

# ACHA

## Housing Quality Standards Self Inspection Checklist

Use this checklist as a quick guide to make your property ready for Inspection.

ALL INTERIOR ROOMS & BEDROOM REQUIREMENTS	YES / NO	REPAIRS MADE
<b>LIVING ROOM, DINING ROOM, BEDROOM(S), BATHROOM, KITCHEN, COMMON AREAS &amp; STAIRS</b>		
<b>WALLS-</b>		
Are walls free of any water damage, cracks, holes, loose-missing plaster, cracked-missing-loose tiles? If paneling is present, is it secured properly?		
<b>CEILINGS-</b>		
Are ceilings free of any water damage, cracks, holes, loose-missing plaster, cracked-missing-loose ceiling tiles?		
<b>FLOORS-</b>		
Are floors wood/laminate free of any loose-missing-damaged areas?		
Is the sub-floor properly installed?		
If carpet exist. Is carpeting in good condition? Not heavily stained, loose-lifting from padding, torn or frayed?		
If floor tiles are present. Are they cracked, loose, missing, causing a cut hazard?		
<b>WINDOWS-</b>		
Do windows operate as intended? Do the sashes stay up/in place when unlocked or opened?		
Are there locks present and operable?		
Are windows free of any cracks, broken glass, broken-missing handles?		
Are there sash ropes/chains present on both sides of the window?		
Is there at least 1 window in the bedroom and 1 window living room?		
<b>SECURITY-</b>		
Is there properly working passage lock-sets on all doors?		
Is there a properly working deadbolt?		
No 2 key deadbolts permitted. Is there a toggle switch on the inside of the door?		
Does the door latch catch & stay in place at striker plate?		
Is there a striker plate present?		
Are all doors properly hung & secured at hinges?		
<b>KITCHEN-</b>		
Are appliances present-supplied by landlord?		
Are appliances in proper working condition/cleaned/knobs present?		
Does the refrigerator/freezer have any broken-missing shelves, door handles?		
Are the cabinets upper/lower properly secured?		
Are there any broken-missing drawers, drawer tracks/cabinet doors, hardware?		
Food Prep. Is there a space for food prep/counter top? Is it secured?		
Plumbing-Is there a working faucet with hot/cold running water, without leaks?		
Sink-Is there proper drainage, plumbing (p-trap) connections, material etc.?		
If a hood fan is present, do all functions work properly?		
<b>BATHROOM-</b>		
Plumbing-Is there a working faucet with hot/cold running water, without leaks?		
Sink-Is there proper drainage, plumbing (p-trap) connections, material etc.?		
Tub/Shower-Is there properly working faucet, spout with diverter?		
Is the shower head properly secured?		
Are the Tub/Shower surround walls free of any cracks, defects, broken-missing tiles?		
Is the Tub free of any rust stains, peeling paint, cracks etc.?		
Is the toilet secured to the floor properly?		
Does the toilet flush properly without constantly running, or leaks?		
If a window isn't present, is there a properly working exhaust fan?		
If the bathroom has an exterior wall, is there a permanent heat source?		
If the heat source is electric, is it properly hardwired? No portable heaters.		
<b>BEDROOM REQUIREMENTS-</b>		
Is there at least 1 outlet and 1 mounted wall or ceiling light fixture in the bedroom(s)?		
If no light fixture is present, are there at least 2 outlets in the bedroom(s)?		

ALL INTERIOR ROOMS & BEDROOM REQUIREMENTS	YES / NO	REPAIRS MADE
Are all outlets properly wired/grounded?		
Are outlets/light switches secured properly?		
A bedroom needs to be 70 sq. ft. Does it meet measurements?		
Is there a permanent heat source? If electric is it properly hardwired to Code and does it supply adequate heat? No portable heaters are permitted.		
Is there a window no smaller than 20"x24"		
Is there some form of a closet present?		
<b>MECHANICAL-</b>		
Is there adequate heat supplied to the unit & all living areas?		
Does the hot water tank work as intended?		
Does the hot water tank have a proper drip-tube connected?		
Is the drip-tube at least 6" from the floor? Are flue pipes sealed properly at all connections & at wall?		
If boiler heat is supplied, are all radiators working properly?		
Are there any exposed wires in the unit? Are there GFCI outlets present & do they work as intended?		
Are there any open junction boxes, missing breakers, missing panel coverings?		
<b>GENERAL HEALTH &amp; SAFETY-</b>		
Is there at least one Smoke Detector on each level of the unit?		
If fossil fuel is used. Is there a Carbon Monoxide Detector near the heat source?		
If fossil fuel is used. Is there a Carbon Monoxide Detector outside of the bedroom(s)?		
Is there a handrail installed on any set of stairs inside or outside with 4 or more risers? Are there proper exit signs if required?		
Is the unit free of any loose, flaking, peeling, chipping paint? Are all window troughs, window frames, door frames, porches free of any defects? The entire interior & exterior will be visually inspected for units being rented to a tenant with children under 6. If the area in question is over 20 sq. ft. The Inspector may ask for a Lead Base Paint Test.		
<b>BUILDING EXTERIOR-</b>		
Is the foundation sound? No cracks, holes, bulging walls that cause leaks?		
Is there a handrail installed on any set of stairs inside or outside with 4 or more risers?		
Is there a fence/guardrail installed for any areas with a drop-off over 30" ? Example: porches, stairs, steep slopes, walls etc.		
Are the sidewalks, stairs free of any tripping hazards?		
Are there any missing roof shingles? Any missing gutters/downspouts?		
Is there any foliage growth in gutters or around windows?		
Are all entry doors and windows weather tight & secured?		
Are exterior surfaces free of points where moisture or rodents could enter?		