



Pre-Inspection Checklist

This list can be used to assess whether the unit will pass the HUD-established Housing Quality Standards used in every ICS inspection. This list is **NOT** an all-inclusive, but is intended to be used as a general guide.

As a rule of thumb, everything must function as designed.

- SMOKE DETECTORS:** At least one functioning smoke detector must be present on EACH floor of the residence, including the basement. Functioning smoke detectors must also be present within 6 feet of any bedroom door. If a smoke detector is installed, it must be in working order.
- CARBON MONOXIDE DETECTORS:** In a one or two unit property, functioning carbon monoxide detectors must be present on EACH floor of the property, including the basement. In a property with 3 or more units, functioning carbon monoxide detectors must be present within 50 feet of any fuel burning appliance or garage and must be placed on the same floor as the fuel burning appliance.
- WINDOWS:** Windows must be in good condition and free of cracked or broken glass. Window sills must be solid, not rotting or broken, and must be free of mold-like or mildew-like substances. If a window was originally designed to open, it must open easily. Windows must also stay open by themselves without the aid of a stick/other item being placed in window frame to hold window open. Windows within 6 feet of the ground are required to have functioning, permanently installed locks. Sticks and bars are considered secondary locks and may not be used as the only form of lock. Screens are required and must be in good condition, free of holes or tears.
- ELECTRICAL:** All electrical must be wired correctly. Three prong outlets must have a ground wire present in order to pass inspection. All outlets and light fixtures must work. Electrical wires cannot be visible and must be housed in an APPROVED electrical junction box. Outlet covers must be present and in good condition with no cracks or chips. Electrical panels must be properly installed and have all open slots properly covered (electrical tape is not an acceptable form of coverage).
- DOORS:** All doors must be in good condition with a functioning door handle or knob and functioning locks if applicable. Doors must close securely and function as designed. Exterior doors must be sufficiently weather sealed. All exterior swinging storm doors must have a functioning self-closing device. Closet doors, if present, must be properly installed and function as designed.
- LIGHTS AND LIGHT FIXTURES:** All light fixtures must function as designed. Light fixtures must have working light bulbs in every socket and must have a fixture cover, if the light fixture was designed to have one.
- FLOORING:** Flooring must be in good condition and free of potential tripping hazards. Bubbling or loose carpet, tiles, or other types of flooring must be properly repaired and secured.
- INTERIOR WALLS AND CEILINGS:** Must be in good condition and free of large holes. Walls and ceilings must be free of chipping/peeling paint. If chipping or peeling paint is present, proper lead abatement procedures must be followed, where applicable.
- KITCHEN:**
 - All furnished appliances must work properly. Check stove burners, oven, refrigerator and dishwasher. Gas burners must auto light.
 - Refrigerator door seal must not have cracks or rips.
 - Garbage disposal must work if present and all wiring must be properly secured and installed.
 - Plumbing and pipes must work with no leaks or mold under sink or on walls and backsplash.
 - Range hood fan and light, if present, must work.
 - Cabinet edges must be smooth with minimal chips or cracks and must be secured to wall or floor.

❑ BEDROOMS:

- In order for a room to be considered a bedroom, room must have at least two forms of egress (one door, one window). Window must be a minimum of 20 inches by 24 inches in order to be considered an egress window and must follow local building code.
- Windows cannot be blocked by large pieces of furniture and must be accessible at all times.
- A minimum of one outlet and an overhead light or two outlets are required in each bedroom.

❑ BATHROOM:

- Plumbing and pipes must work with no leaks or mold under sink or on walls and backsplash.
- Towel bars need to be secured to wall.
- Bath tub, toilet, and sink need to work properly and be in good condition.
- Toilet must be secured to the floor with no leaks.
- Bath tub must be caulked around wall and sealed on floor at base and be mildew free.
- Walls, floors and ceiling must have no leaks, moisture or water soft spots, mildew, cracking or chipping paint.
- Bath fan must work properly, or have a window that opens for ventilation.
- Cabinet edges must be smooth with minimal chips or cracks and doors must be secured to wall or floor.
- A working light is required and the bulb must have a cover.

❑ WATER HEATER:

- If water heater is fueled by gas, exhaust pipe must vent to exterior and travel at an upward angle throughout the entire process to exterior.
- The tank must have a temperature and pressure relief valve.
- The discharge line pipe must be made of galvanized steel or hard copper or PVC pipe. The pipe must end within 6 inches of the floor.

❑ FURNACE/HVAC SYSTEM:

- Area of at least three feet around furnace/boiler system must remain free of clutter and potential fire hazards.
- Furnace/boiler system must be in good working condition with no missing exterior pieces. Panels on furnace must be closed and properly secured.

❑ MISCELLANEOUS:

- Any staircase with four or more risers must have a handrail present. Handrail must extend the full length of the staircase and be securely mounted.

❑ EXTERIOR:

- Exterior electrical outlets must have proper covers installed and must be functional.
- All down spouts and gutter, if present, should be secured to the building structure.
- The exterior area and yard should be clear of glass, boards with nails, trash, and other debris and hazards.
- Appliances cannot be stored outside in the yard, on the porch or stairs.
- No cars with broken windows, flat tires, or otherwise non-working vehicles can be parked or stored on the property.
- All surfaces must be in good condition and free from cracked and chipped paint. All wood must be free from holes and porches and supports must be structurally sound.
- All cabanas, laundry rooms or other extra areas designated for the tenants use must be lit, hazard free, and have smoke detectors.

Thank you for your participation in the Housing Choice Voucher Program!