ORANGE COUNTY
Community Resources
Our Community. Our Commitment.

Orange County Housing Authority

1501 E. St. Andrew Place • Santa Ana, CA 92705
(714) 480-2700 • California Relay Service (800) 735-2929
http://www.ochousing.org

Inspection Checklist
(Owner)

Thank you for your interest in participating in the Housing Choice Voucher (HCV) program. For your reference, we have listed **some of the most common** reasons that cause a unit to fail Housing Quality Standards (HQS) inspections. You may use this list to conduct a walkthrough of your unit prior to the HQS inspection. Please be advised that the Orange County Housing Authority will not be able to enter into a Housing Assistance Payment (HAP) contract if the unit fails the HQS inspection. This listing is **not considered to be a complete list** of causes for HQS failure. It is just a point of reference that you can use prior to the HQS inspection.

- All ceilings, walls and floors must be strong, sturdy and in their permanent positions.
- A working smoke detector with a live battery must be installed on every level of the unit, including in the basement and outside of sleeping rooms. If the dwelling unit is occupied by any hearing-impaired person, smoke detectors must have an alarm system designed for hearing impaired persons as specified in NFPA 74 (or successor standards).
- The entire unit, both inside and outside, including window frames, must be free of cracking, scaling, chipping, and loose paint. This prevents exposure to possible lead-based paint hazards.
- Where there are four or more consecutive steps, handrails must be securely attached. This applies to both the interior and exterior of the unit.
- This unit must be free of roaches, rodents or any other infestations.
- The entire unit, interior and exterior, must be free from electrical hazards. There may be no loose, hanging, or exposed wires. All three-prong outlets must be wired correctly.
- Every room used for living must have either two working outlets or one working outlet and a permanently installed light fixture.
- All light switches and outlets must have secured plate undamaged covers installed.
- All windows and doors must be secure when closed, and weather tight.
- All windows and doors that are accessible from the outside must have working secure locks.
- Electrical fixtures and wiring must not pose a fire hazard.
- The bathroom must have either an openable window for ventilation or an exhaust fan.
- The hot water tank's pressure release valve must have a discharge line extending downward to six inches from the floor.
- Stove vents must have the appropriate "stove vent" duct tape.
- The water heater must be secured by two straps or anchors.
- Every room used for living must have an adequate heat source. If the source is gas, it must be vented to the outside. If the source is electric, it must be permanently installed and controlled by a separate thermostat.
- Every bedroom must have at least one openable window for ventilation.
- The unit must be free from any accumulation of garbage or debris, both inside and outside.
- Dryers in the unit or common areas must be free of lint.
- Clutter or storage of items near a heater or water heater is not acceptable.
- Multi-family owners must provide "refuse disposals;" facilities include trashcans with covers, garbage chutes or dumpsters with lids.
- Keyed locks on interior doors are not acceptable.
- There may be no cracks on power outlet sockets & cover plates.
- Bathrooms = tub & sink, must have a stopper.
- Carbon Monoxide Alarm must be installed.

SAMPLE