

Housing Quality Standards

HQS











Quick Check Guide



mma
Nan McKay
AND ASSOCIATES, INC.

Your handy reference to levels of deficiency for all eight inspectable areas and lead-based paint

Table of Contents

Color	Inspectable Area	Page No.
	1. Living Room	1
	2. Kitchen	4
	3. Bathroom	6
	4. Other Rooms	9
	5. Secondary Rooms	11
	6. Building Exterior	12
	7. Heating and Plumbing	14
	8. General Health and Safety	19
	Lead-based Paint	25
	Electrical Notice PIH 2010-10	27

This Quick Check Guide should be used in conjunction with HQS inspection form HUD-52580-A or HUD-52580, the HUD Housing Choice Voucher Program Guidebook, your housing authority's administrative plan and appropriate Code of Federal Regulations.

1. LIVING ROOM: Space and Security

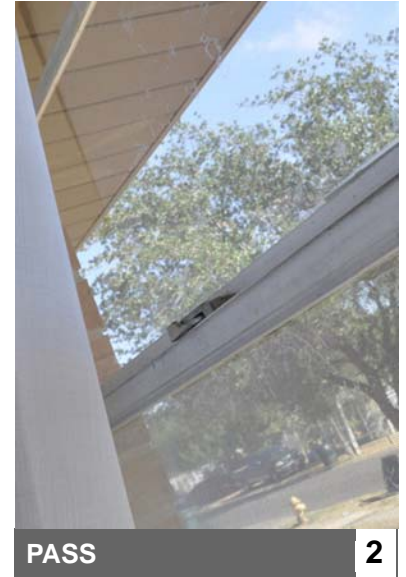
The dwelling unit must provide adequate space and security for the family

Acceptability Criteria

- The dwelling unit must have a living room.
- The dwelling unit must have a least one bedroom or living/sleeping room for every two persons. Other than very young children, children of opposite sex may not be required to occupy the same bedroom or living/sleeping room.
- There must be at least one window in both the living room and each sleeping room.
- Dwelling unit windows that are accessible from the outside must be lockable.
- Exterior doors to the unit must be lockable.

A living room may be used as sleeping (bedroom) space, but no more than two persons may occupy the space.

Note: If the unit is an efficiency apartment, consider the living room present.



Condition and Security Tips

Check deterioration around windows for air and water entry.

Look/check if windows lock and are secure.

Photo Contents

1. Living room window
2. Window below 6 feet from the ground with lock
3. Inoperative latch
4. Window below 6 feet, no lock

Unit windows located on the first floor, at the basement level, on a fire escape, porch, or other outside space that can be reached from the ground and that are designed to be opened, must have a locking device. (Windows with sills less than six feet off the ground are considered accessible.) Traditional window locks, those provided by storm/screen combination windows, window pins, and nails are acceptable. Windows leading to a fire escape or required to meet ventilation requirements may not be permanently nailed shut.

Doors leading to the outside and common hallways, fire escapes, and porches (or otherwise accessible) from the ground must have locks. No specific type of lock is required (but no double key dead bolts).

Tenant Preference

The family may determine the adequacy of room sizes and room locations. The family is also responsible for deciding the acceptability of the type of door and window locks.

1. LIVING ROOM: Space and Security

The dwelling unit must provide adequate space and security for the family

Acceptability Criteria

- Each room must have adequate natural or artificial illumination to permit normal indoor activities and to support the health and safety of occupants.
- The dwelling unit must have sufficient electrical sources so occupants can use essential electrical appliances.
- The living room and each sleeping space must have at least two electrical outlets in proper operating condition. Permanent overhead or wall-mounted light fixtures may count as one of the required electrical outlets.

The PHA must be satisfied that the electrical system is free of hazardous conditions, including: exposed, uninsulated, or frayed wires, improper connections, improper insulation or grounding of any component of the system, overloading of capacity, or wires lying in or located near standing water or other unsafe places.



Outlets must be properly installed in the baseboard, wall, or floor. Hanging light fixtures or outlets from electric wiring, missing cover plates on switches and outlets, badly cracked outlets or cover plates, exposed fuse box connections, and overloaded circuits are unacceptable.

