Chicago Housing Authority Housing Choice Voucher Program

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# HQS Inspection Guidebook

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# HQS Inspection Guidebook

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# Introduction to Housing Quality Standards Inspections

# Purpose

The objective of the Housing Choice Voucher (HCV) Program is to assist low-income families in leasing (or purchasing) decent, safe and sanitary housing at an affordable cost. The Department of Housing and Urban Development (HUD), as authorized by law, developed Housing Quality Standards (HQS) that establish the minimum requirements housing must meet before assistance is provided under the HCV Program. These standards represent the minimum requirements for determining that the housing is safe and sanitary. The Chicago Housing Authority (CHA) is responsible for ensuring that each unit occupied by a HCV Program participant meets the HQS.

This Guidebook is a companion resource to other relevant HUD publications. The HQS inspection procedures herein are used when units are inspected under both the tenant-based and project-based voucher programs.
***Note: CHA is able to adopt a higher standard as long as it does not adversely affect accessibility to acceptable housing for participant families. And, although a CHA inspection is not a Code Enforcement inspection, some local codes (city, state and sanitary codes) will be instructive in arriving at a reasonable assessment of the unit and verifying its safe, decent and sanitary condition.***

# Statutory Requirements

Section 8(o) of the United States Housing Act of 1937 establishes the statutory framework for the Housing Quality Standards and inspection requirements.

Section 8(o)(8)(A) provides that:

> *"…for each dwelling unit for which a housing assistance payment contract is established under this subsection, the public housing agency shall inspect the unit before any assistance payment is made to determine whether the dwelling unit meets the housing quality standards…"*

Section 8(o)(8)(C) provides that:

> *"The determination required under subparagraph (A) shall be made by the public housing agency … pursuant to an [initial] inspection of the dwelling unit conducted before any assistance payment is made for the unit. Inspections of dwelling units under this subparagraph shall be made before the expiration of the 15-day period beginning upon a request by the resident or landlord to the public housing agency or, in the case of any public housing agency that provides assistance under this subsection on behalf of more than 1250 families, before the expiration of a reasonable period beginning upon such request. The performance of the agency in meeting the 15-day inspection deadline shall be taken into consideration in assessing the performance of the agency."*

Section 8(o)(8)(D) provides that:

> *"Each public housing agency providing assistance under this subsection ... shall, for each assisted dwelling unit, make inspections not less than biennially during the term of the housing assistance payments contract for the unit to determine whether the unit is maintained in accordance with the requirements under subparagraph (A). The public housing agency … shall retain the records of the inspection for a reasonable time ... and shall make the records available upon request to the Secretary, the Inspector General for the Department of Housing and Urban Development, and any auditor conducting an audit under section 1437c(h)."*

# Regulatory Requirements

The program regulations governing the Housing Quality Standards and inspection requirements for the HCV Program are published at 24 CFR 982, Subpart I. In addition, HUD periodically issues notices and memoranda clarifying HQS and inspection requirements.

# General HQS Requirements

The program regulations establish general "performance requirements" and "acceptability criteria" that housing assisted under the HCV Program must meet for the following areas:

- Sanitary facilities
- Food preparation and refuse disposal
- Space and security
- Thermal environment
- Illumination and electricity
- Structure and materials
- Interior air quality
- Water supply
- Lead-based paint
- Access
- Site and neighborhood
- Sanitary conditions
- Smoke detectors

This HQS Inspection Guidebook applies the performance requirements and acceptability criteria on a room by room basis, where applicable, in addition to the building exterior, heating and plumbing, and general health and safety of the unit.

# Inspections

There are several types of HQS inspections that are conducted for units assisted under the HCV Program. Specifically, the following types of inspections are conducted:

***Tenant-Based Voucher Program***

- Initial Inspections
- Regular Inspections
- Complaint Inspections
- Quality Control Inspections
- Re-Inspections
- 24-Hour Emergency Inspections

***Project-Based Voucher Program***

- Pre-HAP Contract Inspections
- Turnover Inspections
- Regular Inspections
- Complaint Inspections
- Quality Control Inspections
- Re-Inspections
- 24-Hour Emergency Inspections

# References

The following source materials used to develop this Guidebook provide additional guidance:

- Section 8(o)(8) of the United States Housing Act of 1937
- Regulations at 24 CFR 982, Section 8 Tenant-Based Assistance: Housing Choice Voucher Program, Subpart I, Dwelling Unit: Housing Quality Standards, Subsidy Standards, Inspection and Maintenance
- Regulations at 24 CFR 983, Project-Based Voucher (PBV) Program
- Regulations at 24 CFR 985, Section 8 Management Assessment Program
- Federal Register Notice (FR-3081-F-02), Smoke Detectors for HUD-Assisted or Insured Rental Housing and Public and Indian Housing
- Housing Inspection Manual: Section 8 Existing Housing Program, HUD 0004906
- Inspection Form: Housing Choice Voucher Program, Form HUD 52580-A (Long Form)
- Form HUD 52580-A, Inspection Form, Attachment B, Congregate Housing
- Form HUD 52580-A, Inspection Form, Attachment C, Independent Group Residence
- Inspection Checklist: HCV Program, Form HUD 52580 (Short Form)
- HCV Program Guidebook, Chapters 9 & 10, (HUD 7420.10g)
- PHA Enforcement of Section 8 Existing Housing Quality Standards (HUD Notice H 90-86 [HUD]), dated 12/11/90
- Implementation of the Fire Administration Authorization Act of 1992 (HUD Notice PIH 93-37), dated 7/27/93
- Suspension from Participation in All Government Programs: National Lead Detection Services, Inc. (HUD Notice PIH 94-23), dated 5/19/94
- Compliance with Housing Quality Standards under the Rental Voucher and Certificate Programs (HUD Notice PIH 94-31), dated 6/3/94
- Customer Survey of Section 8 Tenant-Based Program Participants (HUD Notice PIH 2000-02), dated 1/4/2000
- Notice PIH 2010-10 (HA) — HQS Inspections for the Housing Choice Voucher Program and Guidance Related to Electrical Outlets
- NFPA 72: National Fire Alarm and Signaling Code
- City of Chicago Building Code (**www.amlegal.com/codes/client/chicago_il**)
- Notice PIH 2017-13 (HA) — Guidance on HUD's Lead Safe Housing Rule Pertaining to Elevated Blood Lead Levels

# Notes

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# Managing the HQS Inspection Process

# Part 1: Overview

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**General**
This Guidebook provides information for use by CHA and its contractor's inspection supervisors and inspectors to manage the inspection process and inspecting units selected by HCV Program participants for lease or purchase under the HCV Program. It is also a reference tool for property owners/managers and staff as it provides current information on the inspection process, HQS requirements and CHA policies (including specific City Code requirements that are inspected).

The HQS apply to all housing types that are eligible for assistance under the HCV Program such as single-family housing, duplexes, row houses and townhouses, walk-up apartments, and apartments in high-rise elevator buildings. Regardless of the type of housing selected by the participant, the provisions of this HQS Inspection Guidebook apply to all aspects of the inspection process.

**Inspection Tools**
In addition to this Guidebook, CHA and its contractor's inspection staff must be familiar with the following HUD references:

***HUD Regulations***
The HQS regulations are published at 24 CFR 982, Subpart I. The regulations specify the general HQS requirements known as "performance requirements" and "acceptability criteria." The regulations also specify the type and frequency of inspections, property owner and participant responsibilities, and CHA responsibilities to enforce the HQS.

***HUD Inspection Manual***
The Housing Inspection Manual for the Section 8 Existing Housing Program provides detailed instructions for inspecting units and completing the HUD inspection forms. It also provides guidance in determining fail items versus "tenant preferences" and are left to the participant to decide acceptability.

This HQS Inspection Guidebook updates the HUD Inspection Manual for those critical areas like standards for smoke detectors and lead-based paint requirements.

***Inspection Forms***
There are two HUD-approved inspection forms: Form HUD 52580-A and the shorter version of this document, Form HUD 52580. This inspection checklist and related instructions are the basis for HQS inspections. CHA and its contractor utilize handheld devices to record inspection results and inspector notes. The data is used to generate the Form HUD 52580 Inspection Checklist through CHA's system of record, from which it may be printed.

***HCV Program Guidebook***
Chapter 10 of the HCV Program Guidebook (HUD 7420.10g) provides an overview of HQS as well as "performance standards" and "acceptability criteria" and some general discussion of the HQS inspection process and procedures.

**Responsibilities of Participating Parties**
The three parties participating in the HCV Program (i.e., CHA and its contractor, the owner of the unit and the HCV Program participant) have specific responsibilities to ensure initial and ongoing compliance with HQS. The following is a summary of each party's responsibilities for compliance with HQS:

***Chicago Housing Authority (and Its Contractors)***

- Ensuring that each unit in the HCV Program meets HQS requirements when the unit is initially leased with assistance under the Program.
- Ensuring that each unit in the HCV Program continues to meet the HQS requirements while a HAP Contract is in place.
- Conducting initial unit inspections, regular unit inspections, complaint inspections, quality control inspections and, if appropriate, re-inspecting units that failed a prior inspection.
- Informing the property owner and participant of inspection results and, as appropriate, any required repairs for compliance with HQS.
- Enforcing HQS by abating HAP to the property owner for periods of non-compliance with HQS requirements or terminating HAP Contracts with the property owner for failure to comply with HQS requirements.
- Enforcing HQS by terminating the assistance to the HCV Program participant for failure to comply with HQS requirements.

