

Preparation Inspection Checklist

This checklist is provided as a guide only

*Units often fail inspections due to landlords and tenants being unaware of the specific requirements or not thoroughly checking the unit's condition beforehand. To ensure a successful inspection, **RHA** strongly encourages you to carefully review the unit and address any necessary repairs prior to the inspection. Please pay particular attention to the following areas:*

EXIGENT HEALTH AND SAFETY (24 HRS)

- **Electrical**

- **Purpose:** *To ensure residents are not exposed to electrical hazards.*
 - Outlets within 6-foot distance of water sources or outlets located outside must be protected by a Ground-Fault Circuit Interrupter (GFCI).
 - This means that the outlet should be a GFCI outlet itself or be on the same circuit as a GFCI outlet or on a GFCI breaker circuit located elsewhere in the unit.
 - Exposed electrical wiring Missing or Damaged Outlet/Switch Covers: Missing or badly cracked cover plates on outlets and switches, Missing cover plates or knockout plugs on fuse boxes. Any exposed wiring frayed or damaged, Exposed light sockets

- **Smoke Detector**

- **Purpose:** *To reduce the risk of loss of life and to prevent injury in the event of a fire.*
- **Smoke alarm** should be installed high on walls or ceilings.
 - If mounted on the ceiling, then it must be greater than 4 inches from the wall.
 - If mounted on the wall, then the top edge of the smoke alarm cannot be closer than 4 inches or greater than 12 inches from the ceiling.
- Smoke alarm should be installed at least 10 feet from a cooking appliance.
- Smoke alarm should **not**:
 - Be installed near windows, doors, or ducts where drafts might interfere with their operation.
 - Be painted or have decorative stickers or other decorations present.
- The unit must include at least one battery-operated or hard-wired smoke detector, in proper working condition, in the following locations:
 - On each level of the unit; - Inside each bedroom.
 - Within 21 feet of any door to a bedroom measured along a path of travel; and
 - Where a smoke detector installed outside a bedroom is separated from an adjacent living area by a door, a smoke detector must also be installed on the living area side of the door.
- Device **Type:** Must be either:
 - **Hardwired with battery backup**, or
 - **Sealed, non-rechargeable 10-year lithium battery**

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- **Tamper Resistance:** Must be sealed and tamper-resistant to prevent disabling or removal.
- **Interconnection:** Smoke alarms must be **interconnected**, so that when one alarm sounds, **all alarms in the unit sound** simultaneously
- **Hush/Silence Function:** Must include a **hush/silence button** to temporarily silence nuisance alarms without disabling the unit.
- **Notification for Hearing Impaired:** Alarms must provide **visual or tactile notification** for individuals with hearing loss, in compliance with **NFPA 72** or its successor standards.
- **Carbon Monoxide (CO) Detectors**
 - *Purpose: To warn you if a fuel-burning appliance is improperly installed, maintained, or malfunctioning, leading to CO leaks. Required in units with fuel-burning appliances or attached garages.*
 - This includes, but is not limited to:
 - Natural gas stoves
 - Hot water heaters/tanks
 - Gas dryers
 - Fireplaces
 - Furnaces
 - Any other combustion-based appliances

Exigent health and safety deficiencies are required to be corrected **within 24 hours** of receiving the notice. Failure to address these issues within that timeframe will result in the unit being **automatically placed in abatement**, and housing assistance payments will be suspended until the deficiencies are resolved and the unit passes reinspection.

GENERAL HEALTH & SAFETY (30 DAYS)

- **Doors**
 - *Purpose: Provide security and privacy for dwelling.*
 - Check for any cracks, weather strips and door jams & strike plates must work properly.
 - doors providing exterior access, including those to units, common hallways, fire escapes, and porches, must have locks that work properly and securely. This ensures the tenant's safety and security.
- **Flooring**
 - *Purpose: To ensure that the tenant is not exposed to any structural collapse or tripping hazards and to ensure that the room is reasonably weather tight.*
 - Severe buckling, unsteady, weak and/or major movement under walking stress of the flooring is considered a deficiency and will result in a failure.

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- Holes in the floor and/or subflooring that are approximately 4 inches in diameter, and/or may be a tripping hazard, and/or allow weather or vermin to enter the dwelling will result as a failure.

- **Window Conditions**

- *Purpose: To ensure that all windows are free from severe deterioration, missing, cracked or broken panes and are reasonably weather tight.*
 - Panes must not be broken, missing, loose or cracked.
 - Windows that open must have the ability to open and lock, and the lock has to be attached to the window.

- **Kitchen-** All appliances must be fully functional.

- *Purpose: To verify that the dwelling unit contains a kitchen or kitchen area for the preparation and storage of foods.*
 - There must be no plumbing leaks, and the sink hardware must be permanently attached.
 - Refrigerators must properly seal, and the seal cannot be damaged.
 - Refrigerators must be able to maintain temperature low enough to keep food from spoiling.
 - Stove top burners must work and be installed properly.

- **Bathroom**

- *Purpose: To ensure that there is at least one bathroom present in the dwelling unit for the exclusive use of the occupant and there is a working toilet, washbasin, tub and/or shower. Bathrooms also require ventilation to prevent the accumulation of unhealthy odors and sewer gases.*
 - Bathtub, toilet and sink must work properly, with no leaks, not to be clogged and mildew free.
 - Bathrooms must have an operating fan **OR** an openable window.
 - A working light with a cover is required; all light bulb sockets must have a lightbulb.
 - **Deteriorated surface condition:** Peeling, chipping, or cracking of the tub's finish is considered a deteriorated surface that is no longer properly bonded to the material underneath.
 - **Defective surface condition:** Any peeling, cracking, or loose surface material on an interior surface — including a bathtub — violates HQS requirements.
 - **Hygiene and safety:** Peeling surfaces can be unsanitary and potentially harmful if fragments are ingested.
 - **Health and safety hazard:** Sharp, peeling surfaces create a risk of cuts or injuries to residents.
 - **Trip and fall risk:** Loose or uneven surfaces may increase the likelihood of accidents.

- **Hot Water Tank**

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- ***Purpose:*** *To ensure that the water heater does not present a hazard to the tenant.*
 - Temperature and Pressure Relief (TPR) Valve: The water heater must have a properly installed and operational TPR valve; the TPR valve must have an attached discharge line that is no more than 6” from the ground and discharges toward the ground or out of the dwelling.

- **Exterior**

- All surfaces must be in good condition with no cracks, chips or holes. No tripping hazards.
- Stairways with four or more steps require a handrail. Rail must be secure and run the length of the stairway.
- Decks, railings and steps must not have dry rot or tripping hazards. Decks, steps and porches more than 30 inches from the ground require railings.

RHA will cease housing assistance payments to the landlord if your unit fails inspection. Payments will not resume until all required repairs are completed and the unit passes reinspection. This applies if the issue is not resolved within 30 days of the initial inspection or by the third inspection attempt, whichever comes first.

If the deficiency is determined to be the tenant's responsibility, it may result in the loss of Housing Choice Voucher assistance.