

Akron Metropolitan Housing Authority HQS Landlord Inspection Checklist

Below are 49 major fail items that the AMHA Inspectors come across daily. This checklist is not inclusive of everything that could fail an HQS Inspection, however the use of it will result in fewer failed inspections and give the owners a better understanding of what the inspectors look for during their inspections. Please also visit our Web site for further updates. www.akronhousing.org/landlord/news.aspx

Areas to check		Will my unit pass inspection?	Yes or No	
General	Defective Paint	Is the unit interior/exterior free of defective paint? ** Defective Paint is considered paint that is flaking, peeling, worn, cracking or chalking paint/varnish.	1	
		Are there handrails at all steps which have 4 or more rises?	2	
	Railings	Are all the balusters and spindles present on a staircase(s) or deck.	3	
		Is there a guardrail present on a porch that is more than 30" above the ground? Is it secured?	4	
Interior of Unit	Health and Safety	Is there a smoke detector working on each level of the unit? (stairwells are not considered a level.)	5	
		Are the smoke detectors installed at least 3 feet from the kitchen and bathroom? (If installed on a ceiling, it must be more than 4 inches from the wall. If installed on a wall, it must be between 4 and 12 inches from the ceiling.)	6	
		Is the smoke detector in the basement horizontally installed on bottom of a Joist and near the stairs?	7	
		Is the unit clean? Are the utilities turned on?	8	
		Is there proper ventilation for Dryers? Are they vented to the outside?	9	
		Do all amenities in the unit (garbage disposals, screen doors, screens, ceiling fans etc.) work as designed, with no missing parts?	10	
	Walls and Ceilings	Are they free of holes and cracks?	11	
		Have all water stains on walls/ceilings been repaired/replaced? Has the leak been fixed?	12	
		Are they free of defective paint?	13	
	Floors	Are there any trip hazards? Ripped/torn/worn/unsanitary carpet? Missing tiles? Are the stairs in good repair? (Cannot be unlevel, slanted or broken.)	14	
		Do floors in the kitchen and bathroom have some type of cove base or baseboard trim?	15	
	Security	Have the double bolt key locks been removed from the unit? Have locks on all doors restricting exit from a room/unit been removed?	16	
		Are all exterior doors weather-tight, lockable, open and close freely, in good repair, and have a threshold?	17	
		Are all interior doors present on all bedrooms and bathrooms, operate as designed, fit properly in the door frame, free of locks which restrict exit from a room, do they have a washable finish?	18	
		Do all window sills within 6 feet from the ground have a lock?	19	
	Windows	Is there at least one window in the bedroom? Living room?	20	
		Do the windows open, close, and lock properly? When opened, do they stay open?	21	
		Are the windows free of hazards (cracked or broken)? Is the frame free of cut hazards (staples, nails, etc)?	22	
		Screens are considered amenities, so do they work as designed? Are they in good repair?	23	
	Kitchen	Appliances/Electric	Do all the burners and the oven work? Are all knobs present with the temperature degrees visible?	24
			Does the refrigerator/freezer work properly?	25
			Are the stove and refrigerator clean?	26
			Are all outlets within 3ft of a drain GFCI protected?	27

Areas to check		Will my unit pass inspection?	Yes or No
Bathroom	General	Is the toilet securely fastened to the floor and flushing properly?	28
		Have cracked/worn toilet seats been replaced?	29
		Are all outlets within 3ft of a drain GFCI protected?	30
		Is the bathroom vented to a crawlspace, attic, or vented to the outside through an exterior window, exhaust fan, or gravity vent?	31
Heating and Plumbing	Furnace	Does the gas flue have an uninterrupted upward flow? Is it vented and properly sealed?	32
		Is there a sediment trap and shut-off valve? Are they properly installed?	33
		Does the furnace provide a minimum of 70 degrees in the unit when it is below 40 degrees outside?	34
	Water Heater	Does the water heater have a properly installed and functioning temperature-pressure relief valve that is rated for high temperatures?	35
		Is the discharge line present? Does it come within 6 inches of the floor?	36
		Is there a sediment trap and a shut-off valve? Are they properly installed?	37
Is the gas flue properly vented and sealed?		38	
Electricity	General	Do all light fixtures have globes, on the interior and exterior?	39
		Do all fixtures and outlets work? Are they properly wired?	40
		Are all cover plates on outlets and light switches free of cracks and breaks?	41
		Have all frayed, cut, or exposed wires in the unit been replaced?	42
Exterior	General	Is the unit interior/exterior free of debris, trash, glass or other hazards?	43
		Is the roof free of leaks? Is it in good condition?	44
		Are the sidewalk(s) and driveway free from tripping hazards?	45
		Are there lids for trash/waste disposal?	46
		Do all exterior outlets have weatherproof covers?	47
		Are the house numbers readable from the street?	48
		Is the Garage free from hazards?	49

IF YOU CHECK NO TO ANY ITEM THE UNIT WILL FAIL THE INSPECTION

DEFECTIVE PAINT	The HQS Inspectors are required to request a full house risk assessment if the following circumstances apply: The unit was built before 1978, there is/will be a child under the age of 6 living in the unit or visiting the unit for more than 6 hours per week, and there is defective paint at the unit that is above de minimis.
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IMPORTANT	<p>Annual Inspections occur every 9 - 10 months so we can have them passed within a 12 month period.</p> <p align="center">Special/ Emergency Inspections can be conducted at any time.</p> <p>Initial Inspection that are missed <u>without giving a 24 hour notice</u>, will be considered a fail.</p>
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ADVICE FOR THE LANDLORD:

AMHA INSPECTIONS ENCOURAGE OWNERS TO PERIODICALLY INSPECT THEIR PROPERTIES USING THIS CHECKLIST TO INCREASE THE NUMBER OF PASSED INSPECTIONS AS WELL AS ENSURE BASIC UPKEEP FOR THEIR PROPERTIES.

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