

Menard County Housing Authority
Housing Quality Standards Self-Inspection Checklist

Major Areas of Unit	Items	Y or N
Electricity	Do all fixtures & outlets work? (At least 2 outlets per room or one outlet and one permanent overhead light fixture for the following room types: Living Room, Kitchen, Other Room Used for Living, at least one permanent light fixture for the following room types: Bathroom).	
	Is there adequate lighting in common hallways/porches/stairwells?	
	Are all outlets, light switches, fuse boxes, junction boxes properly sealed and free from cracks/openings that would expose electrical components/connections?	
	Are light/electrical fixtures securely fastened without any hanging or exposed wires in areas where tenant has access? All sockets should have bulbs installed.	
	Have you arranged for all utilities to be on (prior to the date of the inspection)?	
	Are all outlets within 6 feet of a water source GFCI protected?	
	Are all 3-prong outlets ground?	
HVAC	Is there adequate heat in all living spaces? Is the furnace installed to code and functioning properly?	
	If there is central air present, does it cool and function properly?	
Bathroom	Is the toilet securely fastened with no leaks or gaps? Does it flush properly?	
	Sink- Is there hot and cold water, proper drainage/plumbing, and no leaks?	
	Bathtub/shower- Is there hot and cold running water, proper drainage/plumbing, and no leaks?	
	Is bathroom vented with either a window that opens to exterior or an exhaust fan that vents to the exterior of unit or unfinished attic space?	
	Is bathroom free of any sewer odor and/or presence of mold?	
Kitchen	Sink- Is there hot and cold water, proper drainage/plumbing, and no leaks?	
	Stove- If gas operated, is there a gas shutoff valve at connection?	
	Do all burners on the stove-top ignite? Does oven work? Are all knobs/controls for operation present and in good condition?	
	Does the refrigerator/freezer cool properly? Are the door gaskets in good condition and functioning properly?	
	Is refrigerator/freezer size adequate to needs of family size occupying unit?	
	Do all appliances operate as intended? (Stoves or Refrigerators that are not properly functioning must be repaired/replaced regardless of whether provided by owner or tenant)	

Other	Does hot water tank work?	
	Does hot water tank have discharge line installed from TPR valve? (Line should terminate within 2 to 6 inches from the floor)	
	If the unit has radiator or baseboard heat do these items function properly? (ie. Provide adequate heat, no leaks, proper cover installed on baseboard unit)	
Walls & Ceiling	Are walls and ceilings free of air/water leaks, large holes/cracks, and structural defects (sagging, buckling, falling, etc.)?	
Floor Condition	Is flooring finished with proper materials?	
	Are floors free from weak spots, missing components, and/or trip hazards?	
Cabinetry & Interior Doors	Are cabinets securely fastened to wall?	
	Is there adequate space for food preparation/storage relative to family size?	
	Are all cabinet doors hung securely?	
Security	Is there free and clear access to all exits?	
	Are there deadbolt locks installed on any entrance doors? If so, do they open from the outside with a key and from inside with knob/latch?	
	Do any 1st floor unit windows (accessible within 6 feet of ground and/or any window opening to common balcony or fire escape) have functioning locks?	
Health & Safety	Is there a working smoke detector on each level of unit?	
	Are all smoke detectors hard wired or have a 10-year sealed battery?	
	Are smoke detectors installed on the walls at least 4 inches and not more than 12 inches from ceiling? Are smoke detectors installed on ceilings at least 4 inches from the wall?	
	Are smoke detectors installed to code within 15 feet of each bedroom/sleeping room?	
	If there are any gas appliances/utilities is there at least one CO detector installed to code within 15 feet of each bedroom/sleeping room and in any area containing gas furnace/water heater/boiler etc.	
	Is unit free from evidence of insect and/or rodent infestation?	
	Is unit free of any evidence of mold or mildew?	
Windows	Is there at least one exterior window in each bedroom and in the living room?	
	If window is designed to open, does it open, close, lock properly? (windows designed to open/close must function properly. If such window will not stay up on its own the owner should provide a prop rod)	
	Is unit free of any cracked, broken, or leaking windows?	

Other	Is roof free of leaks and/or any major structural issues?	
	If gutters installed, are gutter/downspout systems complete and securely attached?	
	Are all exterior surfaces in a condition to prevent moisture/water/wind leakage and/or infestation?	
	Is all siding present and securely attached?	
	If chimney is present: Is it secure/structurally sound? Is the flue tightly sealed with no gaps and unobstructed?	
	Is foundation structurally sound?	
	Are openings around doors/windows weathertight?	
	Are sidewalks complete and free from tripping hazards (large cracks, missing/uneven sections)?	
Stairways: Interior & Exterior	If handrails/grab bars are installed, are they properly installed and secure?	
	Is a handrail present for stairs in which there are 4 or more consecutive steps (including top platform)?	
	Are stairs secure and free of any tripping hazards, loose/failing/damaged components, or missing steps?	
	If this is an apartment building with interior common spaces are there proper exit signs and two means of exit from the building?	
	Are secure railings installed on all balconies, decks, platforms, or landings that are more than 30 inches in height?	
General	Is the unit free of both interior and exterior garbage and debris?	
	Lead-Based Paint- Interior & exterior of units built prior to 1978. Are surfaces free from any chipping, peeling, flaking, chalking, or cracked paint surfaces? (Including, but not limited to windows, window wells, door frames, walls/ceilings, porches, garages, fences, or play equipment)	
	Will there be an approved waste disposal service and are there covered receptacles for disposal of waste?	
	Is the unit clean and ready for move in?	
	If present, is the elevator certification current?	
	Can the address be properly identified from the street?	

Disclaimer: The criteria listed above is provided as a generalized checklist to determine if a unit is rent ready for Housing Choice Voucher Program participants. This checklist is to be use a guide only as other items not listed may cause the unit to fail an HQS inspection. In addition, all city, county and state codes must be followed. For multi-unit properties and cooperatives, common areas are the responsibility of the property owner/manager. Please contact Menard County Housing Authority for questions.