***Property Owner***

- Complying with the terms of the HAP Contract and lease.
- Maintaining units and ensuring HQS compliance while occupied by HCV Program participants under a HAP Contract.
- Facilitating CHA and its contractor's inspector access to units for the purposes of conducting inspections.
- Making repairs to units that failed HQS inspections within the 30-day period granted by CHA staff or its contractor, or within 24 hours of notification by CHA staff or its contractor for emergency fail items.
- Paying for any utilities for which the property owner is responsible.

***HCV Program Participant***

- Complying with the terms of the lease.
- Maintaining the unit in good condition to ensure that the unit complies with HQS requirements.
- Paying for any utilities for which the family is responsible.
- Maintaining any appliances (e.g., stove, refrigerator) that the family is required to provide in working condition.
- After reasonable notice, allowing the property owner entry to the unit for purposes of inspecting the property.
- Informing the property owner of any required repairs and, if necessary, allowing the property owner or the property owner's agent access to the unit to make the required repairs.
- After reasonable notice, allowing CHA or its contractor's inspector access to the unit to conduct periodic inspections.
- Providing a representative that is 18 years of age or older at the time of all inspections.

# Part 2: Inspections Department

**Inspection Types and Purpose**
There are several different types of inspections that are performed:

***Tenant-Based Voucher Program***

- Initial Inspections
  An initial HQS inspection is conducted by CHA staff or its contractor after a voucher holder under the tenant-based voucher program submits a Request for Tenancy Approval (RTA). CHA will NOT enter into a Housing Assistance Payment (HAP) Contract with the property owner until the unit is inspected and a determination is made that the unit complies with HQS.

  If, based on the initial inspection, the unit does not meet the HQS, CHA staff or its contractor must notify the property owner that the unit failed the inspection and is not eligible for assistance until specific repairs are made by the property owner. CHA staff or its contractor must notify the property owner of the HQS fail and the method for requesting a re-inspection.

  Previously passed initial inspections can be transferred to another voucher holder if the subsequent RTA is submitted within 30 days of the pass date. However, if the previous voucher holder has no children under six and the new voucher holder does, the initial inspection cannot be transferred.

- Regular Inspections
  A regular HQS inspection is conducted by CHA staff or its contractor at least biennially (once every two years) to determine that the unit remains in compliance with HQS.
  ***Note: For those units with a child under the age of six or that are owned by a property owner who is on CHA's Do Not Lease List, regular inspections are conducted annually.***

  If, based on the regular inspection, the unit does not meet the HQS, CHA staff or its contractor must notify the property owner and participant that the unit failed the inspection and is not eligible for continued assistance unless specific repairs are made by the property owner and/or participant within 30 calendar days, or within 24 hours of notification by CHA staff or its contractor for emergency fail items. CHA staff or its contractor must provide the property owner and participant with notification of the HQS fail items and a date for CHA staff or its contractor to re-inspect the unit. The property owner will be advised that if the property owner does not make the necessary repairs, CHA will stop payment to the property owner on the first of the month following the period for repairs. The participant will be advised that the participant's assistance may be terminated for not completing repairs assigned to the participant.

- Complaint Inspections
  HCV Program property owners or participants may request that CHA or its contractor conduct a complaint inspection because of a HQS fail item as identified by the Housing Quality Standards and CHA Administrative Plan, unless otherwise directed by the CHA.

  The party requesting the complaint inspection must be present for the inspection. A new inspection may be granted in circumstances outside of the party's control.

  The inspector will conduct the complaint inspection within 24 hours of receipt of the telephone call, fax or other CHA notification if any of the reported items are emergencies as defined on pages 23-24 of this Guidebook. Otherwise, the inspection will be scheduled within 10 business days.

- Quality Control Inspections
  CHA will perform quality control inspections to ascertain program compliance. For the most part, these inspections are conducted by CHA staff or its contractor's inspection supervisor or quality control inspector within 30 calendar days of the date the last inspection was

conducted. The purpose of these inspections is to determine that the HQS are uniformly applied and interpreted by all inspectors. Occasionally, quality control inspections are conducted by HUD field office staff, staff from the HUD Office of Inspector General, the Government Accountability Office, or CHA auditors to evaluate CHA staff or its contractor's compliance with HUD regulatory requirements.

If, based on the quality control inspection, the unit does not meet the HQS, CHA staff or its contractor must notify the property owner and participant that the unit failed the inspection and is not eligible for continued assistance unless specific repairs are made by the property owner and/or participant within 30 calendar days, or within 24 hours of notification by CHA staff or its contractor for emergency fail items. CHA staff or its contractor must provide the property owner and participant with notification of the HQS fail items and a date for CHA staff or its contractor to re-inspect the unit. The property owner will be advised that if the property owner does not make the necessary repairs, CHA will stop payment to the property owner on the first of the month following the period for repairs. The participant will be advised that the participant's assistance may be terminated for not completing repairs assigned to the participant.

- Re-Inspections
  A re-inspection must be conducted when a unit fails a HQS inspection to determine if all repairs have been completed and the unit is in compliance with HQS requirements.
  ***Note: With the exception of any found during initial inspections, property owners and participants are able to self-certify the repair of several minor HQS deficiencies (see page 131 of this Guidebook for a complete list). To download the form or view the most up-to-date list, visit* www.thecha.org/forms *and enter the keyword "self-certification" in your search.***

***Project-Based Voucher Program***

- Pre-HAP Contract Inspections
  A pre-HAP Contract HQS inspection is conducted by CHA staff or its contractor of all project-based voucher program units in a development before a HAP Contract is signed under the project-based voucher component of the HCV Program.

  If, based on the pre-HAP Contract inspection, any unit does not meet the HQS, CHA staff or its contractor must notify the property owner of the units that failed the inspection and indicate that CHA will not sign the HAP Contract until the repairs are made by the property owner for all the units in the project that will receive assistance under the project-based voucher program component. CHA staff or its contractor must provide the property owner with notification of the HQS fail items listed for each unit inspected and a date for CHA staff or its contractor to re-inspect the unit(s).

- Initial and Turnover Inspections
  An initial inspection is not required under the project-based voucher program component at the time the unit is first occupied, if the unit met the HQS requirements when the pre-HAP Contract inspection was conducted.

  A turnover HQS inspection is conducted by CHA staff or its inspector before housing assistance continues for the unit under a project-based voucher program HAP Contract when there is a turnover of occupancy and a new family moves into the vacated unit.

  If, based on the turnover inspection, the unit does not meet the HQS, CHA staff or its contractor must notify the property owner that the unit failed the inspection and is not eligible for continued assistance unless specific repairs are made by the property owner

within 30 calendar days. CHA staff or its contractor must provide the property owner with a copy of the inspection form or notification with the failed items listed that identifies the reasons that the unit failed and establish a date for CHA staff or its contractor to re-inspect the unit. The property owner is not eligible for vacancy payments if a unit does not comply with the HQS requirements. Furthermore, if the necessary repairs to correct HQS deficiencies are not completed within 90 days, CHA may reduce the number of units under the HAP Contract to remove any units that do not comply with HQS.

- Regular Inspections
  A regular HQS inspection is conducted by CHA staff or its contractor at least biennially (once every two years) to determine that the contract units and premises are maintained in compliance with HQS. In the case of units receiving assistance under the project-based voucher program component, CHA staff or its contractor will inspect a random sample of at least 20 percent of the units in each building to make this determination of HQS compliance.

  If more than 20 percent of the inspected units in any building fail, CHA staff or its contractor must inspect 100 percent of the units in each building that had more than a 20 percent fail rate.

  If, based on the regular inspection, any units do not meet the HQS, CHA staff or its contractor must notify the property owner of the units that failed the inspection and that the units are not eligible for continued assistance unless specific repairs are made by the property owner within 30 calendar days, or within 24 hours of notification by CHA staff or its contractor for emergency fail items. CHA staff or its contractor must provide the property owner with a copy of the inspection form or notification with the failed items listed for each unit inspected that identifies the reasons that the unit failed and establishes a date for CHA staff or its contractor to re-inspect the unit. CHA staff or its contractor must also notify the property owner that CHA will stop payment to the property owner on the first of the month following the end of the repair period.

- Complaint Inspections
  HCV Program property owners or participants may request that CHA or its contractor conduct a complaint inspection because of a HQS fail item as identified by the Housing Quality Standards and CHA Administrative Plan, unless otherwise directed by the CHA.

  CHA or its contractor will not schedule or perform a complaint inspection unless the party that requests the complaint inspection (property owner, property owner's agent or the participant) is present for the inspection. The contractor will not perform a follow-up inspection after a missed complaint inspection appointment. If the family requests an inspection and is not present, through no fault of their own, the family may request another inspection and the contractor will schedule a new complaint inspection.