Electricity

Do not count any of the following items or fixtures as outlets/fixtures: Table or floor lamps (these are **not** permanent light fixtures); ceiling lamps plugged into socket; extension cords.

If the electric service to the unit has been temporarily turned off check "Inconclusive." Contact owner or manager after inspection to verify that electricity functions properly when service is turned on. Record this information on the checklist.

Tenant Preference

The family may determine whether the location and the number of outlets and fixtures (over and above those required for acceptability standards) are acceptable or if the amount of electrical service is adequate for the use of appliances, computers, or stereo equipment.

Photo Contents

1. Missing knockout/breaker
2. Panel looks good
3. Improperly installed outlet/exposed wires
4. Exposed wires and no support for light

1. LIVING ROOM: Space and Security

The dwelling unit must provide adequate space and security for the family

Window Condition

Rate the windows in the room (including windows in doors).

“Severe deterioration” means that the window no longer has the capacity to keep out the wind and the rain or is a cutting hazard. Examples are: missing or broken-out panes; dangerously loose cracked panes; windows that will not close; windows that, when closed, do not form a reasonably tight seal.

If there is only “moderate deterioration” of the windows, the item should “Pass.” “Moderate deterioration” means windows which are reasonably weather-tight but show evidence of some aging, abuse, or lack of repair. Signs of deterioration are: minor crack in window pane; splintered sill; signs of some minor rotting in the window frame or the window itself; window panes loose because of missing window putty.



PASS

1



PASS

2



FAIL

3



FAIL

4

Security

“Accessible to outside” means: doors open to the outside or to a common public hall; windows accessible from the outside (e.g., basement and first floor); windows or doors leading onto a fire escape, porch, or other outside place that can be reached from the ground.

“Lockable” means: the window or door has a properly working lock, or is nailed shut, or the window is not designed to be opened. A storm window lock that is working properly is acceptable. Windows that are nailed shut are acceptable only if these windows are not needed for ventilation or as an alternate exit in case of fire.

Photo Contents

1. Properly operating window
2. Reinstall screen
3. Deteriorated window, will not close
4. Missing pane

2. KITCHEN: Food Preparation and Refuse Disposal

The dwelling unit must have suitable space and equipment to store, prepare and serve food in a sanitary manner

Acceptability Criteria

The dwelling unit must have an oven and a stove or range. A microwave oven may be substituted for a tenant-supplied oven and stove or range. A microwave oven may be substituted for an owner-supplied oven and stove or range if the tenant agrees and microwave ovens are furnished to both subsidized and unsubsidized tenants in the same building or on the premises. Hot plates are not acceptable substitutes for stoves or ranges. The oven must heat and all burners on the stove or range must work. All stove or range knobs must be present. The stove or range must be free of hazardous gas hook-ups, gas leaks, or electrical hazards.

Window Condition

Note: The absence of a window does not fail this item in the kitchen. If there is no window, check "Pass."



PASS

1



PASS

2



FAIL

3



FAIL

4

Tips on Condition

If both an oven and a stove or range are present, but the gas or electricity are turned off, check "Inconclusive." Contact owner or manager to get verification that facility works when gas is turned on. If both an oven and a stove or range are present and working, but defects exist, check "Pass" and note these to the right of the form. Possible defects are marked, dented, or scratched surfaces; cracked burner ring, limited size relative to family needs.

Photo Contents

1. Kitchen stove in good order
2. Oven clean with racks
3. Stove dirty with missing burner
4. Burners missing supports

All required equipment must be in proper operating condition. According to the lease, equipment may be supplied by either the owner or the family.

Tenant Preference

The family selects a unit with a size and type of equipment it finds acceptable and may choose to accept a microwave oven in place of a conventional oven, stove, or range if the oven/stove/range are tenant-supplied or if microwaves are furnished in both subsidized and unsubsidized units in the building or premises. The amount and type of storage space, the cosmetic conditions of all equipment, and the size and location of the kitchen are all determined by the family.

2. KITCHEN: Food Preparation and Refuse Disposal

The dwelling unit must have suitable space and equipment to store, prepare and serve food in a sanitary manner

Electrical Receptacles

The HCV program regulations at 24 CFR 982.401(f) set forth the HQS requirements and acceptability criteria with respect to illumination and electricity for the housing unit. The regulations state that a unit must include the following acceptability criteria for electricity.

