

HQS Common Item Inspection Checklist

To participate in the Section 8 Housing Choice Voucher Program, landlords must ensure that their units are in compliance with Housing Quality Standards (HQS) set by federal regulations and the Department on Housing and Urban Development. The following items checklist is intended to provide guidance to landlords, to ensure their units pass HQS inspections conducted by the Tioga/Bradford County Housing and Redevelopment Authority.

- Each unit must have a kitchen, an appropriate number of sleeping rooms and a bathroom.
- The bathroom must have a fixed light and a working toilet in an enclosed space. A shower and bathroom sink (other than the kitchen sink) must be present in the unit. All bathrooms must have a ventilation fan or a window that opens.
- Living rooms and bedrooms must have a permanent light fixture and one electrical outlet **or** two electrical outlets. Bedrooms must have a window that opens and a door.
- Kitchens need a permanent light fixture and one electrical outlet. A refrigerator, range and oven must be present and working as it is designed to work and a sink.
- Electricity must be present for the unit to pass inspection. Any electrical outlet located over a counter top that contains a sink must be GFCI protected. All electrical boxes must have covers. All circuit panels must be free of missing knock outs. All local electric codes apply.
- Hot and cold running water must be present for the unit to pass inspection. Each plumbing fixture must have its own gas trap and hot and cold water.
- Each unit must have a properly installed and maintained heating source that can maintain the temperature of the unit at 68 degrees.
- Hot water heaters must have a Temperature-Pressure Relief valve with an expulsion tube that is within six inches of the ground.
- Each level must have a smoke alarm. This applies to basements but does not apply to unused attics or crawl spaces. There must be a smoke alarm near each bedroom. Carbon Monoxide detectors are required if the unit has any natural gas, propane, oil, wood or coal fired appliances for heating, cooking etc. or if there is an attached garage.
- In houses built before 1978 and where children under six will be living there cannot be any peeling paint on the interior or exterior of the building.
- All exterior doors must have a keyed entry lock. All windows within six feet of the ground must be lockable from the inside.
- All common areas accessible to the tenant must follow local building codes.

Please be advised, this is a list of some of the basic HQS necessities. Local building codes and fire codes must also be followed. Contact your local Building Inspector, fire Marshall or the Housing Authority for more information.