

# INSPECTION CHECKLIST

It is necessary for a unit which will be occupied by a recipient of rental assistance to pass a Housing Quality Standards (HQS) inspection before payments begin. The unit must also pass HQS inspections routinely, every 12 to 24 months, for payments to continue. A failed inspection will delay the start or endanger the continuation of payments.

The Housing Authority **will inspect** the following ten (10) areas for HQS compliance:

- Living Room
- Kitchen
- Bathroom(s)
- Other Rooms Used for Living
- Secondary Rooms
- Garage
- Outbuildings
- Building Exterior
- Heating and Plumbing
- General Health and Safety

The Housing Authority will inspect the conditions detailed below. A failure of any condition will result in an overall inspection result of FAIL, requiring a re-inspection of the unit. Please be advised that if the Housing Authority of the County of San Diego is currently making Housing Assistance Payments (HAP) for this unit, failure of the re-inspection will result in abatement of the HAP.

- All major utilities (electricity, gas and water) must be turned on.
- The cooking stove and oven must be clean and in working condition. All burner control knobs must be present and functional.
- The heating unit must be properly installed and vented and otherwise in good working order. Check with SDG&E to ensure the safety of the heating system. **Heater must be operational at time of inspection.**
- Hot and cold water must be available in the kitchen and bathroom(s).
- A shower or bathtub must be in good working condition.
- A flush toilet must be in working condition with no leaks.
- All plumbing must be working without clogs or leaks. The garbage disposal, if present, must have a **properly installed strain relief clamp.**
- The bathroom must have a window or working ventilation fan.
- All accessible outside doors and windows must have working locks.
- The unit must have at least one exit door without a double-keyed deadbolt lock.
- A properly operating smoke detector must be present on each level of the unit.
- All electrical outlets must have cover plates that are not cracked or broken. **All three-prong outlets must be grounded or GFCI protected.**
- There must be no missing, broken or badly cracked windows or window panes.
- The roof must not leak.
- The unit's hot water tank must have a pressure relief valve and downward discharge pipe. **Please make arrangements for access to the hot water tank.**
- If present, carpet and linoleum must not have holes, tears or loose seams.
- There can be no rodent or insect infestations.
- If a child under the age of six resides or is expected to reside in the unit, there can be no cracking, chipping, scaling or loose paint anywhere inside or outside the unit.
- There can be no derelict vehicles or excessive debris such as boxes, paper, trash, wood, tires, machine or auto parts, batteries, paint cans or old appliances around the unit.
- If present, security bars in all bedrooms must have a quick-release device.

ALL ITEMS MUST BE REMOVED FROM THE OVEN AND UNDER ALL SINKS SO PIPES CAN BE THOROUGHLY INSPECTED

ALL PETS MUST BE SCURED FOR THE DURATION OF THE INSPECTION