  The inspector will conduct the complaint inspection within 24 hours of receipt of the telephone call, fax or other CHA notification if any of the reported items are emergencies as defined on pages 23-24 of this Guidebook. Otherwise, the inspection will be scheduled within 10 business days.

- Quality Control Inspections
  CHA will perform quality control inspections to ascertain program compliance. For the most part, these inspections are conducted by CHA staff or its contractor's inspection supervisor or quality control inspector within 30 calendar days of the date the last inspection was conducted.

  The purpose of these inspections is to determine that the HQS are uniformly applied and interpreted by all inspectors. Occasionally, quality control inspections are conducted by HUD field office staff, staff from the HUD Office of Inspector General, the Government Accountability Office, or CHA auditors to evaluate CHA staff or its contractor's compliance with HUD regulatory requirements.

If, based on the quality control inspection, the unit does not meet the HQS, CHA staff or its contractor must notify the property owner that the unit failed the inspection and is not eligible for continued assistance unless specific repairs are made by the property owner within a time frame as specified by CHA. CHA staff or its contractor must provide the property owner with a copy of the inspection form or notification with the failed items listed that identifies the reasons that the unit failed, establish a date for CHA staff or its contractor to re-inspect the unit, and advise the property owner that if the property owner does not make the necessary repairs, CHA will stop payment to the property owner on the first of the month following the period for repairs.

- Re-Inspections
  The Inspections Department should schedule one re-inspection of units that have failed the most recent HQS inspection to verify that the repairs were made within the required time frame. In instances where the inspector is unable to gain access to a unit, one re-inspection will be scheduled.

**Scheduling Inspections**

CHA staff or its contractor's Inspections Department should use the following guidance when scheduling inspections.

***Tenant-Based Voucher Program***

- Initial Inspections
  The Inspections Department should schedule initial HQS inspections for units that receive tenant-based assistance no later than 15 calendar days from the date the property owner's eligibility is approved by CHA staff or its contractor or the date the property owner indicates the unit is available for inspection, whichever is later. The inspector must complete the inspection within that 15-day period.
- Regular Inspections
  The Inspections Department should schedule regular HQS inspections for units receiving tenant-based assistance with sufficient lead time to ensure that the inspections are completed at least biennially (once every two years). Inspections will not be considered late if performed in the same month as the prior regular inspection.
- Complaint Inspections
  Upon the receipt of a complaint, the Inspections Department will schedule a complaint inspection within 24 hours for emergency items and within 10 business days for all other items.
- Quality Control Inspections
  At the request of CHA or its contractor's staff, the inspection scheduler should schedule quality control inspections by selecting a random sample of units under HAP Contract that were inspected by CHA staff or its contractor within the last 90 days. The random sample must meet the minimum sample size.

  In addition to drawing the sample from units that were inspected within the last 90 days, the Inspections Department must draw the sample to represent a cross section of neighborhoods, the work of a cross section of inspectors, and a cross section of units receiving assistance under the tenant-based voucher program component and the project-based voucher program component of the HCV Program.

- Re-Inspections
  The inspection scheduler should schedule one (1) re-inspection of a unit that failed the most recent HQS inspection to verify that the repairs were made within the required time frame. In instances where the inspector is unable to gain access to a unit, one (1) re-inspection will be scheduled.
  ***Note: The scheduling process is different for initial re-inspections. The property owner is solely responsible for contacting CHA to schedule a re-inspection once the HQS deficiencies from the initial inspection have been corrected.***

***Project-Based Voucher Program***

- Pre-HAP Contract Inspections
  The inspection scheduler must schedule inspections for all units that will receive assistance under the project-based voucher program before the HAP Contract is executed. The inspection schedule should include all the units in the building or development for the same day or week depending on the number of units in a building or development. The inspector must complete the inspections within the scheduled period.
- Turnover Inspections
  The inspection scheduler should schedule turnover HQS inspections for units that receive assistance under the project-based voucher program no later than 15 calendar days from the date a family is selected for assistance under the project-based voucher program or the date the property owner indicates the unit is available for inspection, whichever is later. The inspector must complete the inspection within that 15-day period.
- Regular Inspections
  CHA must inspect at least 20 percent of the units in each project within the time scheduled for these inspections.

  If more than 20 percent of the units inspected in any project fail the HQS inspection, the inspection scheduler must schedule an inspection for 100 percent of the units for each building in which more than 20 percent of the units failed the regular inspection.
- Complaint Inspections
  Upon receipt of a complaint, the Inspections Department will schedule a complaint inspection within 24 hours for emergency items and within 10 business days for all other items.
- Quality Control Inspections
  At the request of CHA or its contractor's staff, the inspection scheduler should schedule quality control inspections by selecting a random sample of units under HAP Contract that were inspected by CHA staff or its contractor within the last 90 days. The random sample must meet the minimum sample size.

  In addition to drawing the sample from units that were inspected within the last 90 days, the Inspections Department must draw the sample to represent a cross section of neighborhoods, the work of a cross section of inspectors, and a cross section of units receiving assistance under the tenant-based voucher program component and the project-based voucher program component of the HCV Program.
- Re-Inspections
  The Inspections Department should schedule one (1) re-inspection of units that failed the most recent HQS inspection to verify that the repairs were made within the required time frame.

# Part 3: Conducting Inspections

## Inspection Procedures

### *During the Inspection*

Inspectors will adhere to the following procedures when conducting HQS inspections:

- Verify that the participant listed on the inspection report resides in the unit (except for initial inspections).
- Conduct the inspection to determine if the unit meets the HQS requirements. Complete all information required in the Form HUD 52580 Inspection Report.
- Advise the property owner/manager and participant, if present, of the results of the inspection.
- If an emergency HQS violation is observed, notify the property owner/manager and participant that corrections must be made within 24 hours and a re-inspection will be conducted on the next business day.

### *Post-Inspection*

Inspections staff must adhere to the following procedures following completion of an inspection:

- For initial inspections, send a letter notifying the property owner of the result of the inspection, including any fail items requiring repair prior to HAP Contract execution. The letter will outline the process for obtaining inspection information online and the method for requesting a re-inspection when repairs have been completed. If the unit does not pass inspection within 14 days of the first fail, it shall be listed as "Do Not Lease" and the participant may be given new moving papers.
- For regular, quality control and complaint inspections, send a letter notifying the property owner and participant of the result of the inspection, including any fail items and any scheduled re-inspection, if required. The letter will include the time requirements for remedying any fail items as well as outline the process for obtaining inspection information online.
- For any "no show" inspection, send a letter notifying the property owner and participant that the inspector was unable to gain access to the unit and provide the date of the next inspection attempt. The letter will outline the process for obtaining inspection information online.
- For any failed re-inspection (not initial), send a letter notifying the property owner and participant that the unit will be placed in abatement and/or the participant's assistance will be terminated for non-compliance. The letter will outline the process for obtaining inspection information online.

## Inspection Form

The inspector must report the results of the inspection on the HUD-approved inspection form (Form HUD 52580-A), Inspection Checklist (Form HUD 52580), or in the handheld inspection device.

For each item numbered and for each inspection section on the inspection form or checklist, enter the inspection results for each item as pass, fail or, as applicable, inconclusive. Upon completing the unit inspection, the inspector must record the final result of the inspection.

*Pass*
If the inspector determines that an item is acceptable and meets all of the inspection criteria with no apparent defects or the conditions that exist are not serious enough to warrant a fail rating, the inspector will rate the item as pass. In making a determination as to whether the unit passes, the inspector will use sound judgment with respect to the applicability of the types of minor or moderate defects or problems that are not serious enough to warrant a fail rating described under the "CHA Guidance" for each inspection item. However, if the inspector observes such minor or moderate defects or problems, it is important that the inspector enter a brief description of the condition of the item in the comments section of the inspection form. The market analyst can use this information to document unit condition when establishing the reasonable rent for the unit, including the reasonableness of any rent increases. The inspector's comments are also important to document the unit in support of the pass rating in the event that subsequent quality control inspections are conducted by CHA inspection staff, or inspections are conducted in connection with audits performed by HUD field office staff or the HUD Office of Inspector General.

*Fail*
If any items on the inspection form are checked as fail, the unit fails HQS. It is important that the inspector enter a brief description of the specific conditions that caused the unit to fail in the comments section of the form. If the property owner or manager/management agent is present at the inspection, the inspector should clearly identify the HQS deficiency.

*Inconclusive*
Generally, the inconclusive rating is used in cases where the tenant is responsible for providing a stove and/or refrigerator and they are not present at the time of the inspection or, if the stove and refrigerator are present, that the gas or electricity are not turned on. It may also be used when the inspector is unable to gain access to the unit or certain portions of the unit, such as mechanical areas.

Each item that was rated inconclusive requires follow-up action by the inspector. If the participant and the property owner or manager/management agent is present at the inspection, the inspector must explain to them that they are required to notify the Inspections Department as soon as the item is in working condition.

