## HQS Pre-inspection Checklist

Prior to occupancy, all units receiving funding from Pierce County must pass a federal Housing Quality Standards (HQS) inspection. The checklist below is a tool for non-profit housing providers and owners to prepare units for an HQS inspection. This checklist highlights some of the COMMON violations found during unit inspections. Please review this checklist and make sure all items are checked prior to requesting an HQS inspection.

* The unit must be empty/vacant from previous tenant.
* Utilities (water, gas, electric) must be turned on for the completion of the inspection.
* No chipping/peeling paint inside or outside the unit, or on the ground, if constructed pre 1978.
* Stove must be clean and the oven and all burners in working order and secured.
* Refrigerator must be clean and be in working order with a good door seal.
* There must be a permanently installed, working heating system.
* Hot and cold running water in the kitchen and bathroom(s).
* There must be a shower or bathtub that works.
* There must be a flush toilet that works, is securely mounted and does not leak.
* The bathroom must have either an outside window or an exhaust fan vented to the outside.
* There must not be any plumbing leaks.
* There must not be any plugged drains (check for slow drains).
* All plumbing fixtures must have P-traps to prevent sewer gas from leaking into the unit.
* All ground floor windows and exterior doors shall open and close as designed and must have working locks. Doubled keyed dead bolts are not permitted.
* Each living space must have two means of fire egress (i.e. door & window)
* All electrical outlets/switches must have cover plates and be in good working condition.
* All ground fault circuit interrupters (GFCIs) must work properly and any outlets properly wired.
* There must not be any missing, broken, or cracked windows.
* The roof must not leak. Indications of a leak are discolorations or stains on the ceiling.
* The hot water heater tank must have a temperature pressure relief valve with downward discharge pipe made of galvanized steel or copper tubing that is between six inches to eight inches from the floor if it cannot be directed outside the unit (no PVC). CPVC is acceptable.
* The floor covering cannot be torn or have holes that can cause someone to trip.
* If there are stairs and railings, they must be secure.
* Four or more stairs must have handrails 34 inches to 38 inches from the ground on one side.
* Walk offs or porches 30 inches above grade must have guard rails 36 inches from the ground.
* There must be working smoke detectors properly mounted on each level of the unit including the basement and walk up attics and leading to the sleeping rooms.
* All security bars and windows must have a quick release mechanism.
* All sliding glass doors must have a lock or security bar on the door that works.
* All construction/rehabilitation (painting, carpet replacement, etc.) must be completed.
* The unit must be free from roaches or rodents.
* There must be stepping stones or walkway to the unit

Please note that this checklist is not inclusive of all HQS related inspection items. The HQS inspection checklist (HUD Form 52580-A can be downloaded from the HUD website at http://portal.hud.gov/hudportal/documents/huddoc?id=52580-a.pdf