

Inspection Basics

Dear Owner/landlord: this document is to serve you as a means to better prepare for your HQS inspection. There may be defects identified that have not been listed on this document

RULE 1- If it is in the dwelling, it must operate as designed.

RULE 2- If it is broken, please fix it.

RULE 3 – The unit must be “move in ready” in order to inspector to complete initial inspection

RULE 4- ALL UTILITIES MUST BE ON TO COMPLETE INSPECTION

EXTERIOR:

Foundation must be free of large gaps, missing bricks, concrete, or mortar.

Siding must be in good condition.

Roofs, gutters, and downspouts must be in good condition. And free of overgrown veg and debris

Railings must be installed when there are 4 or more steps, and it must be secure.

- (Handrails should not be 2x4's. They should be easily grasped)

Porches and decks 30" high or more from the ground must have a railing.

No trip hazards / bulging or deteriorated concrete driveways or sidewalks.

Walkways and path of travel should be free of overgrown vegetation and debris.

Property should be free of excessive litter, and evidence of vermin

INTERIOR:

ENTRY DOORS: Must close, latch and lock.

- Trim and hardware should be in tact to allow locking function
- Free of holes
- Storm doors, not required, but if present should have closers and latch
- Should not be gaps around door.
 - o Weather strip/door sweep. Should not see daylight from inside unit

LIVING ROOM: - must include at least 2 outlets or 1 outlet and a perm. Light fixture
(Permanent light fixture must work as intended and have bulbs in sockets)

- All outlets must be either 2 pronged with voltage, or 3-prong with proper grounding
 - o Outlets must not be cracked or broken
- All outlets and light switches must have secured covers and be free of cracks/breaks
- Windows must function as intended:

- Lock (locks should not be removable and not need a key)
- Open
- Stay open
- At least one window in living room must have a screen
 - Screen should fit and be free of tears

DINING ROOM: - Must include at least 2 outlets or 1 outlet and a perm. Light fixture

- Permanent light fixtures must work as intended and have bulbs in sockets.
- All outlets must be either 2 pronged with voltage, or 3-prong with proper grounding
 - Outlets must not be cracked or broken
- All outlets and light switches must have secured covers and be free of cracks/breaks
- Windows must function as intended:
 - Lock
 - Open
 - Stay open
 - At least one window in dining room must have a screen
 - Screen should fit and be free of tears

KITCHEN: - Must include a permanently mounted light fixture and one working outlet

- Permanent light fixtures must work as intended and have bulbs in sockets.
- All outlets must be either 2 pronged with voltage, or 3-prong with proper grounding
 - Outlets must not be cracked or broken
- All outlets and light switches must have secured covers and be free of cracks/breaks
- Windows must function as intended: (window is not required in kitchen but if there):
 - Lock
 - Open
 - Stay open
 - At least one window in kitchen must have a screen
 - Screen should fit and be free of tears
- **Appliances** must have no evidence of gas/water leakage that present danger of fire or shock (RULE 1 from pg 1, if its in the unit, it must function as intended)
 - Stove and oven, bake and broil functions must work
 - Must not have broken handles, shelves, or missing knobs
 - Must be clean of caked on food/grease
 - Hood exhausts should function as intended and not be clogged
 - Refrigerators and freezer functions must work and maintain temperature
 - Must not have broken handles, shelves, or broken/missing gaskets
 - Must be cleaned out and free of mold or food remnants
 - Other appliances (microwave, dishwasher, garbage disposal) must function as intended and be clean
- **Sinks** must have running HOT and COLD water
 - Drain must have an approvable gas trap

- Free of leaks resulting from water loss or damage
- **Space** to store, prepare and serve food
 - Pantries/closets with shelves (should be clean)
 - Food preparation area
 - **THERE SHOULD NOT BE A SMOKE DETECTOR IN THE KITCHEN**

BATHROOM:- one perm mounted light fixture

- Permanent light fixtures must work as intended and have bulbs in sockets.
- All outlets in bathroom must be GFI protected
- All bathrooms must have either an exhaust fan or a window that opens.
 - A window must:
 - Open
 - Stay open
 - Lock
 - Have a screen
- Bath doors must latch shut
- Shower/tub and hand sink must be present
 - Must have HOT and COLD water
 - Must be in operating condition
 - Must be free of rust, mildew, mold-like substances
 - Be connected to approvable disposal system
- Must be free of hazardous conditions or unsanitary conditions
- Toilets must be secured to the floor.

