

Stamford Housing Authority DBA Charter Oak Communities

HQS Self-Inspection Checklist

Major Area of Property	Questions to Ask	Yes or No	Repairs Needed
Electricity	<ol style="list-style-type: none"> 1. Is the electric service connected for the inspection? 2. Do all fixtures and receptacles work (at least 2 receptacles per room/GFCI receptacles & one permanent light fixture in bathrooms & kitchen? 3. Is there lighting in the common hallways & porches? 4. Are all receptacles, light switches, and electrical boxes properly covered with no cracks or breaks in the doors & cover plates? 5. Are all receptacles properly wired? No open grounds, reverse polarity, or open neutrals? 6. Are light/electrical fixtures securely fastened without any hanging or exposed wires? 7. Do lighting fixtures have all bulbs functioning? 8. Do light fixtures on the interior & exterior have globes or covers? 9. Do Junction boxes have covers and all holes properly capped? 		
Heat	<ol style="list-style-type: none"> 10. Is the fuel supply for the heating system on/filled? All pilot light lit? 11. Are all flue connections sealed and tight? 12. Are controls in place and functioning? 13. Are filters clean & in place? 14. Are all electrical/fuel connections secure? 15. Are registers functional & secure to walls/ceiling/floor? 16. Is heat available & adequate in all habitable rooms? (minimum of 65 degrees Fahrenheit) 		
A/C	<ol style="list-style-type: none"> 17. Is the central or window/wall A/C functioning as designed 18. Is a wire protector installed on the exterior disconnect box or is box sealed? 		
Bathroom	<ol style="list-style-type: none"> 19. Is toilet securely fastened to the floor? 20. Does the toilet flush & the flap secure properly? 21. At sink, is the hot & cold running water, clear and proper drainage and no leaks? 22. At tub/shower, is there hot & cold running water, Clear & proper drainage and no Leaks? 23. Is bathroom vented with either an exterior window or ducted exhaust fan? 		

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	Kitchen	24. At sink, is there hot & cold running water, clear and proper drainage, & on leaks? 25. At gas stove, is there a hand-operated gas shut off valve.		
	Other	26. Does Water heater Function? 27. Do radiators & boilers function with no leaks?		
	Wall/ceiling	28. Are all walls and ceilings free of air and moisture leaks, holes & cracks.		
	Floors & Flooring	29. Are floors free of tripping hazards from loose flooring or covering?		
	Cabinetry & Int. Door	30. Are cabinets securely fastened to walls? 31. Is there space for food preparation & Storage? 32. Are all doors secure securely hung & drawers in place,		
	Security	33. Are all doors free of double-keyed locks? 34. Do all door & window locks has all screws and striker/latch/connector plates? 35. Is there free & clear access to all exits? 36. Are entrance & exit doors fire rated solid core? 37. Do first floor windows and those opening to a stairway, fire escape or landing have a functioning lock? 38. Are all interior doors free of keyed door handles? (must have proper interior door handle)		
	Health & Safety	39. Is there a functioning smoke alarm on each level of unit, including basement? Is smoke alarm located at the hallway leading to bedrooms? 40. Is the unit free of any evidence of insect or rodent infestation? 41. Is the unit free of any evidence of mold or mildew?		
	Appliances	42. Do all burners function with normal user controls? 43. Is seal/gasket at oven door in place and functioning? 44. Does refrigerator/freezer cool/freeze properly? Is it large enough for family size? 45. Are refrigerator and freezer door seals/gaskets complete?		
	Windows	46. Is there at least one functioning exterior window in each bedroom and living room? 47. Do window open, hold open, close & lock properly? 48. Are there any cracked or broken window panes?		
	Other	49. Are gutters firmly attached and have downspouts? 50. Are exterior surfaces in good condition and will prevent moisture & vermin intrusion? 51. Is chimney secure? Is the flue tightly sealed with no gaps? 52. Is foundation sound and sealed from exterior? 53. Are openings around doors & windows weather-tight?		

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	Stairways: Interior and Exterior	54. Are all handrails Properly secured? 55. Is there a handrail present when there are 4 or more consecutive steps? 56. Is a guardrail present when there is a drop off of 30-inches or more at a landing, deck, or stairs? 57. Are stairways free of any loose, broken or missing steps? 58. Are stairways free of any tripping hazards? 59. Are there proper exit signs and emergency lighting?		
	General	60. Is unit free of debris inside and outside? 61. Is unit free of abandoned cars on outside? 61. Are there covered receptacles for disposal of waste? 62. Is unit exterior grounds kept in a decent/safe/sanitary condition? 63. If there is a garage on property, is it in a decent/safe/sanitary condition? 64. Is unit intercom system working? Is phone number properly stored in intercom system? 65. Is unit clean, freshly painted and ready for move in? 67. is unit vacant? Unless leasing family is already in place. (unit must be vacant in order to schedule move inspection) 68. INTERIOR AND EXTERIOR of units rented to families with children under the age of six (6): Is unit free of any chipping, peeling, flaking, chalking, or cracking painted surfaces to include windows, window wells, door frames, walls, ceilings, porches, garages, fences or play equipment?		

This list is for information only and is not intended as a complete inspection list.
Check HUD and local codes for other requirements