**Inspection Fees**
There are no fees charged to the property owner for the first and second inspections. If additional inspections (third, fourth, etc.) are required, a $75.00 fee will be assessed prior to scheduling.

If a regular inspection fails and the inspector is unable to gain access to the unit, for any reason, during the scheduled re-inspection, the unit will automatically fail the re-inspection. A $75.00 fee will be required to schedule another inspection.

**Emergency HQS Fail Items**
CHA is required to notify property owners and participants whenever there are any emergency fail items in a unit occupied by a HCV Program participant at the time of a regular inspection, quality control inspection or complaint inspection. The property owner or participant is required to correct any emergency HQS fail items within 24 hours of the inspection. If the responsible party fails to make the necessary corrections, CHA will take the appropriate enforcement actions as identified on pages 28-30 of this Guidebook.

The following items are defined as emergency HQS fail items in the CHA Administrative Plan:

- Any property determined uninhabitable by a city agency, including those that are uninhabitable due to fire, flood or other natural disaster
- Any condition that jeopardizes the security of the unit (e.g., missing or broken locks on exterior doors)
- Major plumbing leaks, waterlogged ceiling or a floor in imminent danger of falling
- Natural or propane gas leaks or fuel oil leaks
- Any electrical problem or condition that could result in shock or fire
- A heating system (including cut-off of the utility used for heating) that is not capable of maintaining a minimum of 55 degrees Fahrenheit between September 15 and June 1
- Utilities (i.e., gas, electric or water) not in service
- Conditions that present the imminent likelihood of injury
- Unmovable obstacles that prevent safe entrance or exit from the unit
- Absence of a functioning toilet in the unit
- Backed-up sewer system in the unit
- Lack of at least one working smoke detector on each level of the unit
- Lack of a working carbon monoxide detector in an area with a fossil fuel burning system and on each level used for sleeping
- Fuel burning water heater or heating, ventilation, or cooling system with missing, damaged, improper, or misaligned chimney or venting

**Inspection Extensions**

When a unit fails a regular or quality control inspection, property owners typically have 30 days to correct the violation before their HAP is abated (exceptions include emergency deficiencies). However, there are instances in which CHA may grant an extension to make certain repairs. There are two types of inspection extensions — weather-related and non-weather related.

***Weather-Related Extensions***

Due to harsh weather between November 1 and March 31, property owners are often unable to correct certain exterior violations such as painting or masonry work. As a result, CHA may grant an extension to complete the repair without the loss of their HAP.

CHA considers weather-related extensions on a case-by-case basis and only if the:

- Exterior repair does not endanger the health or safety of the tenant.
- Unit does not have any other HQS violations.

If CHA grants an extension, abatement will not occur as long as all other repairs are completed. CHA then notifies the property owner of the weather-related extension allowance and their re-inspection date. If the exterior HQS violation is still present at the re-inspection, then abatement of the HAP will occur on the first day of the month following the re-inspection.

*Non-Weather Related Extensions*
On rare occasions, CHA may grant a non-weather related extension to complete a repair. The allowance of this type of extension only occurs when extraordinary circumstances exist that prevent the property owner from completing the repair (e.g., if the property owner is having difficulty receiving the parts or there is a delay by the utility provider). In these cases, the property owner must provide third-party documentation to CHA verifying the unique circumstances.

If granted, the property owner will have 60 days to correct the deficiency. If the repair is still not complete after the 60 days, abatement of the HAP will occur on the first day of the month following the re-inspection.

*Requesting an Inspection Extension*
A property owner must request an extension, in writing, using the Inspection Extension Request form that is available on the HCV Owner Portal and on CHA's website at **www.thecha.org/forms**. To process the request, the form must be submitted via email to **ownerinfo@thecha.org** or dropped off at one of CHA's Regional Offices.

CHA will respond in writing with either an approval or denial within five business days. If denied, the property owner has 30 days from the date that the inspection occurred to correct the problem or CHA will abate the HAP.

**Lead Safe Housing**
For units built before 1978 that are occupied or will be occupied by children under the age of six who have been identified as having an Elevated Blood Lead Level (EBLL), HUD requires the completion of specific steps by the property owner and Public Housing Authority (PHA) to ensure compliance with all of the lead safe housing rules. The following is a summary of the steps for which the property owner is responsible.

*Tenant-Based Voucher Program*

- Initial Notification of a Confirmed Case to HUD
  The HUD field office and the HUD Office of Lead Hazard Control and Healthy Homes must be notified of any EBLL case in a HCV Program unit within five business days. To expedite the process, property owners should notify the CHA of the case by emailing the specific case information and property address to **hcvpinspections@thecha.org**. CHA will then forward the notification to the two HUD offices.
- Initial Notification of the Public Health Department
  A property owner who is notified of an EBLL case by any medical health care professional other than the public health department must notify the public health department of the name and address of the child within five business days.
- Verification of the Case
  A property owner who receives information from a person who is not a medical health care provider that a case may have occurred should immediately report the information to the CHA via email at **hcvpinspections@thecha.org** for verification with the public health department.
- Control of Lead-Based Paint Hazards
  The property owner must complete the reduction of lead-based paint hazards in the unit and common areas servicing that unit that were identified by the environmental investigation conducted by CHA staff or its contractor within 30 calendar days, using a certified lead-based paint abatement firm or certified lead renovation firm. Work shall include occupant protection, and clearance of the unit and common areas by an independent certified risk assessor or a trained dust sampling technician working under the risk assessor in accordance with section 35.1340.

- Notification to Other Residents
  In a multi-unit property, the property owner must notify all residents of lead evaluation and hazard control activities.
- Ongoing Maintenance
  The property owner must maintain the unit to show no evidence of deteriorated paint if there is a child under the age of six in the family in accordance with sections 35.1220 and 35.1355(a).

| Activity — HCV Program Unit | Responsible Party | |
|---|---|---|
| | CHA | HCV Program Property Owner |
| Initial notification of confirmed case to HUD | * | ✓ |
| Initial notification of confirmed case to public health department, when necessary | | ✓ |
| Verification, when necessary | ✓ | * |
| Environmental Investigation | ✓ | |
| Lead Hazard Control | | ✓ |
| Clearance after work is completed | * | ✓ |
| Notification to other residents | | ✓ |
| Ongoing lead-based paint maintenance | | ✓ |
| Monitoring of property owner's compliance with lead safe housing rules and HQS | ✓ | |

** Collaboration between CHA and the HCV Program property owner may occur to ensure compliance.*

***Project-Based Voucher Program***

- Initial Notification of a Confirmed Case to HUD
  The HUD field office and the HUD Office of Lead Hazard Control and Healthy Homes must be notified of any EBLL case in a Project-Based Voucher (PBV) unit within five business days. To expedite the process, property owners should notify the CHA of the case by emailing the specific case information and property address to **hcvpinspections@thecha.org**. CHA will then forward the notification to the two HUD offices.
- Initial Notification of the Public Health Department
  A property owner who is notified of an EBLL case by any medical health care professional other than the public health department must notify the public health department of the name and address of the child within five business days.
- Verification of the Case
  A property owner who receives information from a person who is not a medical health care provider that a case may have occurred should immediately report the information to the public health department, asking that department to verify the information to determine whether the child has an EBLL.
- Environmental Investigation
  When an EBLL case is verified by the public health department, the property owner must conduct an environmental investigation of the child's unit and the common areas servicing that unit within 15 calendar days.

- Control of Lead-Based Paint Hazards
  The property owner must control (and clear) any lead-based paint hazards identified by the environmental investigation within 30 calendar days using a certified lead-based paint abatement firm or certified lead renovation firm, including having the unit and common area pass a post-work dust clearance exam in accordance with section 35.1340. In multi-unit properties, additional or alternative rules may also apply, depending on the test results of the other units. For more information about control of lead-based paint hazards in multi-unit properties, contact the PRA Department at **312-786-4056** or **pra@thecha.org**.
- Notification to Other Residents
  In a multi-unit property, the property owner must notify all residents of lead evaluation and hazard control activities.
- Follow-Up Notification
  The property owner must notify the HUD Field Office of the results of the environmental investigation and then of the lead hazard control work within 10 business days of the deadline for each activity.
- Ongoing Lead-Based Paint Maintenance
  After the work passes clearance, the property owner must ensure that the unit and common areas are maintained as lead-safe for continued occupancy, which includes no deteriorated paint or failed lead hazard control methods.
- Re-Evaluation
  If the PBV is for more than $5,000 per unit per year, the property owner must generally conduct periodic re-evaluations every two years, using a certified lead risk assessor, and respond to them. The re-evaluations shall be for: deteriorated paint surfaces (unless they are known not to be lead-based paint), and deteriorated or failed interim controls of lead-based paint hazards or encapsulation or enclosure treatments, dust lead hazards and soil lead hazards in newly bare soil.

| Activity — PBV Unit | Responsible Party | |
|---|---|---|
| | CHA | PBV Property Owner |
| Initial notification of confirmed case to HUD | * | ✓ |
| Initial notification of confirmed case to public health department, when necessary | | ✓ |
| Verification, when necessary | | ✓ |
| Environmental Investigation | * | ✓ |
| Lead Hazard Control | | ✓ |
| Clearance after work is completed | * | ✓ |
| Notification to other residents | | ✓ |
| Ongoing lead-based paint maintenance | | ✓ |
| Periodic re-evaluation and response, if >$5,000/unit/year | ✓ | ✓ |
| Monitoring of property owner's compliance with lead safe housing rules | ✓ | |

** Collaboration between CHA and the PBV property owner may occur to ensure compliance.*

# Part 4: HQS Non-Compliance

**Property Owner Suspension Guidelines**
Property owners who meet the following criteria will be issued a formal warning letter and be required to attend an upcoming CHA-HQS Training.

