



Housing Choice Voucher Program

HEATING & PLUMBING

Heating and Ventilation

- Check for adequate heat (at least 68 ° F).
- Hazards of fire or escaping exhaust gases from the heating system. Check for a blocked flue.
- No kerosene or unvented space heaters.
- Gas leak or fumes are to be considered of an emergency nature and must be corrected immediately.
- Chimney clean out cap should be properly fitted, free of deterioration, accessible for inspection and the chimney must be free of debris.
- Adequate ventilation and cooling by means of operable windows or a working cooling system.
- Does heating equipment expose the tenant to abnormally high levels of harmful gasses or other noxious pollutants?
- The water heater must be equipped with both a temperature-pressure relief valve and discharge line down to approximately 4” - 6” from the floor.
- Are there combustible items stored adjacent to the water heater?
- Is the water heater corroded and leaking water on the floor?

Plumbing

- Plumbing must be connected to an approvable public or private sewer system.
- Does the present water supply provide the tenant with adequate, clean water?
- Serious and persistent levels of rust or contamination in the drinking water indicate corroded pipes.
- Sewer back-up is considered an emergency repair and must be corrected immediately.
- Is the toilet attached securely to the floor?
- Are there any plumbing leaks present?

FLOORS

- Are floors free from tripping hazards, structural hazards, or any other hazardous features, including ingress of vermin?

APPLIANCES

Stove

- Top burners should be present and working.
- An oven must be present and working.
- Door handles must not be detached or missing.
- Check for hazardous gas hook up evidenced by strong gas smell.
- Check electrical connections for any defects or hazardous features, exposed wires, damaged cords, or broken or cracked covers.
- Refrigerator
- Is the refrigerator adequate in size relative to the needs of the family?
- Does the refrigerator have any parts which are missing or deteriorated, such as handled broken, seals damaged, seriously cracked linings, missing kick plates where sharp edges or wires are exposed?
- Does the refrigerator maintain a temperature low enough to keep food from spoiling over a reasonable period of time?

SINKS, SHOWERS, TUBS, ETC.

- They must be connected to a system that will deliver hot and cold running water.
- They must be connected to a drain with a “gas trap”.
- Repair connectors (or vents or traps) which are faulty to the extent that severe leakage of water or escape of sewer gasses is occurring.
- Clean clogged drains.
- Repair the faucet, knobs, or handles that are shipped or missing.
- Does the tub, sink or shower need recaulking?
- Check for other defects, broken toilet seats, and seriously cracked or damaged surfaces
- The bathroom must have a window that can be opened or a working exhaust fan.

UTILITIES

- All utilities must be on for HOS Inspections (including gas, water, electric, and/or fuel services)
- In units where the tenant must pay for utilities, each unit must have separate metering services for measuring actual usages for utilities.



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EXTERIOR CONDITIONS

- Lead Paint: Landlords will be required to remove defective paint using lead safe work practices. Make sure in all cases that the unit has no visually defective paint surfaces. If defective paint surfaces are present, repair and repaint all surfaces with 2 coats of non-lead paint or otherwise suitable cover. These surf include all paint on frames, trim, banisters, railings, porches, overhangs, gutters, garages, window wells, casings, ledges, floors, decks, stairs, etc., on the entire building. Defective paint surfaces cannot exceed:
- Exterior Standards:
 - Not greater than 20 square feet or
 - Not more than 10 percent of a building component. Interior Standards:
 - Not greater than 2 square feet or
 - Not more than 10 percent of a building component.
 - Handrails - Generally four or more steps must have a secure handrail along the full length of the steps.
- Check for:
 - Missing or insecure railings.
 - Make sure to install railings around a porch or balcony which is approximately 30 inches or more above the ground.
 - Foundations, stairs, rails, gutters, roof, porches, landings, and walkways are sound and free from hazards and deterioration.
 - Side walks must be free from tripping hazards.
 - Check chimneys for blockage, and other unsound condition such as loose bricks and/or mortar and be structurally sound.
 - Exterior surfaces that allow air, water infiltration (not weather tight), substantial drafts, vermin or any other conditions, which will cause deterioration of the structure.
 - Private access to the unit must be provided.
 - Look for significant entry of ground water evidenced by flooding in the basement.
 - Gutters and down spouts must be in good condition.

ELECTRICITY

- Each room must have at least one working outlet and one permanently installed ceiling or wall light fixture or each room must have at least two working outlets.
- A missing or cracked cover plate presents an electrical hazard.
- A loose outlet is an electrical hazard.
- A damaged outlet presents an electrical hazard.
- Electrical cords under rugs or through door ways are potential fire hazards.
- Fixtures must be securely mounted to a junction box and not mounted on a surface in a manner which allows it to be abused.
- A smoking or sparking outlet must be corrected immediately.
- A non-working outlet is a fail item.
- A lamp cord is inadequate to be part of the permanent wiring system. Improper or loose wire connections present an electrical hazard.
- Check for overloaded circuits evidenced by frequently “blown” fuses or disengaged breakers.
- Exposed fuses or breaker box connections are electrical hazards.
- Also check for missing knock-out plates.

CEILINGS & WALLS

- Check for:
 - Holes
 - Sagging
 - Unkeyed plaster
 - Structure or hazardous features which expose the tenant to the danger of structural collapse.
 - Defects which allow drafts, rats, mice, etc., to enter the house.
 - Are defective paint surfaces present? See lead-base paint standards.

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SECURITY

- Door lock must be present and securely fastened to the door.
- Lock striker plate must work and be securely fastened to the door frame.
- A chain lock alone is not considered adequate.
- A simple “bolt” lock is not adequate as the only lock on the door.
- Check for conditions that will not hold the door and lock secure.
- Check the condition of door frames, jambs and thresholds.
- Windows
- The nailing shut of a window must not close the only other means of egress and must not seriously decrease air circulation.
- Locks must be present and in good repair.
- Look for severe deterioration, or broken or missing windows, which may allow significant drafts.
- Windows must be operable and remain open without props.
- Units will be required to have screens in every window that is designed to be operable. The screens must be removable for egress in case of an emergency.

HEALTH & SAFETY

- All units must have at least an operable smoke detector on each level (installed according to package instructions.)
- Unit must have an acceptable alternate means of egress from the building in case of a fire. Windows are O.K.
- An exit that is blocked makes it unusable as an exit.