

### **Unit Address Display**

- Units must have clear identifications easily seen near the primary entry.
- The unit address should be clearly visible from the street or sidewalk.
- If there is more than one unit in the building, units should clearly be identified with the unit number on or near the primary entry door.
- Address and unit numbers should be displayed in contrast with the background to facilitate identification in case of an emergency.

### **Exterior Walls**

- Exterior walls must be secured, sealed, tuck pointed, etc. so as to prevent air, water, daylight and vermin penetration other than in areas where designed for such as doors and windows.

### **Exterior Entry Doors**

- Exterior entry doors must be steel, solid-core wood or security-type doors.
- Exterior doors must be weather-tight to prevent air, water and insect infiltration.
- Exterior doors must not have holes.
- Exterior doors must have all trim, weather-stripping and the threshold intact.
- Exterior doors must have security or dead-bolt locks that can be opened from the interior without the use of a key.
- Exterior door locks must be secured in position and function properly.

### **Interior Doors**

- Interior doors must be free of holes.
- Interior doors must have all the trim in tact.
- Interior doors must have all hardware secured in position.
- Interior doors must be able to be opened without the use of a key.

### **Windows**

- Windows must be weather-tight to prevent air, water and insect infiltration.
- Windows designed to be opened must be openable and must stay in open position when raised without props.
- Windows that are designed to be opened must be lockable to ensure weather-tightness.
- Windows must be in good condition, fit properly and be solid and intact including sashes, glass (panes), trim, glazing and screens if provided.
- If the unit does not have central air conditioning, all windows must have a proper fitting screen in good condition.
- If the unit has central air conditioning and the windows have screens, the screens must be in good condition.
- If window security bars (burglar bars) or security screens are present, they must meet the city code requirement for a quick release systems.

### **Interior Walls**

- Walls are required to be "finished" to be counted as rooms used for living.
- Bare concrete walls must be properly coated with sealant, paint, tile or other acceptable wall covering.

- An area where plaster or drywall is sagging, severely cracked or otherwise damaged, has holes greater than four inches in diameter or otherwise altered, stained or affected by moisture or mold must be repaired or replaced.
- All holes in interior walls larger than a nail hole must be repaired.
- All ceramic tiles must be secured in-place without sharp or cutting edges.
- The junction where tub/shower meets the wall and floor must be sealed to prevent water entry into wall or floor to prevent rot, mold and mildew.

### **Ceilings**

- Areas where plaster or drywall is sagging, severely cracked, has holes or is otherwise damaged, stained or affected by moisture or mold must be repaired or replaced.

### **Floors**

- Floors must be in a finished state (no plywood).
- All floors must have a finished surface such as carpet, tile, or hardwood.
- All serious carpet tears, loose seams and shredded areas must be repaired.
- Clean or replace all extreme or severely dirty carpet.
- Hardwood floors must be smooth-sanded and sealed.
- If the surface is concrete or a similar surface, the surface must be smooth and sealed with an appropriate sealant to eliminate a porous surface.
- The floor must be firm and without tripping hazards.

### **Porches and Decks**

- Porches, decks, stairs and steps must be structurally sound and meet City code requirements.

### **Cabinets, Vanities and Countertops**

- Cabinets, vanities and countertops must be secured in-place.
- All cabinet doors must be secured at hinges.
- Loose hinges, drawer fronts, handles, knobs, rollers, guides, etc. must work properly.
- All sinks must have functioning stoppers.
- Removal of items or parts without replacement in order to avoid repair will not be allowed.

### **Appliances**

- Owner supplied stoves and refrigerators must have working handles, knobs and other required parts as designed by the manufacturers.
- Appliances must be installed and working at the time of the inspection unless there is pending cause, damage or blame on the part of the tenant.
- Stove burners must ignite and heat on command.

### **Plumbing**

- All faucets, showerheads, drains, toilets, sinks, bathtubs, showers and washer machine hookups must work as designed to work without drips and leaks.
- All faucets, showerheads, drains, toilets, sinks, bathtubs, showers and washer machine hookups must operate without malfunction when used.

