

# WEST VALLEY CITY HOUSING AUTHORITY

## HOUSING INSPECTION CHECKLIST

This checklist is an example of what will be inspected in the unit as per the Housing Quality Standards (HQS) inspection. Most of the items below are items that consistently fail HQS during our inspection. This checklist does not cover all possible situations incurred during an inspection. Please call for clarification or ask during the inspection.

### **General Items for the Entire Unit:**

- All utilities must be on during the inspection.
- There must be at least one working smoke detector on each floor. Owners are responsible for providing and replacing old batteries for battery powered units.
- All flooring must be in a finished state and free from any possible tripping hazards such as; unsecure carpet seams & edges, large holes in floor covering and/or missing flooring.
- All walls and ceilings must be clean with no holes or large cracks, free from any severe damage such as bulging or loose/falling surface materials.
- Roof must be in good condition, free from any leaks and/or damage.
- No loose, peeling, chipped, or cracked paint on interior or exterior surfaces (including fences, sheds, eaves, and window sills).
- For security purposes, all doors and windows that are accessible from the outside must seal, lock and work properly (dual-keyed double cylinder dead bolts are unacceptable).
- Windows designed to open must operate properly (must not be painted or nailed shut, and free from cracked or broken glass.)
- If window security bars or security screens are present on emergency exit window, they must be equipped with a quick release system. The owner is responsible for ensuring that the family is instructed on the use of the quick release system.
- Handrails are required wherever four or more steps (risers) are present. Interior and exterior. Handrails must be secure.
- Railings are required for porches, balconies, and stoops that are 30" or more above ground level.
- Plumbing and pipes must be in good working condition, free from any clogs, leaks, or damage. And connected to an approved sewage disposal system.
- A minimum of two fire exits are required (doors and windows count).
- No evidence of roaches, mice, etc.
- All switches, receptacles and light fixtures must be working.
- All switches and outlets must have secured covers with no cracks.
- All light fixtures must be properly secured (Light fixtures must have globe covers if so designed).
- No exposed or frayed electrical wiring.
- Manufactured homes must have proper tie-down devices and must be visual to the inspector.
- All owner-supplied amenities (dishwashers, disposals, ceiling fans, overhead door openers, attic fans, central air conditioning, etc.) in place at the time of the initial inspection must be in proper working order and maintained by the owner. If they become inoperable they must be repaired or replaced. They cannot be removed.

### **Kitchen:**

- Appliances must be in place, clean and working properly at the time of inspection.
- Each range/stove-top burner must function.
- Required knobs and handles must be present for all appliances.
- Gas service line for range must have shutoff valve.
- Disposal wiring must be secured with proper connection.
- Permanently installed sink with hot and cold running water, free of any leaks and/or damage.

### **Bathroom**

- Must have at least one permanently installed light fixture.
- Functioning toilet, free from any kind of damage. Toilet tank lid must fit properly.
- Must have a window that opens or a powered vent fan.
- Permanently installed wash basin and tub/shower, with hot and cold running water, free from any leaks and/or damage.

## Bedrooms

- ❑ At least one window must open for egress and ventilation.
- ❑ Windows designed to open must operate properly.
- ❑ Cannot have gas furnaces or gas hot water tanks located in bedroom areas.
- ❑ Minimum bedroom ceiling height is 7'6" or local code, whichever is greater. Sloping ceilings may not slope to lower than five feet in the 70 square foot area.

## Heating & Cooling Systems

- ❑ Gas furnace closets must have upper cumulative and lower combustion air vents.
- ❑ Vent tubes must be a minimum of 5" diameter if only one appliance is in the closet. If closet contains both a gas furnace and a gas hot water tank, the tubes must be a minimum of 8" diameter.
- ❑ Vents tubes must vent into the attic or to the outside. Vents in doors are unacceptable if the closet is located in a living area.
- ❑ Gas space heaters (vented or un-vented) are not allowed.
- ❑ Heating and/or A/C system must be in safe and proper operating condition, and must be able to provide adequate heat either directly or indirectly to each room.
- ❑ All gas heating sources must be vented and working safely.

## Hot Water Heaters

- ❑ Gas hot water tanks are not allowed in bedrooms or bathrooms.
- ❑ Water heater must be in working condition with a drain line or discharge pipe coming off of the pressure relief valve to within about 6" of the floor.

