

Housing Quality Standards Self-Inspection Checklist

Please consider using this form to take a walk through your assisted unit **BEFORE** our scheduled HQS inspection of the unit. This checklist outlines some common "Fail" items for assisted units.

By taking a walk-through of your property prior to our scheduled inspection, you can identify some potential repairs that may need to be made, and complete them before the inspector visits the property.

Units that receive a "Pass" rating on the first inspection will to be placed on a biennial inspection schedule. Units that receive a "Fail" rating must continue to be inspected annually.

Unit Areas	Questions to Ask	Yes	No	Repairs Needed
<u>Electricity</u>	1. Do all fixtures and outlets work?			
	2. Is there lighting in the common hallways and porches?			
	3. Are all outlets, light switches and fuse boxes properly covered with no cracks or breaks in the cover plates/doors?			
	4. Are light/electrical fixtures securely fastened without any hanging or exposed wires (anywhere the tenant has access)?			
	5. Is there adequate heat in all spaces			
<u>Bathroom</u>	6. Is toilet securely fastened with no leaks or gaps?			
	7. Does toilet flush properly?			
	8. Is there hot and cold running water in sink and tub, with proper drainage and no leaks?			
<u>Kitchen</u>	9. Is there hot and cold running water at the sink, with proper drainage and no leaks?			
	10. Do all burners on the stovetop ignite?			
	11. Does refrigerator/freezer cool properly?			
<u>Other</u>	12. Does hot water tank have a TPR pipe that extends to within 4" of the floor?			
	13. Do radiators function with no leaks?			
<u>Walls</u>	14. Are walls free of holes, large cracks and moisture leaks?			
<u>Ceilings</u>	15. Are ceilings free of holes, large cracks and moisture leaks?			
<u>Floors</u>	16. Are floors free of weak spots and missing floor boards?			
	17. Are floors free of tripping hazards, such as loose floor covering?			
<u>General Safety</u>	18. Are cabinets securely fastened to the wall?			
	19. Are all doors securely hung and latchable?			
	10. Is there free and clear access to all exits?			
	21. Do first floor windows and those opening to a stairway, fire escape or landing have workable locks?			
	22. Is there a working smoke detector on each level of the unit?			
	23. Is unit free of any evidence of insect or rodent infestation?			
	24. Is there a working smoke detector on each level of the unit?			
	25. Is there a working carbon monoxide detector on each level?			

Unit Areas	Questions to Ask	Yes	No	Repairs Needed
<u>Ventilation</u>	26. Is unit free of any evidence of mold or mildew?			
	27. Is there at least one exterior window in each bedroom and in the living room?			
	28. Do the windows open and lock properly?			
	29. Is unit free of any cracked/broken or leaky windows?			
	30. Does at least one window per room have a screen in place?			
	31. Are the screens free from holes and tears?			
<u>Exterior</u>	32. Is roof free of leaks?			
	33. Are gutters firmly attached?			
	34. Are openings around doors and windows weather-tight?			
	35. Are sidewalks free of tripping hazards?			
<u>Stairs</u> (interior and exterior)	36. Is a handrail present when there are 4 or more consecutive steps?			
	37. Are stairs free of any loose, broken or missing steps?			
	38. Are stairways free of any tripping hazards?			
	39. Are there secure railings on porches, balconies and landings that are 30" from the ground or higher?			
<u>Paint</u>	40. Is unit free of chipping, peeling, chalking, flaking or cracking painted surfaces - including windows, window wells, door frames, walls, ceilings, porches, garages and fences?			
<u>Cleanliness</u>	41. Is the unit clean?			
	42. Is unit free of debris inside and outside of unit?			
	43. Is unit free of any brush piles, non-running vehicles, unlicensed vehicles?			

PLEASE NOTE: This list is not all-inclusive. We use a "Decent, Safe and Sanitary" standard when inspecting. Any additional findings in the unit and/or common areas that do not meet this standard will also require repair.

To view the full HQS inspection form, please use the following link: www.ci.janesville.wi.us/HQSinspectionform

To view the self inspectin form, please use the following link: www.ci.janesville.wi.us/Selfinspectionchecklist

If you have any questions regarding the inspection process, please contact our office at:

Roxann Glick: 755-3068

Housing Specialist for families with last names beginning with A - L

Kim Mangione: 373-3442

Housing Specialist for families with last names beginning with M - Z

Thank you for your continued participation with the Rent Assistance Program!