



### INSPECTIONS CHECKLIST

| 1. All rooms   | Location | Issue | Recommendation |
|--|----------|-------|----------------|
| A) Bathrooms must have at least one fixated light fixture. Kitchens must have  |          |       |                |
| B) Are there any exposed wire splices? All splices must be contained in a junction box with cover  |          |       |                |
| C) Does each outlet and light switch have a cover plate free of damage and equipped with all screws?   |          |       |                |
| D) Do all windows open and close easily? Windows must stay open in all positions without the use of props. All hardware must be in place, in good condition and function properly. |          |       |                |
| E) All exterior doors must be weather tight around every side  |          |       |                |
| F) Ceiling must be structurally sound.   |          |       |                |
| G) All doors must have striker plates. All exterior doors must have solid door jambs where door locks and striker plates are located.  |          |       |                |



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| <p><b>H) Are there any signs of water damage on the walls, floor, ceiling, doors, or windows?</b></p> |  |  |  |
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|  | Location | Issue | Recommendation |
|--|----------|-------|----------------|
| <p><b>I) Walls must be free of damage. (Holes, cracks, loose material)</b></p>                                     |          |       |                |
| <p><b>J) Dwelling must be 100% free and clear of any peeling, chipping, or worn paint or stained surfaces.</b></p> |          |       |                |
| <p><b>K) Floors must be free of cut and trip hazards. Finished floorings must be in good condition</b></p>         |          |       |                |
| <p><b>L) Closet doors must be hung properly, and floor guides must be in place if equipped</b></p>                 |          |       |                |
| <p><b>M) Floor must be structurally sound</b></p>  |          |       |                |

| 2. Kitchen  | Location | Issue | Recommendation |
|---|----------|-------|----------------|
| <p><b>A) Stove must function properly. All parts provided by manufacturer must be in place. Markers must be legible.</b></p>                    |          |       |                |
| <p><b>B) Refrigerator must be able to provide adequate cooling for refrigerator and freezer. Seals must be in place and free of damage.</b></p> |          |       |                |



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| <b>C) Refrigerator must have all parts in place that are provided by manufacturer.</b>             |  |  |  |
| <b>D) Must be adequate space for food storage, and preparation space according to family size.</b> |  |  |  |

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| <b>E) Sink must provide hot and cold water. Knobs need to be properly labeled.</b>                              |  |  |  |
| <b>F) Check to ensure there are no plumbing leaks.</b>  |  |  |  |
| <b>G) Water must drain properly. Drain must have a proper trap in place to prevent sewer gas from escaping.</b> |  |  |  |
| <b>H) Garbage disposals must have wire clamps in place and function properly.</b>                               |  |  |  |

| <b>3. Bathroom</b>   | <b>Location</b> | <b>Issue</b> | <b>Recommendation</b> |
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| <b>A) Toilet must operate properly and needs to be secured to the floor.</b>                                   |                 |              |                       |
| <b>B) Ensure there are no leaks.</b>   |                 |              |                       |
| <b>C) Any bathroom area equipped with a toilet must have a ventilation fan or openable window with screen.</b> |                 |              |                       |
| <b>D) Properly seal all holes or gaps around plumbing.</b>   |                 |              |                       |



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| <b>E) Ensure all plumbing fixtures are secured.</b>   |  |  |  |
| <b>F) All mechanical plumbing parts including pop-up stoppers, diverters, and strainers must be functional. Tubs must have a stopper.</b> |  |  |  |
| <b>G) Toilet tank and base must be free of cracks, damage, or cut hazards.</b>  |  |  |  |

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| <b>H) Ensure flooring is structurally sound around toilets and tubs.</b> |  |  |  |
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| <b>4. Bedroom</b> | <b>Location</b> | <b>Issue</b> | <b>Recommendation</b> |
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| <b>A) There must be a functioning window with a screen on an exterior wall.</b>   |  |  |  |
| <b>B) The bedroom must have 2 properly wired outlets or 1 properly wired outlet along with a fixated light fixture.</b> |  |  |  |
| <b>C) You cannot count a bedroom if one must pass through a bedroom to get to another bedroom.</b>                      |  |  |  |

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| <b>5. Heating and Cooling</b> | <b>Locations</b> | <b>Issue</b> | <b>Recommendation</b> |
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| <b>A) Heating unit must be able to produce a minimum dwelling temperature of 68 degrees to all rooms used for living. (Directly or indirectly)</b> |  |  |  |
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| <b>B) Ensure furnace filter is clean.</b>   |  |  |  |
| <b>C) Gas fired mechanicals that are in closets must be properly vented.</b>  |  |  |  |
| <b>D) Window or wall AC units must be properly installed and have appropriate power hook up and supply.</b>   |  |  |  |
| <b>E) All vents and ductwork must be in good condition. Gaps in ductwork must be sealed to prevent heating and cooling loss. (Cannot exceed ½ inch)</b> |  |  |  |

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| <b>F) Any tape or wrapping around ductwork must be secured to ductwork. Tape or wrap must be specifically designed for that ductwork.</b> |  |  |  |
| <b>G) Asbestos based products should be properly removed using safe practices or encapsulated.</b>  |  |  |  |

| <b>6. Ventilation</b>  | <b>Location</b> | <b>Issue</b> | <b>Recommendation</b> |
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| <b>H) Vent pipes must be directed in a positive direction and all joints must have at least 3 screws. All seams must be tight enough to prevent harmful gases from escaping.</b> |                 |              |                       |



