

## Items to prepare for HQS housing inspections

1. **Lighting**=if the fixture was made to have a cover it must be there. If there is a fixture existing it must work or be removed. Light fixtures must have light bulbs.
2. **Electrical plugs**=must be in working order and accessible all switch plates and duplex plates must be in good condition. Outlets within 2 feet of sink must be GFI protected.
3. **Doors**=Exterior, must be weather tight with locks in working condition with striker plates. Dead bolts are to be keyed entry with lever lock inside. Interior, must be in working condition with striker plates and no keyed entry locks.
4. **Windows**=must be in working condition, weather tight, and lockable. No broken or cracked panes.
5. **Ceilings and walls**=must be in good condition and free from any hazardous conditions.
6. **Floors**=must be sound with floor covering in good condition and free from any tripping hazards.
7. **Range/Oven**=must be in working order with all knobs in place. If it has a pilot light or electronic ignition each burner must work. Range hoods must be operable with filter and light cover in place.
8. **Refrigerator**=with handles, gaskets, and shelving all in good condition.
9. **Sinks**=must have hot and cold water accessible to them. Knobs operate as they were intended. "P" trap in place.
10. **Toilet**=attached firmly to the floor and in working condition.
11. **Shower and/or tub**=must be in working condition and in good repair.
12. **Smoke detectors**=must be placed in each sleeping room and adjacent hall according to local fire marshal directive, and operate as they were designed.
13. **Carbon Monoxide Detector**=must be installed in unit according to law.
14. **Foundations**=must be sound and in good condition. Manufactured homes must have "Tie Downs" installed.
15. **Stairs**=Exterior, if over 30" high or more than 3 steps, must have a railing. Interior stairs must have a railing.
16. **All porches** or decks over 30" high must have a railing.
17. **Water heater**=must have (2) earthquake straps. The pressure relief valve must have a drain line no smaller than the cold-water inlet line i.e.; if the cold-water inlet line is  $\frac{3}{4}$ " then the drain line must be  $\frac{3}{4}$ ". The drain line must be rigid pipe, copper pipe, or PVC-C pipe. No tubing.
18. **All utilities must be on at the time of the inspection and the unit ready for habitation.**