BEDROOM: TO BE CONSIDERED A BEDROOM, YOU CANNOT WALK THROUGH ONE BEDROOM TO GET TO ANOTHER

- Must have at least 2 outlets or a perm mounted light fixture
- Permanent light fixtures must work as intended and have bulbs in sockets.
- All outlets must be either 2 pronged with voltage, or 3-prong with proper grounding
 - Outlets must not be cracked or broken
- All outlets and light switches must have secured covers and be free of cracks/breaks
- Windows must function as intended:
 - Lock
 - Open
 - Stay open
 - At least one window in bedroom must have a screen
 - Screen should fit and be free of tears
- Must have a closet
 - Closet must be enclosed
 - Must have a rod
- Must have a smoke detector
 - Within 4 to 12 inches of ceiling or on ceiling
 - Not closer than 3 inches to corners
- Must have a door that latches shut

SMOKE DETECTORS:

- One on each level of unit
- One in each bedroom
- One on each floor common area (multi family dwellings)
- Within 4-12 inches of ceiling or on ceiling
- Not closer than 3 inches to corners
- NOT IN KITCHEN OR BATHROOMS

CARBON MONOXIDE DETECTOR: Toledo Municipal Code

- Must be within 15 ft of all sleeping rooms
 - o In units with natural gas utility
 - o Units with attached garage and no ventilation

HOT WATER TANKS/FURNACE

- Should be vented at a least at slightly upward angle
- Pressure relief valves must have discharge tubes
 - o 3-6 inches from the floor
 - o Plumbing up to code
 - o Free of gas leaks
- Furnace filter should be clean and installed regularly
- Furnace and A/C must operate properly
 - o Maintain a minimum temp of 68 degrees
 - Between 10/1 and 5/1

OTHER INTERIOR HAZARD

- Electric panel should have a cover
 - o Breakers be flush with cover
 - o No openings in breaker box
- Junction boxes should have no openings
- All hot wires capped and secured (usually in Junction box)
- Any evidence of pests will require pest control
- Unit free of apparent structural collapse
- Fireplaces/chimneys/wood burning stoves require yearly servicing
- Unit free of holes allowing in vermin
 - o **Should not be able to see daylight from inside unit from around doors or windows**

- ALL STAIRS 4 OR MORE require a handrail
 - o From top step to bottom step
 - o Reasonably grasped
 - o Not a 2x4

- Secure
- Floors should be in good condition
 - Free of trip hazards
 - Structurally sound
 - Not an unfinished floor
- Walls should be in good condition
 - Free of holes
 - clean
- No wires, junction boxes, or knock outs can be missing or exposed anywhere. All GFCI must be working. All 3-pronged outlets must be grounded
- Unit should be free of cutting hazards that may result in needing medical care

LEAD BASED PAINT

- Is the home older than 1978?
- Are there children under 6 living there? Moving in?

If yes, then we must visually inspection for signs of deteriorating paint

- Peeling
- Chipping
- Flaking

This is ANYWHERE on or in the unit or on the ground.

If the amount exceed the *de minimus*:

- 20 sq ft on exterior surfaces (accumulation)
- 2 sq ft of in interior surface in single room or interior space; or
- 10% Of individual small components (window sills) on interior or exterior (accumulation) then we will required a **LEAD CLEARANCE EXAMINATION**

If these basics have not been prepared for and the inspection has gone beyond a reasonable time frame, we will cancel the inspection until you are prepared.