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| <b>I) Chimney cleanout cap should fit securely. Cleanout needs to be free of debris.</b>  |                 |              |                       |
| <b>J) Chimney and flue must be in good condition. Cracks, missing mortar, missing brick or blocks must be properly repaired.</b>                          |                 |              |                       |
| <b>7. Electrical</b>  | <b>Location</b> | <b>Issue</b> | <b>Recommendation</b> |
| <b>A) Electrical panel cannot have any open slots and or knockouts and wire clamps must be in place.</b>  |                 |              |                       |
| <b>B) 3 prong outlets must be grounded. If outlet cannot be grounded it can be replaced with a 2-prong outlet or blank cover to ensure the electrical</b> |                 |              |                       |

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| <b>requirements are met within the room.</b>                                   |                 |              |                       |
| <b>C) Any openings in junction/electrical containing boxes must be sealed.</b> |                 |              |                       |
| <b>8. Water heater</b>   | <b>Location</b> | <b>Issue</b> | <b>Recommendation</b> |
| <b>A) The water heater must be free from leaks</b>                             |                 |              |                       |



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| <b>B) Water heater must be equipped with a pressure relief valve or temperature relief valve and discharge line. Discharge lines must be approximately 4" - 6" from floor.</b> |                 |              |                       |
| <b>C) Cannot store combustible items near a gas fired appliance.</b>   |                 |              |                       |
| <b>D) Proper wire size and breaker must be used for an electric water heater.</b>  |                 |              |                       |
| <b>9. Additional requirements</b>  | <b>Location</b> | <b>Issue</b> | <b>Recommendation</b> |
| <b>A) Each level of the dwelling must have a functioning smoke detector. Carbon Monoxide detectors are recommended but not required.</b>                                       |                 |              |                       |
| <b>B) Smoke detectors in basements need to be mounted to ceilings or bottom of floor joists. It is good practice to have the smoke detector installed near the stairway.</b>   |                 |              |                       |
| <b>C) Ceiling mounted smoke detectors cannot be closer than 4" to a wall. Wall</b>   |                 |              |                       |
| <b>mounted cannot be further than 12" from ceiling.</b>  |                 |              |                       |
| <b>D) Unit must be free from pests, insects, rodents, and vermin. Units may require treatment from a licensed exterminator.</b>  |                 |              |                       |



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| <b>E) Dwelling must be free of foul odors. Unit must be safe, decent, and sanitary.</b>  |                 |              |                       |
| <b>F) Garbage and debris must be absent from the premises. (Interior and Exterior)</b>   |                 |              |                       |
| <b>G) Stairwells must be free from loose, broken, missing steps, spindles, railings. (Interior and Exterior)</b>   |                 |              |                       |
| <b>H) If the unit has a sprinkler system, fire extinguishers, or an elevator you must present a current certification.</b>                               |                 |              |                       |
| <b>I) If unit is equipped with exit signs, flood lights they must be in working condition. Emergency exits must be accessible and in good condition.</b> |                 |              |                       |
| <b>10. Exterior</b>  | <b>Location</b> | <b>Issue</b> | <b>Recommendation</b> |
| <b>A) Handrails must be in place around porches, balconies, walkways that are above 30".</b>   |                 |              |                       |
| <b>B) Detached buildings or garages must be safe and free of damage.</b>   |                 |              |                       |
| <b>C) Ensure there are no openings around the exterior that would allow pests or vermin to enter.</b>  |                 |              |                       |
| <b>D) All structures on the property must be free of peeling, chipping, or worn paint surfaces.</b>  |                 |              |                       |





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| <b>E) Foundation must be structurally sound and free of holes or gaps.</b>  |  |  |  |
| <b>F) No unregistered vehicles shall be parked on the property.</b>   |  |  |  |
| <b>G) Sidewalks, driveways, walkways must be free from trip hazards. (Approximately <math>\frac{3}{4}</math>" )</b>                                 |  |  |  |
| <b>H) Electric service cable, mast head, and meter must be free of deterioration.</b>   |  |  |  |
| <b>I) Tree limbs need trimmed away from service lines and dwelling.</b>   |  |  |  |
| <b>J) Overgrown shrubs, grass, bushes and foliage needs to be maintained.</b>   |  |  |  |
| <b>K) Any outside electrical wiring to outlets or fixtures must be enclosed in conduit and weather covers.</b>                                      |  |  |  |
| <b>L) All exterior vents must have an openable vent hood free from debris. Vents must be able to prevent pest entry.</b>                            |  |  |  |
| <b>M) All gutters and downspouts must be free of damage. System must be able to properly discharge water from roof.</b>                             |  |  |  |
| <b>N) All structures on the property (Garages, sheds, etc.) will also be inspected even if the structures are not part of the rental agreement.</b> |  |  |  |



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| <b>O) If the structure was built prior to 1978 and there is a family with a child under the age of 6 a lead test may be required. If peeling, chipping, or worn paint is noted during the inspection, and it exceeds the De Minimis Levels set forth by the EPA, a test will be required by a licensed company or agency.</b> |  |  |  |
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*This checklist is simply an aid for property preparation for an inspection. This checklist does not guarantee that a unit will pass the inspection process the first time. Inspectors do a non-intrusive visual inspection of the property and grounds. If there are any issues or questions with the inspection or inspection process, please contact your inspector or the office at 614-340-4359.*

*Sincerely,*

Frank E. Phillips  
Housing Assistance Supervisor