



Bloomington Housing Authority

Housing Quality Standards

Self-Inspection Checklist

Major Areas of Unit		Questions to Ask	Yes or No	Repairs needed
Mechanical Items	Electricity	1. Do all fixtures and outlets work (at least 2 outlets/room or one outlet and one light fixture/room)?		
		2. Is there lighting in the common hallways and porches?		
		3. Are all outlets, light switches and fuse boxes properly covered with no cracks or breaks in the cover plates/doors?		
		4. Are light/electrical fixtures securely fastened without any hanging or exposed wires?		
		5. Have you arranged for all utilities to be on the day of the inspection?		
	HVAC	6. Is there adequate heat in all living spaces?		
Plumbing	Bathroom	7. Is the toilet securely fastened with no leaks? Does it leak?		
		8. Sink - is there hot and cold running water? No stoppage or leaks?		
		9. Bathtub/Shower - Is there hot and cold running water? No stoppage or leaks?		
		10. Is the bathroom vented with either an exterior window or exhaust fan?		
		11. Is bathroom free of any sewer odor or drainage problems?		
	Kitchen	12. Sink - Is there hot and cold running water? No stoppage or leaks?		
		13. Stove - Do all burners work? If gas is there a hand-operated shut off valve?		
	Other	14. Is there hot water?		
		15. Does the water heater have a proper extension pipe from the TPR valve?		
		16. If radiators are present are they functioning and not leaking?		
Health and Safety	Wall Condition	17. Are walls free of air and moisture leaks? Are there any large holes or cracks?		
	Ceiling Condition	18. Are ceilings free of air and moisture leaks? Are there any large holes or cracks?		
	Floor Condition	19. Are floors free of weak spots or missing floor boards?		
		20. Are floors free of tripping hazards from loose flooring or covering?		
	Cabinetry/ Interior Doors	21. Are cabinets securely fastened to the wall?		
		22. Is there space for food preparation and storage?		
		23. Are all doors securely hung?		
	Security	24. Is there free and clear access to all exits?		
		25. Are there functioning locks on all exterior doors? If they have a deadbolt does it open with a key from the outside and a knob/latch from the inside?		
		26. Are exterior doors free from structural damage?		
		27. Do all windows have locks?		

	Health and Safety	28. Is there a working smoke alarm on each level of the unit?	
		29. Are smoke alarms installed on either the ceiling or no more than 7 inches from the ceiling?	
		30. Is the unit free of any evidence of infestation?	
		31. Is the unit free of excessive mildew or mold?	
Interior of Unit	Appliances	32. Do all burners on the stovetop work, does the oven work and are all knobs present?	
		33. Is the refrigerator/freezer working properly?	
		34. Is the refrigerator/freezer large enough for the family occupying the unit?	
Exterior of Unit	Windows	35. Is there at least one exterior window in each bedroom and in the living room?	
		36. Do windows open, close, stay up and lock properly?	
		37. Is the unit free of any cracked, broken or leaky windows?	
Exterior of Unit	Other	38. Is the roof free of leaks?	
		39. Are gutters firmly attached?	
		40. Are exterior surfaces in a condition to prevent moisture, leakage and rodent infestation?	
		41. Is chimney secure? Is flue tightly sealed with no gaps?	
		42. Is foundation sound?	
		43. Are openings around doors and windows weather-tight?	
		44. Are sidewalks free of tripping hazards?	
Common Areas	Stairways: Interior and Exterior	45. Are all handrails properly secured?	
		46. Is a handrail present when there are 4 or more consecutive steps?	
		47. Are stairs free of any loose, broken or missing steps?	
		48. Are Stairways free of any tripping hazards?	
		49. Are there secure railings on porches, balconies and landings 30" high or higher?	
		50. Are there proper exit signs?	
General		51. Is the interior and the exterior free of debris?	
		52. Units built before 1978. Interior and exterior of units with children under the age of six must be free of chipping, peeling, flaking chalking or cracking painted surfaces. This includes windows, window wells, door frames, walls, ceilings, porches, garages, fences or play equipment.	
		53. Is unit clean and ready for move-in?	
		54. Is the elevator certification current?	

Disclaimer: The criteria listed above is provided as a generalized checklist to determine if a unit is rent ready for Housing Choice Voucher Program participants. This checklist is to be used as a guide only as other items not listed may cause the unit to fail an HQS inspection. In addition, all city, county and state codes must be followed. For multi-unit properties and cooperatives, common areas are the responsibility of the property owner/manager.