



## **Housing Quality Standards (HQS) Basic Inspection Checklist**

- Unit must be vacant and clean with utilities on.
- All windows and sliders in the living space must have good screens.  
All openable windows must operate properly without the need to be propped.
- Switches and outlets need cover plates.
- Each level (basement, first floor, second floor, attic) must have functional smoke detectors.
- Appliances should be in working order.
- Window and door locks should be working. No double-key deadbolts are allowed on exterior doors.
- Stairs, ramps, and porches need proper handrails and balusters. Bulkhead stairs need a handrail.
- No exposed electric wires are allowed.
- Replace voids in the fuse box.
- Check under kitchen and bathroom sinks for leaks.
- Eliminate tripping hazards, such as frayed carpet and extension cords.  
No flammable material such as cardboard, paper or plastic bags, laundry, wood should be within 7 feet of the furnace.
- Gas engines such as lawnmowers and mopeds cannot be stored in the basement.
- No unregistered vehicles are allowed on the premises.
- Space heaters are prohibited.
- Fireplaces and wood/coal chimneys must be inspected and cleaned.  
A letter of compliance (LOC) is needed if the unit was built before 1978 and a child under the age of 6 years will occupy the unit.