

HOUSING QUALITY STANDARDS



Inspection Summary Checklist

The Housing Choice Voucher (HCV) Program provides decent, safe, and sanitary housing at an affordable cost to low-income families. This checklist is to help the unit pass the Housing Quality Standards (HQS) inspection. Most of the items below are items that consistently fail HQS during our inspection. This checklist does not cover all possible situations incurred during an inspection. Please call for clarification or ask during the inspection.

Units must meet Housing Quality Standards (HQS) performance requirements both at initial inspection and throughout the assisted tenancy. ***Inspectors focus on six areas during inspection.***

Windows and Doors
Electrical
Plumbing

Floors and Walls
Health and Safety
Exterior

DATE: _____

UNIT ADDRESS: _____

WINDOWS AND DOORS

- ☐ Front and rear exit doors must have a deadbolt, seal, lock, and work properly
- ☐ No dual-keyed double cylinder dead bolts on exit doors
- ☐ Good airtight doors and windows
- ☐ Windows designed to open must have a screen installed
- ☐ Windows designed to open must operate properly
- ☐ Windows designed to open must not be painted or nailed shut
- ☐ All windows must have permanently attached working lock
- ☐ Windowpanes must not be cracked or broken

- ☐ Bedrooms must have at least one window and must open for egress and ventilation
- ☐ Security bars must be removed unless equipped with factory installed panic release hardware
- ☐ Windows designed to open must operate properly

ELECTRICAL

- ☐ All switches, receptacles, and light fixtures must be working
- ☐ All switches and outlets must have secured covers with no cracks
- ☐ All three (3) prong electrical outlets must be grounded as required by code
- ☐ All Bathrooms must have an outlet per City Code

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- ☐ Light fixtures must have globe covers if so designed
- ☐ No exposed or frayed electrical wiring
- ☐ Bathrooms must have a window that opens or a powered vent fan

PLUMBING

- ☐ No Plumbing leaks
- ☐ Appliances must be in place, clean and working properly at the time of inspection
- ☐ Gas service line for range must have a shutoff valve
- ☐ Disposal wiring must be secured with proper connection
- ☐ Cannot have gas hot water tanks located in bedroom areas. Call for exceptions or options
- ☐ All gas heating sources must be vented and working safely
- ☐ Carbon monoxide detectors are required within 15 feet of appliances that burn fossil fuel
- ☐ All units must contain a thermostatically controlled primary heat source
- ☐ All heating systems must be able to provide adequate heat either directly or indirectly to each room. If present, the air conditioning system must provide adequate cooling to each room (Note: window unit A/Cs are not considered air conditioning under HQS, but if supplied by landlord must be maintained by landlord).

- ☐ The heating and / or A/C system must be in safe and proper operating condition
- ☐ Gas furnace closets must have upper cumulative and lower combustion air vents
- ☐ Vent tubes must be a minimum of 5" diameter if only one appliance is in the closet. If a closet contains both a gas furnace and a gas hot water tank, the tubes must be a minimum of 8" diameter
- ☐ Vent tubes must vent into the attic or to the outside the outside. Vents indoors are unacceptable if the closet is in a living area
- ☐ Non-operational floor furnaces must be removed, and the opening sealed
- ☐ Operational floor furnaces require a certificate of proper operations and code compliance by a licensed contractor
- ☐ Gas space heaters (vented or un-vented) are not allowed
- ☐ Heat / air combination window units are not considered a primary heat source
- ☐ All newly installed heating systems must have passed city inspection
- ☐ Gas hot water tank closets must have upper cumulative and lower combustion air vents. On initial inspections gas tanks in garages must be raised 18" if required by code
- ☐ Gas hot water tanks are not allowed in bedrooms or bathrooms. Call for options or exceptions. Temperature and pressure (T&P) relief valve on hot water tanks must be present, and probe must extend 4" in tank.

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- ☐ The drain line in the T&P valve must be constructed of ¾" ridged metal or CPVC and run within 6" of floor.
- ☐ All newly installed gas hot water tanks must have passed city inspection
- ☐ All owner-supplied amenities (dishwasher, disposals, ceiling fans, overhead door openers, attic fans, central air conditioning, etc.) in place at the time of the initial inspection must be in proper working order and maintained by the owner. If they become inoperable, they must be repaired or replaced. They cannot be removed.
- ☐ Properties without separately metered utilities (water, gas, or electricity) must be leased as all-bills-paid for the specific utility or utilities that are not separately metered
- ☐ when porches, balconies, steps, and stoops are 30" or more above ground level
- ☐ Manufactured homes must have proper tie-down devices and must be visual to the inspector. Empty slots in the breaker box must have covers
- ☐ If a property was constructed prior to 1978, it may contain Lead-Based Paint. Contact the Inspection Department to see if certain conditions and requirements may apply
- ☐ Swimming pools and hot tubs must meet code standards
- ☐ No cable lines, extension cords, or gas lines that can cause a tripping hazard

FLOORS AND WALLS

- ☐ All staircases leading to living / sleeping areas must meet code requirements
- ☐ All walls and ceilings must be clean with no holes or large cracks
- ☐ No loose, peeling, chipped, or cracked paint on interior or exterior surfaces.
- ☐ All floors must be in a finished state
- ☐ Carpet seams and edges must be in good shape and repair
- ☐ Bedrooms must have a minimum floor area of 8'0" by 10'0" or 80 sq ft
- ☐ Ceiling height throughout the entire area must be at least 7'1"
- ☐ Handrails are required when FOUR or more steps (risers) are present. Interior and exterior.
- ☐ Protective railings are required

HEALTH AND SAFETY

- ☐ No evidence of roaches, mice, etc..
- ☐ Carpet and floors must be clean
- ☐ On each level of the dwelling unit including basements, but excluding spaces and unfinished attics, at least one battery-operated or hard-wired smoke detector in proper operating condition must be present
- ☐ Smoke detectors must be installed in each sleeping area
- ☐ Smoke detectors installed on walls must be at least 4" from the ceiling and no more than 12" from the ceiling away from return air vents and bathroom doors
- ☐ Smoke detectors installed on the ceiling must be at least 18" from any corners

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- ☐ Smoke detectors must be installed in accordance with and meet requirements of the National Fire Protection Standards (NFPA) 74 or its successor standards
- ☐ All utilities must be on during the inspection
- ☐ All properties and repairs must meet "The 2003 International Property Maintenance Code as adopted by the City of Tulsa. "2006 International Property maintenance Code" as adopted by the State of Oklahoma and any building, plumbing, electrical, mechanical, or national fire codes that may be applicable.
- ☐ PEST CONTROL – Single family homes – tenants are responsible for roaches, fleas, bedbugs, and flies. Landlords are responsible for mice, rats, spiders, and ants.
- ☐ Multifamily complexes with common walls: It is the responsibility of the Owner/Management Company. For pest control, call the Inspection Department for more information or questions
- ☐ Address numbers must be visible from street / parking lot
- ☐ Mailboxes must be accessible at all times

EXTERIOR

- ☐ Out buildings and garages must be in good shape and repair
- ☐ Detached garages, storage buildings and basements located on the property cannot be used by owners for storage (applies to single-family and duplex properties only)
- ☐ All fences and gates must be in good repair
- ☐ Overgrowth – vegetation outside of unit should not be touching the unit or growing on the fence line

CONTACT US WITH QUESTIONS

Working together, we can help ensure rental units pass inspection the first time. Please contact us with any questions regarding Housing Quality Standards

Casper Palmer, HQS Manager

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