to the exterior of foundation or into a drain?	
16. Is the bathroom free of any sewer odor or drainage problem?		
	Ceilings Walls and Floors	
Interior Conditions	17. Are the ceilings free of air and moisture leaks? Large holes and cracks?	
	18. Are the walls free of air and moisture leaks? Large holes and cracks?	
	19. Are the floors free of weak spots or missing floorboards?	
	20. Are the floors free of tripping hazards from loose flooring or covering?	
	21. Are the cabinets securely fastened to the walls?	
	22. Is there a clean space for food preparation and storage?	
	23. Are all the doors securely hung?	
	24. Is there free and clear access to all exists?	
	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?	
	26. Are entrance and exit doors solid core doors?	
	27. Do the first floor windows and those opening to a stairway, fire escape or landing have locks?	
	28. Is there a working smoke detector on each level of the unit?	

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-Interior Conditions (Continued)	29. Are smoke detectors installed on the walls at least 4" and not more than 12" from ceiling? Are smoke detectors installed on ceilings at least 4" from the wall?	
	30. Is unit free of any evidence of insect or rodent infestation?	
	31. Is unit free of any evidence of mold or mildew?	
Food and Storage Preparation	Appliances	
	32. Does the oven work? Do all burners ignite? Is the oven clean? Are all the knobs present?	
	33. Do the refrigerator doors have good seals and cool as designed? Is the refrigerator clean?	
	34. Is the refrigerator/freezer large enough for the family occupying the unit?	
Exterior Conditions	35. Is there at least one exterior window in each bedroom and in the living room? Does the room used for sleeping opens at least 24"by 24"?	
	36. Do the windows open, close and lock properly?	
	37. Is the unit free of any cracked, broken or leaky windows?	
	38. Is the roof free of leaks?	
	39. Are the gutters firmly attached?	
	40. Are exterior surfaces secure against moisture leakage and access to rodents?	
	41. Is the chimney secure? Is the flue tightly sealed with no gaps?	
	42. Is the foundation sound?	
	43. Are the openings around doors and windows weather-tight?	
44. Are all sidewalks free of tripping hazards?		
Stairways: Interior and Exterior	Common Areas	
	45. Are all of the handrails properly secured?	
	46. Is a handrail present when there are 4 or more consecutive steps?	
	47. Are the stairs free of any loose, broken or missing steps?	
	48. Are the stairways free of any tripping hazards?	
	49. Are there proper exit signs in multi-family units?	
50. Are there secure railings on porches, balconies and landings 30" high or higher?		
General	51. Is the unit free of debris inside and outside of unit?	
	52. For the INTERIOR AND EXTERIOR of units rented to families with children under the age of six: is the 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?	
	53. Are there covered receptacles for disposal of waste?	
	54. Is the unit clean and ready for move in?	
	55. Is the elevator certification current? (Required every three years for multi-unit buildings)	
	56. Can the address be properly identified from the street?	

Owner Signature: _____

By signing here, you are certifying you have reviewed ALL questions and confirm the unit is ready for occupancy.