- Toilets must be stable and secured to the floor and have no broken parts.
- All sewer caps must be installed properly in all locations where required.
- All wall and floor plumbing pipe penetrations beneath kitchen and lavatory sinks must be sealed.

### **Water Heaters**

- All water heaters must be equipped with pop-off valves and vertical discharge lines that terminate approximately six (6) inches above the floor line.
- The discharge line must be the same diameter as the pop-off valve and the bottom of the discharge line must not be threaded.
- All gas water heaters must be vented in a manner approved by City code.

### **Furnaces**

- Furnaces must be vented in a manner approved by City code. Owners will be required to provide and install a new filter at the Initial Inspection and each Annual Re-Inspection thereafter.

### **Ventilation and Illumination**

- All sleeping rooms must have a window and adequate illumination.
- The minimum illumination area of all basements or below ground windows used for sleeping rooms must not be less than three sq. ft.
- All above ground rooms considered as bedrooms or sleeping rooms must have a minimum natural illumination area or window not less than five and seven-tenth square feet per IRC code.
- A window in an exterior area door will not qualify for the window requirement.
- All bathrooms must have a window of not less than three (3) square feet, one-half of which must be openable; or equipped with an artificial light and a mechanical ventilation system (fan) that exhausts to the outside or ventilated attic.

### **Bedrooms**

- All rooms considered for bedrooms shall have not less than 70 square feet of gross floor area with the ceiling height of not less than 7 feet and walls not less than 7 feet in any horizontal direction. Ceilings in basements and attics considered for bedrooms may project to within 6 feet, 8 inches of the finished floor including beams, girders, ducts and all other obstructions.

### **Smoke Detectors**

- A smoke detector must be installed on every level (floor) of the unit.
- A smoke detector will be required in each bedroom that can only be entered through another room.
- The tenant is responsible for providing and replacing old batteries for battery-powered smoke detectors.
- Wall-mounted smoke detectors should be approximately 6 inches below the ceiling.
- Ceiling-mounted smoke detectors should never be closer than 6 inches from the wall.
- Inoperable smoke detectors are a serious health threat and will be treated by the HAKC as an emergency (24-hour) fail item.

### **Disability/Handicap Modifications**

- Smoke detectors that meet ADA standards are required in units occupied by hearing or vision impaired tenants who request them.
- All modifications or adaptations to a unit due to disabilities must meet applicable HQS and local building codes

### **Hazards**

The following item shall be classified as hazardous and declared as "failed" items in the inspection process:

- Abandoned hazardous vehicles.
- Messy or trashy yards containing one or more of the following: tall grass, debris or unnecessary obstructions.
- Dangerous or threatening dogs or other animals not contained or secured.
- Unapproved vent-less space heaters for heating purposes.
- Cracked glass in windowpanes, storm doors and exit doors greater than 6 inches long or with offset surfaces must be replaced.
- Serious drop-offs in yards and driveways including uncovered window wells.
- Parking areas or others wherein concrete or other types of retainer walls allow an immediate drop greater than 36 inches down where injury can occur must have a secure railing system that will meet City code requirements.
- Window security bars (burglar bars) and security screen installations that do not meet the City code requirement for a quick release system.

### **Amenities**

- An existing amenity must be repaired or replaced when cited at an annual inspection.
- An amenity cannot be removed in place of repair.
- If an amenity is present, it must operate or perform as intended and designed by the manufacturer or installer.
- If it is considered in the rent reasonableness determination, it must be provided and operational continually through the term of the HAP contract.
- If the owner removes an amenity prior to an initial inspection, it must be clearly understood by the tenant and the inspector that the amenity will not be provided.

### **Electrical**

- All electrical wiring terminals must be secured properly and be enclosed in approved and contained terminal locations such as the service panel, outlets with covers or other approved junction boxes.
- Bare wires or wire connections not enclosed in approved boxes or otherwise in an approved manner will be "failed".