



HQS REQUIREMENTS FOR INITIAL/ANNUAL INSPECTIONS

**** (ALL UTILITIES MUST BE TURNED ON IN ORDER FOR US TO INSPECT) ****

SMOKE DETECTOR/CARBON MONOXIDE DETECTORS:

- All detectors are properly mounted and in good working order (**with fresh batteries**). This is an automatic fail.
- Each level of the unit, including the basement, has a working smoke detector.
- Each unit must have a carbon monoxide detector located on the lowest level containing a sleeping room.

LIVING ROOM:

- There are at least two (2) working electrical outlets OR one (1) electrical outlet and one (1) permanently installed light fixture.
- There is at least one window and if it is designed to open it must open and do so properly.

KITCHEN:

- There is a working oven with burners and a complete set of knobs for turning them on and off.
- Microwaves are allowed as substitutions in some cases. **Portable hot plates are not allowed.**
- There is a working refrigerator with freezer space that maintains a low enough temperature to prevent food from spoiling.
- There is a permanently attached sink with running hot and cold water and a properly connected working drain with a gas trap.
- There is enough space to store, prepare, and serve food.
- There is a permanently installed light fixture and at least one electrical outlet.

BATHROOM:

- There is at least one (1) working window or a working mechanical ventilation system or gravity shaft.

- There is at least one (1) permanently installed light fixture.
- There is a toilet in proper working condition.
- There is a permanently attached sink with hot and cold running water and a properly connected drain with a gas trap.
- There is a bathtub or shower with hot and cold running water and a properly connected drain with a gas trap.

BEDROOMS:

- To constitute a bedroom a room must be a minimum of 7ft. by 10ft.
- There must be at least one window and if designed to be used it must be able to do so.
- There are at least two (2) working electrical outlets OR one (1) electrical outlet and permanently installed light fixture.
- Rooms that are not designed to be used 365 days a year cannot be counted as a bedroom.

GENERAL CONDITIONS:

- All windows and doors that are accessible from outside or common areas have a properly working lock.
- The unit can be entered without going through another unit.
- There is an alternative exit in case of fire.
- All areas are free from hazards such as loose, broken or missing steps, floorboards or railing.
- All walls, floors, and ceilings are sound and free of hazardous defects such as buckling, bulging, or leaning; damaged or loose structural damages, large holes, air infiltration, loose surface materials, damaged or missing parts, or are in danger of collapse.

- All painted surfaces in the unit and common areas must be free of cracking, chipping, or peeling.
- The unit and common areas are free of any electrical hazards, including exposed wires, missing covers plates, overloaded outlets and improper use of extension cords.
- Heating equipment must be capable of maintaining the minimum temperature required by local code (68 degrees F) and is a permanent heat source for the unit; no portable fuel burning or electrical space heaters; no potential for free or absence of safety devices.
- The unit is served by an approved water supply and connected to an acceptable disposal system and free from sewer back up.
- All plumbing is free from leaks and corrosion.
- The unit, common areas, and any outdoor spaces are free from hazards, infestation, or accumulation of trash and debris.
- The site is neatly maintained and there are no areas of overgrowth and there is proper storage for trash.
- The unit or entrance to the property is properly numbered and if necessary; there is a working doorbell or intercom system so that the inspector can access the unit.

FAILED INSPECTIONS*:

- If the unit fails inspection the landlord and tenant will be sent a letter outlining the repairs that need to be made and the amount of time allowed to make them.

NOTE: ALL NEW INSPECTIONS REQUIRE A PASSED INSPECTION IN ORDER FOR PAYMENT TO BEGIN