- Property owners with 20 HCV Program units or less: two (2) or more HAP Contract terminations due to HQS violations within a 12-month period.
- Property owners with 21+ HCV Program units: 10 percent or more of the property owner's HAP Contracts have been terminated due to HQS violations within a 12-month period.

After receiving the warning letter, property owners are not allowed to enter into any new HAP Contracts until they have attended a CHA-HQS Training.

If a property owner subsequently has a HAP Contract termination due to HQS violations within the next 12 months, they will be placed on the Owner Suspension List with a moratorium on new HAP Contracts for one (1) year and must attend a property management course offered through the Chicago Association of Realtors, Community Investment Corporation, Spanish Coalition for Housing or other CHA-approved organization.

If a property owner has met the requirements to be removed from the Owner Suspension List, but has additional HAP Contract terminations due to HQS violations during the suspension period, CHA will determine, on a case-by-case basis, if/when the property owner is removed from the Program. Factors considered include, but are not limited to:

- Change in property management company
- Recent HQS results
- Submission of an Improvement Plan

If CHA becomes aware of a property owner creating additional vendor IDs with the purpose of circumventing these guidelines, CHA reserves the right to place the owner on the Owner Suspension List.

**Termination of Housing Assistance Payment and Contracts**
CHA staff or its contractor is responsible for enforcing compliance with HQS by the property owner and HCV Program participant. After conducting a HQS inspection, CHA staff or its contractor must determine the party (property owner or HCV Program participant) responsible for the HQS violation and take the necessary steps to ensure that the HQS deficiency is corrected. If the property owner or HCV Program participant does not make the corrections within the time period specified by CHA staff or its contractor, CHA must stop making Housing Assistance Payments and, if appropriate, terminate the HAP Contract.

In addition, if the property owner or participant threatens or engages in, or allow guests to threaten or engage in, abusive or violent behavior or criminal activity toward CHA staff or its contractor, CHA may terminate the HAP Contract and/or voucher assistance for the family. Abusive or violent behavior includes verbal as well as physical actions. Use of racial epithets, or other language, written or oral, that is customarily used to intimidate may also be considered abusive or violent behavior. Threatening refers to oral or written threats or physical gestures that communicate intent to abuse or commit violence.

***Property Owner Non-Compliance***

In the case where property owners do not correct HQS violations on a timely basis, CHA staff or its contractor can take one of the following actions to enforce the property owner obligations under the HAP Contract:

- Abatement of Housing Assistance Payments

  CHA staff or its contractor notifies the property owner and the HCV Program participant that CHA is stopping Housing Assistance Payments as of a specified date because the property owner failed to make repairs to bring the unit into compliance with HQS. CHA stops Housing Assistance Payments after the expiration of the cure period, 24 hours for emergency items and 30 calendar days for non-emergency items. The abatement of payments continues until (1) the property owner makes the necessary repairs, or (2) the 60-day abatement period ends and the HAP Contract is terminated.

  CHA must not make any retroactive payment for the period that the unit was not in compliance with HQS. After the deficiencies are corrected, CHA must promptly resume the Housing Assistance Payments to the property owner. CHA should make a prorated payment to the property owner for the period beginning with the actual date the required work was verified as complete. If the property owner pays the $75.00 fee for another re-inspection and the unit passes the re-inspection, the abatement will be lifted retroactive to the date the fee was paid.

  Participants are required to continue making payments to the property owner for the participant's share of the rent during the abatement period.

- Termination of HAP Contract

  CHA notifies the property owner and the HCV Program participant that CHA is terminating the HAP Contract on a specified date. The CHA notice must indicate the contract is terminated because of the property owner's failure to make the necessary repairs to bring the unit into compliance with HQS.

  CHA must notify the HCV Program participant that CHA will issue a new voucher if the HCV Program participant is still eligible for assistance and the participant may search for a new unit. CHA will also advise the HCV Program participant that the HCV Program participant is responsible for paying the full amount of rent to the property owner if remaining in the unit. The HCV Program participant must provide the property owner a notice of intent to move as required by the existing lease, if deciding to move.

***HCV Program Participant Non-Compliance***

In the case where the HCV Program participant does not correct HQS violations assigned to the participant by the required date, CHA can take one of the following actions to enforce the participant's obligations under the HCV Program:

- Termination of Voucher Assistance

  CHA staff or its contractor notifies the property owner and the HCV Program participant that CHA intends to terminate the voucher assistance as of a specified date because the HCV Program participant failed to make repairs to bring the unit into compliance with HQS.

  The property owner may choose to make any required repairs that are the responsibility of the HCV Program participant. Alternatively, the property owner may initiate an eviction action against the HCV Program participant for a lease violation.

  If the property owner initiates an eviction action as a result of tenant caused damages (providing legal documentation to CHA), the eviction actions commence prior to the effective date of the termination of assistance, and the HCV Program participant continues to reside in the unit, CHA will continue to make Housing Assistance Payments to the property owner in accordance with the HAP Contract until the property owner has obtained a court judgment or other process allowing the property owner to evict the HCV Program participant. CHA may

continue such payments until the HCV Program participant moves from the unit or is evicted from the unit.

- Termination of HAP Contract
  CHA notifies the property owner and the HCV Program participant that CHA is terminating the HAP Contract on a specified date. The CHA notice must indicate the HAP Contract is terminated because of the HCV Program participant's failure to make the necessary repairs to bring the unit into compliance with HQS.

  CHA must also indicate that the participant has 30 calendar days to request an Informal Hearing concerning the proposed termination of the HAP and termination from the HCV Program for failing to comply with its Family Obligations under the Program.

# Notes

# Notes

CHA

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# Inspection Form: Sections 1-10

# Section 1: Living Room

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**1.0. Introduction and Overview**
This section provides the Housing Quality Standards (HQS) that must be met when inspecting a living room. This includes the HQS requirements and clarification of the inspection requirement for each HQS element in the living room.

***Note: At a minimum, a unit must have a living room, kitchen area and bathroom to qualify for assistance under the HCV Program. The unit must also have one bedroom or living/sleeping room for each two persons.***

1.1. Living room present. Is there a living room? If yes, inspect the living room to determine that the living room complies with the requirements stated in items 1.2 through 1.9.

1.2. Electricity. Are there at least two working outlets in the living room, or one working outlet and one working light fixture?

1.3. Electrical hazards. Is the room free of electrical hazards?

1.4. Security. Are all windows and doors that are accessible from the outside lockable?

1.5. Window condition. Is there at least one window and are all windows free of signs of severe deterioration or missing or broken out panes?

1.6. Ceiling condition. Is the ceiling sound and free of hazardous defects?

1.7. Wall condition. Are the walls sound and free of hazardous defects?

1.8. Floor condition. Is the floor sound and free of hazardous defects?

1.9. Lead-based paint. Are all interior surfaces either free of deteriorated paint (any interior paint or other coating that is peeling, chipping, chalking or cracking, or any paint or coating located on an interior surface or fixture that is otherwise damaged or separated from the substrate) or adequately treated and covered to prevent exposure of the occupants to lead-based paint hazards?

**1.1. Living Room Present**
Determine that a living room is present. If the unit is an efficiency unit, consider the living room present. Inspect the living room to determine that the living room complies with the HQS requirements stated in this section.

***Inspection Requirements***

- The unit has a living room.

***CHA Guidance***
In making the determination of whether the living room is present, the following guidance is provided:

- An efficiency apartment (living/sleeping room with a kitchen area designed into it) is considered a living room. An efficiency apartment requires a separate room for a bathroom.
- The unit must have at least one habitable room besides the kitchen and bathroom.
- If it is not clear which room is the living room, one of the rooms must be selected and inspected as a living room. The most suitable room probably would be the largest one and the one nearest to the entrance of the unit.

### 1.2. Electricity

Determine that there are at least two working outlets in the living room, or one working outlet and one working light fixture.

***Inspection Requirements***

- The living room has at least two working outlets containing one or more duplex receptacles or one working outlet containing one or more duplex receptacles and one working light fixture permanently mounted on the ceiling or wall.
- All outlets and all light fixtures permanently mounted on the ceiling or wall in the room are in working condition.
- The duplex receptacles are permanently installed in the baseboard, wall or floor of the room. Do not count special purpose outlets (e.g., a dedicated outlet for a window air conditioner).
- The receptacles designed as grounded receptacles (i.e., designed to accept three-prong plugs) are grounded.
- The light fixture is permanently installed. A permanently installed light fixture is a light fixture that is securely fastened to a ceiling or wall and is not movable (i.e., a light fixture designed to be hard wired).

