

HQS INSPECTION CHECKLIST

ACCESS TO RENTAL UNIT:

- Are there four or more steps to the unit? If so, is there a steady handrail?
- Is the walkway free of all tripping hazards?
- Is there adequate security to rental unit?
- Are there Double Key Entry Locks? If so they must be replaced with latch key locks.
- Is there an outside deck or patio 30" from the ground or with four or more steps? If so is there a handrail?
- Is the front lawn level to sidewalk? If raised 30" from ground is there a fence around the front lawn?
- Rain gutter and downspouts free of deterioration?
- Is the house/building structurally stable?
- Roof structurally sound and weather tight?
- House structure in need of brick pointing?
- Concrete sidewalk level?
- Outside of house free of debris and grass mowed?

GENERAL REQUIREMENTS:

- Do you have a current Certificate of Occupancy from the Township or Borough?
- Are all Smoke Detectors in working condition?
- Are there Carbon Monoxide Detectors on every level of unit that has habitable living spaces?
- Electric, Water, and Gas (if applicable) turned on in unit?
- Is the unit clean and orderly?
- Are there any tripping hazards throughout the house?
- Is there any evidence of infestation?
- Are all ceilings and walls throughout the unit free of chipping, peeling, or flaking wallpaper or paint?
- Are there doors to entrances of all bedrooms?
- Are all windows free of cracks and defects, and able to stay open without the use of a stick, etc., and close properly?
- Are all windows located on the first floor lockable?
- Are all second floor windows with access to climb onto roof lockable?
- Do third floor bedrooms have fire escape ladders?
- Are there four or more stairs in the interior of the unit? If so, is there a steady handrail?
- Do all doors entering home have adequate weather-stripping? (No light should shine through sides of doors)
- Is the extension to the hot water heater 6" from the floor?
- Do all outlets work properly, have covers, and secured to the wall?
- All electrical outlets near water must have GFI outlets.
- Do the Living Room, Kitchen, and all Bedrooms have either two outlets or one outlet and one overhead light?
- If there is a window intact for ventilation and within the first four floors of the building and/or house, is there a screen?
- Windows that have screens, are they free of defects?

KITCHEN:

- Are all four burners on the stove operable and have appropriate knobs?
- Does the oven work properly? Is the oven Clean? Does the oven door have a handle and does the door close tightly?
- Is there hot and cold running water? Are there any signs of leaks under the kitchen sink?
- Is there signs of leaking pipes?
- Is there adequate space to store and prepare food?
- Is there a refrigerator?
- Are the kitchen walls and ceilings grease free?
- Is there a kitchen exhaust fan? If so, is it free of grease and working properly?

- Kitchen floor tiles free of tripping hazards?
- Is there a permanently installed light fixture and one outlet?
- Is the outlet within 6' of water? If so, is there a GFI installed?
- Is the ceiling free of severe bulging, holes or cracking?
- Does the ceiling have ceiling tiles? If so, are any ceiling tiles missing?
- Are the walls free of severe buckling, bulging, or leaning?

BATHROOM:

- Is there hot and cold running water? Are there signs of leaks under the sink or around the toilet?
- Is there evidence of any leaking pipes?
- Does the toilet flush properly?
- Is there a cover over the toilet tank?
- Is the toilet secured to the floor?
- Is there a working ventilation system, window, or skylight that can be opened?
- Is there a skylight? If so, is there a screen in the skylight to avoid infestation?
- Is there a permanently installed light fixture?
- Is there a door to the bathroom providing privacy?

BEDROOMS:

- Are there two outlets, or one outlet and one permanent installed light fixture?
- Are there working smoke detectors?
- Are the bedroom windows free of missing or broken panes?
- Are the windows free of chipping or peeling paint?
- Does the window open and close freely?

BASEMENT:

- PROPER MAINTENANCE FOR HEATER.
- Fuel tank vented.
- Shut off valve located at base of oil tank.
- Fuel pipe and collar tightly fit.

ELECTRICAL HAZARDS: Are there any Electrical hazards such as:

- Broken or frayed electrical wires
- Exposed or bare metal or copper wires
- Loose or improper wire connection to an outlet
- Light fixture hanging from an electrical wire or cord
- Exposed or cracked switch and/or outlet cover plate
- Overloaded circuits
- Exposed fuse box connector or connections
- Electrical cords which run under rugs or other flooring covers