

LHA Common HQS Failures Checklist

Any installation requiring a licensed installer, a licensed installer must be used. The owner is responsible for submitting a receipt showing the installation.

Common Exterior Failures

- Approvable sanitary water supply
- Plumbing system connected to approved sewage disposal system
- Home address number (4" or larger)
- Mailbox in place
- Grass cut/yard clean
- No peeling paint exceeding 20 sq ft of total ext. surface or out-buildings
- Roof /Soffit in good repair
- No broken glass in windows & screens in place at inspection
- Quick-release on at least 1 B/R window and doors if burglar bars are present
- Foundation must be in good repair
- Crawlspace cover in place
- Manufactured homes must have tie downs and skirting must be in place.
- Water/Gas/Elec.service on at inspection
- Require water quality testing of all water Wells per local and state requirements
- Elec. Service properly attached to unit—no unprotected/open elec. Wires
- Ext. steps in good repair – 4+ steps, porch/deck/balcony 30"+ above ground req. secure handrail
- All pets fully restrained allowing insp. complete access to property

Common Interior Failures

Heating/Cooling

- Heating in place at inspection
- Branch Line-no copper on natural gas
- Stainless steel flex line in place
- A/C unit properly vented
- No combustible materials adjacent to A/C unit
- All covers in place on A/C unit
- Heating/Cooling units functioning as intended

Water Heaters

- Temp. pressure relief valve in place
- Discharge line in place (no PVC)
- Branch Line-no copper on natural gas
- Stainless steel flex line in place
- Proper gas/water shut-off valve in place
- Water heater vented properly, no single wall vent pipes
- No combustible materials adjacent to water heater
- Lighting cover in place
- Height/Location to local code
- No gas-fired appliance in bath/bedroom
- Water Heater working as intended

Electrical

- ❑ Electrical panel/sub-panel secure face covers and all knockouts covered
- ❑ 2 working outlets in living room & bedrooms or 1 outlet and 1 permanently installed wall or ceiling fixture.
- ❑ One working permanent ceiling/wall light-fixture in bathroom
- ❑ One working outlet and 1 permanent ceiling/wall light fixture in kitchen
- ❑ No missing/cracked/broken outlet covers
- ❑ No light fixtures hanging from elec. wire
- ❑ Light globes must be in place
- ❑ No frayed or broken elec. wires
- ❑ No overloaded circuits, as evidenced by frequently blown fuses
- ❑ No electric cords under rugs and/or other floor coverings
- ❑ No non-working outlets, no scorch marks around outlets, no shocks from electrical box/cover
- ❑ Install GFCI plugs in bathrooms and Kitchen wet areas.

Windows

- ❑ Each bedroom must have at least one window openable for egress
- ❑ All windows accessible from outside must have a permanent attached lock
- ❑ Windows not required in kitchen, bathroom or dining room

- ❑ Living room must have at least one window (not necessarily openable)
- ❑ Windows that will not close must be repaired
- ❑ Windows must stay up when raised
- ❑ When closed windows must form tight seal and not allow serious drafts to enter
- ❑ No unsecured or badly damaged meeting rails

Doors

- ❑ All keyed locks must be changed when placing new tenants in unit
- ❑ All exterior doors must work properly and have keyless dead bolts and peep holes
- ❑ All doors must be unlocked at time of inspection
- ❑ Lock striker plate must be securely fastened to doorframe & work properly
- ❑ All doors & doorknobs must be in place
- ❑ Doorframes must not show signs of weakness or damage
- ❑ No exits can be blocked due to debris
- ❑ Sliding glass doors must have jam lock, permanently attached pin lock or charlie bar

Ceiling

- ❑ Attic access cover must be in place
- ❑ Ceiling must be free of leaks or imminent danger of falling
- ❑ All ceiling tiles must be in place and in good condition

Bathroom

- ❑ Bath must have permanent wash-basin w/gas trap piping for hot/cold running water w/shut-off valves
- ❑ Shower/bath must have hot & cold running water
- ❑ Toilet must be secure to floor and have shutoff valve
- ❑ Toilet must properly flush
- ❑ Mechanism within toilet tank must be in good working order and toilet tank lid must be in place
- ❑ Working power vent must be in place in all bathrooms without windows
- ❑ Bathroom water valves must be secure & not leaking
- ❑ All gas heaters must be removed from baths and covers installed over holes

Walls

- ❑ Peeling paint on walls/ceilings/doors w/more than 2 sq ft must be removed & covered w/two coats of non lead paint
- ❑ No damaged/loose structural members
- ❑ No holes causing serious drafts in interior/exterior walls
- ❑ Must have at least one smoke detector on each level of unit, including the basement.
- ❑ Must have a smoke detector inside all bedrooms or sleeping rooms.
- ❑ Smoke detectors must be located just outside of all sleeping areas.
- ❑ All units occupied by hearing impaired must have an approved alarm system in or connected to the smoke detector

Kitchen

- ❑ Must have kitchen sink with piped hot/cold water for preparing food and washing dishes
- ❑ Kitchen sink must have properly working gas trap and shut-off valves
- ❑ No leaking drain lines
- ❑ Must have stove for cooking food and refrigerator for storing perishable food
- ❑ Stove knobs must be operable and in place
- ❑ Refrigerator must have door handle
- ❑ All owner supplied appliances must be in-place and operable at time of insp.
- ❑ All appliances must be operable, as intended

Floors

- ❑ No loose linoleum/carpet, buckling floor boards or holes representing trip hazards
- ❑ No infestations such as roaches, mice or rats.