***CHA Guidance***

- Inspect only the electric outlets located inside the unit in multi-family properties. It is not the inspector's responsibility to inspect outlets that are not located inside the unit, such as outlets in common areas, mechanical closets, hallways and stairways. However, outlets located on balconies attached to the units in multi-family properties must be inspected.
- All of the outlets and lights in a permanently installed light fixture must work. If the light does not work, check to be sure that the bulb is not burned out. A burned out bulb is acceptable.
- A working light fixture is not required if there are at least two working outlets containing one or more duplex receptacles.
- Table or floor lamps and ceiling or wall lamps plugged into an outlet or extension cord are not considered permanent light fixtures.
- Receptacles of the non-grounded type (i.e., designed to accept two-pronged plugs are acceptable even if the receptacles are not grounded. However, if a non-grounded receptacle is replaced with a ground fault circuit interrupter-type of receptacle and marked "No Equipment Ground" it is acceptable. If a non-grounded receptacle is replaced with a grounding-type receptacle where power is supplied through a ground fault circuit interrupter (GFCI) and is marked "GFCI Protected" and "No Equipment Ground" it is acceptable.
- If the electric service to the unit is temporarily disconnected, the inspector should note that the inspector cannot make a final determination. In the case of an initial inspection, check the status as inconclusive on the inspection form with the reason. In the case of all other inspections (e.g., regular or quality control), check fail and note that this is an emergency fail item.

- Low voltage wiring such as doorbell, thermostat, telephone, cable and Ethernet wiring that is exposed but not showing bare wire or positioned where it could cause injury by puncture or cutting of the residents of the unit if not covered shall be rated as a pass with comment in assessable areas of the unit or building. Low voltage power is power supplied from a transformer of 30 volts or less. The transformer steps down and converts 120 and 110 volt power to 30 volts or less thereby not causing an electrical shock hazard.

### 1.3. Electrical Hazards

Determine that the living room is free of electrical hazards.

***Inspection Requirements***

The living room is free of electrical hazards and none of the following conditions exist:

- There are no exposed electrical wires;
- No improper types of wiring, connections or insulation, (e.g., loose or improper wire connection to an outlet or improper splicing of wire(s) or reverse polarity);
- No wiring coated in rubber or plastic mounted (except sheathed in an approved surface mounted raceway) on the surface of the wall, ceiling or floor in a manner that allows abuse of the covered wiring;
- No missing cover plates on switches or outlets; and
- No light fixture hanging from an electric wire or cord with no other firm support.

***CHA Guidance***

- Non-metallic, sheathed wire that is surface mounted is acceptable if it is securely attached to the wall or ceiling and out of the way of traffic. For example, non-metallic, sheathed wire should never be located on or near a stair tread where repeated scuffing could damage the insulation.
- Electrical wiring that is sheathed in metal (e.g., BX-metal spiral or EMT metal tube encased wire) can be mounted on the surface and is acceptable regardless of location, but is not acceptable in wet areas.
- Electric cords under rugs or other floor coverings are an electrical hazard but are acceptable if the tenant is instructed to remove them from under rugs and secure them on door frames, walls or baseboards to remove any potential for fire.
- Electrical receptacles, switches and cover plates must be substantially intact with no missing pieces that create a visible hole of any size that completely penetrates the cover. Any scorched or melted section on an electrical receptacle, switch or cover plate is not acceptable and constitutes a fail deficiency. Cracks in a cover plate that result in holes, expose wires or electrical contacts, or prevent the screws from keeping the cover securely in place are not acceptable.
- Cracks and chipped pieces at the edge of the ground terminal on an electrical receptacle are acceptable providing there are no exposed wires or electrical contacts other than a grounding contact.
- Timer boxes are acceptable as long as the plastic cover is in place and installed in a secured manner that covers the wires and wire connections.

### 1.4. Security

Determine that all windows and doors that are accessible from the outside are lockable.

***Inspection Requirements***

- All doors accessible from the outside have a properly working lock.
- Locks on any dwelling unit, or building entrance or exit doors are not operated with skeleton keys.
- All dwelling unit entrance and exit doors have a single cylinder deadbolt (a deadbolt that does not require a key to be operated from the interior of the unit).
- Any windows that are accessible from the exterior of the unit have a properly working lock, are nailed shut, or are not designed to open.

***CHA Guidance***

- Accessible from the exterior of the unit relates to doors and windows that open to the outside or to a public hallway or lobby, windows that are less than six feet off the ground, and windows or doors leading onto a porch, fire escape, or other outside place that is reachable from the ground.
- The door lock to the dwelling unit is securely fastened to the door, and the lock "striker plate" is working and is fastened securely to the door frame so that a sharp blow could not dislodge the lock or striker plate.
- If the door frame or door jambs show signs of weakness and the door lock is in working condition, notify the property owner and participant of the fact that, although the condition is acceptable, this could result in future security problems.
- A strong chain lock alone is not adequate as a door lock and is not acceptable.
- An interior door (e.g., door on a bedroom or bathroom) that has a lock operated by a skeleton key is acceptable and is not considered a double deadbolt.
- Inspect the locking mechanism on the windows to make sure it works. If the locking mechanisms are loosely screwed into soft wood or the repairs are makeshift, the window lock likely will not hold and is not acceptable.
- Window locks such as sash locks, window pins or rods, or similar devices, are acceptable provided that the locking mechanism doesn't allow for opening the window from the exterior of the unit.
- Windows that are nailed shut are considered secure. However, the nailing shut of a window must not close an alternate means of egress from the building in case of fire and must not seriously decrease the air circulation in the unit. If the room is regularly used for sleeping, there is at least one window that opens.
- An entrance or exit door that has a lock operated by a skeleton key, regardless of a single cylinder deadbolt, is not acceptable. The skeleton key must be permanently disabled or removed.
- Unit entry/exit doors cannot be hollow core.
- Unit entry/exit door hinges cannot be exposed to the exterior (unless the inspector can determine that those hinges are specialty/tamper-proof hinges).

### 1.5. Window Condition

Determine that there is at least one window on an exterior wall in the living room and determine that all windows (including windows in any doors) in the living room are free of signs of severe deterioration or missing or broken panes.

***Inspection Requirements***

- The living room must have at least one window that opens to the exterior of the unit. However, those windows that are not designed to open will not be required to open.
- Window(s) are free of severe deterioration and have the capacity to keep out elements.
- Window(s) must not have missing or broken out panes of glass or dangerously loose cracked panes of glass.
- Window(s) must close and form a reasonably tight seal.
- Panes of glass must not present a cutting hazard.

***CHA Guidance***

- All window panes and glass block windows must be free of holes. Holes in double-paned windows or glass block are acceptable if the window is still weather tight, does not permit vermin infestation, and does not present a cutting hazard.
- The use of silicone or caulk may be an acceptable repair for minor cracks on glass block windows.
- The use of silicone or caulk may be an acceptable repair for minor cracks on window panes provided there is only one crack present, that the crack does not extend over three inches long, and that the crack starts on a rail/muntin bar/stile and ends on an adjacent rail/muntin bar/stile.
- Windows that are sticky or difficult to open are acceptable provided that the window is not the only alternate means of egress from the building in case of fire.
- For purposes of this element, a skylight is considered a window and is rated like other windows.
- In some cases, the use of weather stripping can make a window that is severely deteriorated weather tight. If this was done and the window is now weather tight, the window is acceptable.
- Storm windows, storm doors and screens are not required. However, they must be in a safe condition if present.
- All windows, designed to open, must be able to stay open without additional props or support.

### 1.6. Ceiling Condition

Determine that the ceiling is sound and free of hazardous defects.

***Inspection Requirements***

- The ceiling is sound and free of hazardous defects.
- The ceiling does not show evidence of severe bulging or buckling, missing parts, falling or in danger of falling, or loose surface materials other than paint (see item 1.9, Lead-Based Paint).
- The ceiling does not show serious defects or signs of severe water leaks that present a potential for structural collapse.
- The ceiling is free of large cracks that would allow significant drafts to enter the unit.
- There are no holes in the ceiling or missing ceiling tiles.

*CHA Guidance*

- If the ceiling is basically sound with some non-hazardous defects, it is acceptable. Conditions that are considered non-hazardous defects include nail holes or small cracks, minor crumbling of plaster, water stains where there is no evidence to indicate that the plaster has become separated from the substrate, dirty surfaces, peeling paint, and unpainted surfaces. If paint is peeling, see item 1.9, Lead-Based Paint.
- It is not necessary that surfaces are freshly painted. Cosmetic defects such as the color of paint, soiled paint, and soiled, torn or stained wallpaper are acceptable.

**1.7. Wall Condition**

Determine that the walls are sound and free of hazardous defects.