- The kitchen and bathroom must have one permanent ceiling or wall light fixture in proper operating condition
- The kitchen must have at least one electrical outlet in proper operating condition

Electricity

Note: The requirement is that at least one outlet and one permanent light fixture must be working



Photo Contents

1. Sink in good condition
2. Faucet missing parts, improper repair
3. Kitchen with food prep area (efficiency apartment)
4. Damaged cabinet

The inspector is responsible for determining whether the outlets are in "proper operating condition." While the regulation does not define what the Department considers "proper operating condition," HUD-Form 52580A; as well as Notice PIH 2010-10 (HA), March 31, 2010; cites examples of electrical hazards including:

- Broken wiring, non-insulated wiring or frayed wiring
- Improper types of wiring, connections or insulation
- Wires lying in or located near standing water or other unsafe places
- Light fixture hanging from electric wiring without other firm support or fixture
- Missing cover plates on switches or outlets
- Badly cracked outlets
- Exposed fuse box connections (missing: knockouts, fuses, breakers)
- Overloaded circuits evidenced by frequently "blown" fuses or tripped breakers (which the inspector determines by asking the tenant) or overfusing

3. BATHROOM: Sanitary Facilities

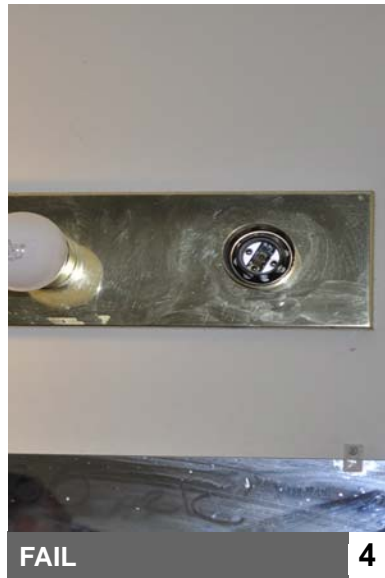
Most units have easily identifiable bathrooms

Acceptability Criteria

- The bathroom must be located in a separate room and have a flush toilet in proper operating condition.
- The unit must have a fixed basin (lavatory) with a sink trap and hot and cold running water in proper operating condition.
- The unit must have a shower or tub with hot and cold running water in proper operating condition.
- The facilities must utilize an approved public or private disposal system or a locally approved septic system.

The bathroom must be contained within the dwelling unit, afford privacy (usually meaning a door, although no lock is required), and be for the exclusive use of the occupants.

The tub/shower, toilet, and basin must have a proper sewer trap, drain, and vents to prevent the escape of sewer gases or severe leakage of water. Drains must not be clogged and the toilet must flush. Hot and cold water must be available at the tub, shower, and lavatory taps. The definition of hot water (temperature) required at the lavatory, tub, or shower should be determined from local health standards or applicable local code.



Flush Toilet in Enclosed Room in Unit

The toilet must be contained within the unit, be in proper operating condition, and be available for the exclusive use of the occupants of the unit (i.e., outhouses or facilities shared by occupants of other units are not acceptable). It must allow for privacy.

Not working means: the toilet is not connected to a water supply; it is not connected to a sewer drain; it is clogged; the connections, vents or traps are faulty to the extent that severe leakage of water or escape of gases occurs; the flushing mechanism does not function properly. If the water to the unit has been turned off, check "Inconclusive." Obtain verification from owner or manager that facility works properly when water is turned on.

Comment to the right of the form if the toilet is "present, exclusive, and working," but has the following types of defects: constant running; chipped or broken porcelain; slow draining.

If drain blockage is more serious and occurs further in the sewer line, causing backup, check item 7.6, "Fail," under the plumbing and heating part of the checklist. A sign of serious sewer blockage is the presence of numerous backed-up drains.

Tenant Preference

The tenant may determine acceptability of the cosmetic condition and quality of the sanitary facilities, including the size of the lavatory, tub, or shower, condition of faucets, minor leaks, scratches, or worn enamel on fixtures, and the location of the sanitary facilities within the dwelling unit.

Photo Contents

1. Water closet in working order
2. Missing hold down bolt (Johnny bolts or floor lag screws)
3. Adequate bathroom facilities
4. Missing bulb (exposed socket)