

Supplemental Inspection Checklist for Owners & Managers

This is a supplemental inspection checklist to assist in preparing your unit to pass an HQS inspection. This checklist is to be used as a tool, but is **NOT** inclusive of everything that could fail an HQS inspection. Prior to the first scheduled inspection, the Raleigh Housing Authority encourages all owners/managers to do a preliminary inspection. Please visit our website at www.rhaonline.com, [Downloadable HUD Forms](#) for the complete HUD HQS checklist.

*****If you check "No" to any these items, the unit WILL FAIL the HUD HQS inspection.**

Interior Living Areas		YES	NO
1	Is there a living room present, if not, is unit an efficiency unit?		
2	Are there at least two working outlets or one working outlet and one working light fixture in living room?		
3	Are all rooms free from electrical hazards?		
4	Do all windows and doors that are accessible from the outside have a security lock?		
5	Are all electrical and switch covers present, secure, and free from cracks?		
6	Is there at least one window in the living room and bedroom that stays open when raised?		
7	Are all existing windows free of signs of severe deterioration or missing/broken out panes with a fully operational locking mechanism?		
8	Are all exterior doors weather-tight (free of air-cracks) with a secure lock that is not a double keyed dead bolt?		
9	Are all ceilings sound, intact and free from hazardous defects? Are the ceiling height 7'0 feet or higher?		
10	Are all walls sound, intact and free from hazardous defects?		
11	Are all floors sound, intact and free from hazardous defects?		
12	Are all painted surfaces free of deteriorated (chipping, peeling, cracking and chalking) paint?		
13	Is there a working smoke detector on each level of the unit?		
14	Is there a working carbon monoxide detector on each floor of the unit if fossil fuel is used for any appliance or HVAC equipment?		
15	Are all rooms free of any other potentially hazardous feature?		
Kitchen		YES	NO
16	Is there a working oven, and a stove (or range) with top burners that work and are level?		
17	Is there a refrigerator that works and maintains a temperature low enough so that food does not spoil over a reasonable period of time (<i>40 degrees or below, with unbroken seal around doors</i>)? Is the seal secure and free of cracks?		
18	Is there a kitchen sink that works with hot and cold running water? Does the sprayer work properly? If present, does the garbage disposal work properly and have a rubber guard and stopper? Is the sink free from drips and /or leaking?		
19	Is there space to store, prepare, and serve food?		
Bathroom		YES	NO
20	Is there a working toilet in the unit for the exclusive private use of the tenant?		
21	Is there a working, permanently installed wash basin with hot and cold running water in the unit?		
22	Is there evidence of any mildew, mold like substance or water damage on walls or under sink?		
23	Is there a working tub or shower with hot and cold running water in the unit? Is it free from drips and/or leaking?		
24	Is there at least one operable window or a working vent fan system in the ceiling or on wall?		
25	If there is a window, is the window free of signs of severe deterioration or missing or broken out panes?		

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Building Exterior		YES	NO
26	Is foundation sound, intact and free from hazards?		
27	Are all the exterior stairs, rails, and porches sound and free from hazards?		
28	If there are four consecutive steps leading to porches, exterior or interior stairways and the riser heights per step are 8 ¼ inches, are there handrails installed?		
29	Are the roof, gutters and downspouts sound, intact and free from hazards?		
30	Are exterior surfaces sound, intact and free from hazards?		
31	Is the chimney sound, intact and free from hazards?		
32	Are all painted surfaces free of deteriorated (chipping, peeling, cracking and chalking) paint?		
33	If the unit is a manufactured home (mobile home), is it properly placed and tied down?		
Heating and Plumbing		YES	NO
34	Is the heating equipment capable of providing adequate heat (either directly or indirectly) to all rooms used for living?		
35	Is the unit free from unvented fuel burning space heaters or any other types of unsafe heating conditions?		
36	Does the unit have adequate ventilation and cooling by means of operable windows or a working HVAC system?		
37	If unit has no window or wall air conditioning unit, are there window screens for windows?		
38	Is the water heater located, equipped, and installed in a safe manner?		
39	Is the water heater clear from any items that may present a fire/safety hazard?		
40	If gas water heater is in bedroom or other living areas, is there a safety divider or shield installed?		
41	If gas water heater, is it vented into a properly installed chimney or flue leading outside?		
42	Does water heater have a temperature-pressure relief valve and discharge line that is no more than 6 inches from the floor or outside of the living area?		
43	Is the unit served by an approvable public or private sanitary water supply?		
44	Is plumbing free from major leaks or corrosion that causes serious and persistent levels of rust or contamination of the drinking water?		
45	Is the plumbing connected to an approvable public or private disposal system, and is it free from sewer back-up?		
General Health and Safety		YES	NO
46	Can the unit be entered without having to go through another unit?		
47	Is there an acceptable fire exit from this building that is not blocked?		
48	Is the unit free from infestation by rodents or vermin (insects) of any kind?		
49	Is the unit free from accumulation of garbage/debris inside or outside?		
50	Are there adequate covered facilities for temporary storage and disposal of food waste, and are they approvable by a local agency?		
51	Are interior stairs and common halls free from hazards to the occupant because of loose, broken, or missing steps on stairways; absent or insecure railings; inadequate lighting; or other hazards?		
52	Where local practice requires elevator, do all elevators have a current inspection certificate? Are they working and safe?		
53	Is the unit free from abnormally high levels of air pollution from vehicular exhaust, sewer gas, fuel gas, dust, or other pollutants?		
54	Are the site and immediate neighborhood free from conditions that would seriously and continuously endanger the health or safety of the residents?		