*Inspection Requirements*

- The walls are sound and free of hazardous defects.
- The walls do not show evidence of severe buckling, bulging, leaning, or damaged or loose structural members, and the structural safety of the building is not threatened.
- The walls are free of large cracks that would allow air infiltration to the unit.

*CHA Guidance*

- Holes and gaps larger than 8 inches by 11 inches are not acceptable.

  Exception: If the hole or gap is smaller than 8 inches by 11 inches and a draft is present, the hole or gap is not acceptable.

  Exception: A hole or gap in the wall of any size that penetrates to the exterior is not acceptable.

  Exception: In areas where infestation is present, a hole of any size is not acceptable.
- Nail holes in the wall are acceptable.
- If the walls are basically sound with some non-hazardous defects, it is acceptable. Conditions that are considered non-hazardous defects include nail holes, loose or missing parts, peeling wallpaper, and unpainted surfaces. If paint is peeling, see item 1.9, Lead-Based Paint.
- When evaluating the condition of the walls, make sure to examine all of the walls. If all of the walls in the living room meet the above standard, the walls are acceptable.
- It is not necessary that surfaces are freshly painted. Cosmetic defects such as the color of paint, soiled paint, and soiled, torn or stained wallpaper are acceptable.

**1.8. Floor Condition**

Determine that the floor is sound and free of hazardous defects.

*Inspection Requirements*

- The floor is sound and free of hazardous defects.
- The floor does not show evidence of severe buckling, sagging, or major movements under walking stress, or damaged or missing parts (e.g., missing floor boards) and is not in danger of structural collapse.

- The floor is free of any threats to safety (e.g., tripping hazards).
- The floor is free of large cracks that allow substantial drafts or vermin to enter from below the floor.
- There are no holes in the floor.

***CHA Guidance***

- An unleveled floor that is firm is acceptable.
- Permanent floor coverings (e.g., linoleum, vinyl sheet products and wall-to-wall carpet) that are worn or loose are acceptable if they do not present a serious tripping hazard.
- Loose floor tiles or floor boards are acceptable if they do not present a serious tripping hazard.
- If the serious tripping hazard is not a part of the permanent floor covering (e.g., rug supplied by tenant, children's toys) the floor condition is acceptable provided that this condition is brought to the tenant's attention.
- Extension cords and TV coaxial cable that are not a permanent part of the floor are not considered tripping hazards and are acceptable but the inspector must advise the tenant to secure them outside of traffic areas (e.g., door frames, walls or baseboards).
- The following types of conditions are acceptable: significant scuffing, marring or scratches in the floor finish or other floor coverings; minor damage to a linoleum or parquet floor; damage to floor coverings which, if allowed to continue, might become a tripping hazard to the occupant (but currently is not a tripping hazard); and soiled floor coverings.
- Cracked tile is acceptable if it does not create a cutting or tripping hazard.

**1.9. Lead-Based Paint**

Determine that all interior surfaces are either free of deteriorated paint or adequately treated and covered to prevent exposure of the occupants to lead-based paint hazards. Deteriorated paint means any interior paint or other coating that is peeling, chipping, chalking or cracking, or any paint or coating located on an interior surface or fixture that is otherwise damaged or separated from the substrate.

***Inspection Requirements***

The following types of units are exempt and do not require inspection for lead-based paint hazards:

- Units built after December 31, 1977;
- Efficiency or zero-bedroom units and single room occupancy units;
- Housing units specifically built for the elderly or persons with disabilities, unless a child under the age of six resides or is expected to reside in the unit;
- Housing units inspected after September 15, 2000, in accordance with the new lead-based paint regulations, and received clearance from a certified risk assessor that the unit does not contain lead; and
- Housing units in which all lead-based paint was identified and removed, and received clearance from a certified risk assessor that the unit does not contain lead.

For units built before 1978 that are occupied or will be occupied by children under the age of six:

- The visual assessment indicates there is no deteriorated paint in the living room. Deteriorated paint means any interior paint or other coating that is peeling, chipping, chalking or cracking, or any paint or coating located on an interior surface or fixture that is otherwise damaged or separated from the substrate; and

- The visual assessment indicates there is no visible dust, paint chips or other debris and residue in the living room as part of a risk assessment or clearance examination.

For units built before 1978 that are occupied or will be occupied by children under the age of six with an identified Elevated Blood Lead Level (EBLL):

- The risk assessment indicates that there are no lead-based paint hazards; and
- The clearance examination conducted, following lead-based paint hazard reduction activities, indicates that the hazard reduction activities are complete and that no settled dust-lead hazards exist in the living room. The clearance process includes a visual assessment and collection and analysis of environmental samples.

***CHA Guidance***

- For units built before 1978 that are occupied or will be occupied by children under the age of six, the property owner must correct all deteriorated paint. Safe work practices are not required if the total area of paint surfaces being disturbed is no more than *de minimis* exemption levels of two square feet in any one interior room or space, or 10 percent of the total surface area on an interior component with a small surface area, such as window sills, baseboards and other trim.
- For units built before 1978 that are occupied or will be occupied by children under the age of six with an identified EBLL, the PHA must complete a risk assessment within 15 days of notification by a public health department or other medical care provider of an EBLL child, and immediately provide the risk assessment report to the property owner.
- It is CHA's practice to coordinate with the Chicago Department of Public Health (CDPH) and to rely upon risk assessments completed by CDPH to meet this requirement.

# Section 2: Kitchen

**2.0. Introduction and Overview**
This section provides the Housing Quality Standards (HQS) that must be met when inspecting a kitchen. This includes the HQS requirements and clarification of the inspection requirement for each HQS element in the kitchen.

***Note: At a minimum, a unit must have a living room, kitchen area and bathroom to qualify for assistance under the HCV Program. The unit must also have one bedroom or living/sleeping room for each two persons.***

2.1. Kitchen area present. Is there a kitchen? If yes, inspect the kitchen to determine that the kitchen complies with the requirements stated in items 2.2 through 2.13.

2.2. Electricity. Is there at least one working outlet and one working permanent light fixture?

2.3. Electrical hazards. Is the room free of electrical hazards?

2.4. Security. Are all windows and doors that are accessible from the outside lockable?

2.5. Window condition. A window is not required in the kitchen. If there is a window in the kitchen, is the window(s) free of signs of severe deterioration or missing or broken out panes?

2.6. Ceiling condition. Is the ceiling sound and free of hazardous defects?

2.7. Wall condition. Are the walls sound and free of hazardous defects?

2.8. Floor condition. Is the floor sound and free of hazardous defects?

2.9. Lead-based paint. Are all interior surfaces either free of deteriorated paint (any interior paint or other coating that is peeling, chipping, chalking or cracking, or any paint or coating located on an interior surface or fixture that is otherwise damaged or separated from the substrate) or adequately treated and covered to prevent exposure of the occupants to lead-based paint hazards?

2.10. Stove or range. Is there a working oven and a stove (or range) with top burners that work?

2.11. Refrigerator. Is there a refrigerator that works and maintains a temperature low enough so that food does not spoil over a reasonable period of time?

2.12. Sink. Is there a kitchen sink that works with hot and cold running water?

2.13. Space for storage and preparation of food. Is there a space to store and prepare food?

**2.1. Kitchen Area Present**
Inspect the unit to determine that a kitchen is present. Inspect the kitchen to determine that the kitchen complies with the HQS requirements stated in this section.

***Inspection Requirements***

- The unit has a kitchen that contains a kitchen sink, refrigerator, oven, and stove or range.

***CHA Guidance***
In making the determination of whether or not the kitchen is present, the following guidance is provided:

- The unit must have a kitchen.
- An efficiency apartment (living/sleeping room with a kitchen area designed into it) is considered a kitchen.
- It is acceptable for the refrigerator to be located in the back hall or in a pantry.
- A kitchen vent is not required.

- All permanently installed appliances that are not required to operate under HQS must not pose a hazard if present but not functioning.

**2.2. Electricity**

Determine that there is at least one working outlet and one working permanent light fixture in the kitchen.

***Inspection Requirements***

- The kitchen has at least one working outlet containing one or more duplex receptacles and one working light fixture permanently mounted on the ceiling or wall.
- All outlets and all light fixtures permanently mounted on the ceiling or wall in the room are in working condition.
- The duplex receptacles are permanently installed in the baseboard, wall or floor of the room. Do not count special purpose outlets (e.g., a dedicated outlet for a window air conditioner).
- The receptacles designed as grounded receptacles (i.e., designed to accept three-prong plugs) are grounded.
- The light fixture is permanently installed. A permanently installed light fixture is a light fixture that is securely fastened to a ceiling or wall and is not movable (i.e., a light fixture designed to be hard wired).

***CHA Guidance***

- Inspect only the electric outlets located inside the unit in multi-family properties. It is not the inspector's responsibility to inspect outlets that are not located inside the unit, such as outlets in common areas, mechanical closets, hallways and stairways. However, outlets located on balconies attached to the units in multi-family properties must be inspected.
- All of the outlets and lights in a permanently installed light fixture must work.
- A light in the range hood is not considered a permanent light fixture.
- Table or floor lamps and ceiling or wall lamps plugged into an outlet or extension cords are not considered permanent light fixtures.
- Receptacles of the non-grounded type (i.e., designed to accept two-pronged plugs) are acceptable even if the receptacles are not grounded. However, if a non-grounded receptacle is replaced with a ground fault circuit interrupter-type of receptacle and marked "No Equipment Ground" it is acceptable. If a non-grounded receptacle is replaced with a grounding type receptacle where power is supplied through a ground fault circuit interrupter (GFCI) and is marked "GFCI Protected" and "No Equipment Ground" it is acceptable.
- If the electric service to the unit is temporarily disconnected, the inspector should note that the inspector cannot make a final determination. In the case of an initial inspection, check the status as inconclusive on the inspection form with the reason. In the case of all other inspections (e.g., regular or quality control), check fail and note that this is an emergency fail item.

- Low voltage wiring such as doorbell, thermostat, telephone, cable and Ethernet wiring that is exposed but not showing bare wire or positioned where it could cause injury by puncture or cutting of the residents of the unit if not covered shall be rated as a pass with comment in assessable areas of the unit or building. Low voltage power is power supplied from a transformer of 30 volts or less. The transformer steps down and converts 120 and 110 volt power to 30 volts or less, thereby not causing an electrical shock hazard.

### 2.3. Electrical Hazards

Determine that the kitchen is free of electrical hazards.

***Inspection Requirements***

The kitchen is free of electrical hazards and none of the following conditions exist:

- There are no exposed electrical wires;
- No improper types of wiring, connections or insulation, (e.g., loose or improper wire connection to an outlet or improper splicing of wire(s) or reverse polarity);
- No wiring coated in rubber or plastic mounted (except sheathed in an approved surface mounted raceway) on the surface of the wall, ceiling or floor in a manner that allows abuse of the covered wiring;
- No missing cover plates on switches or outlets;
- No light fixture hanging from an electric wire or cord with no other firm support; and
- The electrical outlets in the kitchen are not located in areas where water can splash or collect on the outlet.

***CHA Guidance***

- Non-metallic, sheathed wire that is surface mounted is acceptable if it is securely attached to the wall or ceiling and out of the way of traffic. For example, non-metallic, sheathed wire should never be located on or near a stair tread where repeated scuffing could damage the insulation.
- Electrical wiring that is sheathed in metal (e.g., BX-metal spiral or EMT metal tube encased wire) can be mounted on the surface and is acceptable regardless of location, but is not acceptable in wet areas.
- Electric cords under rugs or other floor coverings are an electrical hazard but are acceptable if the tenant is instructed to remove them from under rugs and secure them on door frames, walls or baseboards to remove any potential for fire.
- Electrical receptacles, switches and cover plates must be substantially intact with no missing pieces that create a visible hole of any size that completely penetrates the cover. Any scorched or melted section on an electrical receptacle, switch or cover plate is not acceptable and constitutes a fail deficiency. Cracks in a cover plate that result in holes, expose wires or electrical contacts, or prevent the screws from keeping the cover securely in place are not acceptable.
- Cracks and chipped pieces at the edge of the ground terminal on an electrical receptacle are acceptable providing there are no exposed wires or electrical contacts other than a grounding contact.
- Timer boxes are acceptable as long as the plastic cover is in place and installed in a secured manner that covers the wires and wire connections.
- Exposed coated and sheathed wires are acceptable under a range hood at the light.
- Non-GFCI outlets within 18 inches of a water source are unacceptable.

### 2.4. Security

Determine that all windows and doors that are accessible from the outside are lockable.

***Inspection Requirements***

- All doors accessible from the outside have a properly working lock.
- Locks on any dwelling unit, or building entrance or exit doors are not operated with skeleton keys.
- All dwelling unit entrance and exit doors have a single cylinder deadbolt (a deadbolt that does not require a key to be operated from the interior of the unit).
- Any windows that are accessible from the exterior of the unit have a properly working lock, are nailed shut, or are not designed to open.

***CHA Guidance***

- Accessible from the exterior of the unit relates to doors and windows that open to the outside or to a public hallway or lobby, windows that are less than six feet off the ground, and windows or doors leading onto a porch, fire escape, or other outside place that is reachable from the ground.
- The door lock to the dwelling unit is securely fastened to the door, and the lock "striker plate" is working and is fastened securely to the door frame so that a sharp blow could not dislodge the lock or striker plate.
- If the door frame or door jamb shows signs of weakness and the door lock is in working condition, notify the property owner and participant of the fact that, although the condition is acceptable, this could result in future security problems.
- A strong chain lock alone is not adequate as a door lock and is not acceptable.
- An interior door (e.g., door on a bedroom or bathroom) that has a lock operated by a skeleton key is acceptable and is not considered a double deadbolt.
- Inspect the locking mechanism on the windows to make sure it works. If the locking mechanisms are loosely screwed into soft wood or the repairs are makeshift, the window lock likely will not hold and is not acceptable.
- Window locks such as sash locks, window pins or rods, or similar devices, are acceptable provided that the locking mechanism doesn't allow for opening the window from the exterior of the unit.
- Windows that are nailed shut are considered secure. However, the nailing shut of a window must not close an alternate means of egress from the building in case of fire, and must not seriously decrease the air circulation in the unit.
- Unit entry/exit doors cannot be hollow core.
- Unit entry/exit door hinges cannot be exposed to the exterior (unless the inspector can determine that those hinges are specialty/tamper-proof hinges).

### 2.5. Window Condition

A window is not required in the kitchen. If there is a window(s) in the kitchen, determine that the window(s) (including windows in doors) is free of signs of severe deterioration or missing or broken out panes.

*Inspection Requirements*

- A window is not required in the kitchen.
- Window(s) are free of severe deterioration and have the capacity to keep out elements.
- Window(s) must not have missing or broken out panes of glass or dangerously loose cracked panes of glass.
- Window(s) must close and form a reasonably tight seal.
- Panes of glass must not present a cutting hazard.

*CHA Guidance*

- All window panes and glass block windows must be free of holes. Holes in double-paned windows or glass block are acceptable if the window is still weather tight, does not permit vermin infestation, and does not present a cutting hazard.
- The use of silicone or caulk may be an acceptable repair for minor cracks on glass block windows.
- The use of silicone or caulk may be an acceptable repair for minor cracks on window panes, provided there is only one crack present, that the crack does not extend over three inches long, and that the crack starts on a rail/muntin bar/stile and ends on an adjacent rail/muntin bar/stile.
- Windows that are sticky or difficult to open are acceptable provided that the window is not the only alternate means of egress from the building in case of fire.
- For purposes of this element, a skylight is considered a window and is rated like other windows.
- In some cases, the use of weather stripping can make a window that is severely deteriorated weather tight. If this was done and the window is now weather tight, the window is acceptable.
- Storm windows, storm doors and screens are not required. However, they must be in good condition if present.
- All windows, designed to open, must be able to stay open without additional props or support.

**2.6. Ceiling Condition**

Determine that the ceiling is sound and free of hazardous defects.

*Inspection Requirements*

- The ceiling is sound and free of hazardous defects.
- The ceiling does not show evidence of severe bulging or buckling, missing parts, falling or in danger of falling, or loose surface materials other than paint (see item 2.9, Lead-Based Paint).
- The ceiling does not show serious defects or signs of severe water leaks that present a potential for structural collapse.
- The ceiling is free of large cracks that would allow significant drafts to enter the unit.
- There are no holes in the ceiling or missing ceiling tiles.

*CHA Guidance*

- If the ceiling is basically sound with some non-hazardous defects, it is acceptable. Conditions that are considered non-hazardous defects include nail holes or small cracks, minor crumbling of plaster, water stains where there is no evidence to indicate that the plaster has

become separated from the substrate, dirty surfaces, peeling paint, and unpainted surfaces. If paint is peeling, see item 2.9, Lead-Based Paint.

- It is not necessary that surfaces are freshly painted. Cosmetic defects such as the color of paint, soiled paint, and soiled, torn or stained wallpaper are acceptable.

**2.7. Wall Condition**

Determine that the walls are sound and free of hazardous defects.

***Inspection Requirements***

- The walls are sound and free of hazardous defects.
- The walls do not show evidence of severe buckling, bulging, leaning, or damaged or loose structural members, and the structural safety of the building is not threatened.
- The walls are free of large cracks that would allow air infiltration to the unit.

***CHA Guidance***

- Holes and gaps larger than 8 inches by 11 inches are not acceptable.

  Exception: If the hole or gap is smaller than 8 inches by 11 inches and a draft is present, the hole or gap is not acceptable.

  Exception: A hole or gap in the wall of any size that penetrates to the exterior is not acceptable.

  Exception: In areas where infestation is present, a hole of any size is not acceptable.
- Nail holes in the wall are acceptable.
- If the walls are basically sound with some non-hazardous defects, it is acceptable. Conditions that are considered non-hazardous defects include nail holes, loose or missing parts, peeling wallpaper, and unpainted surfaces. If paint is peeling, see item 2.9, Lead-Based Paint.
- When evaluating the condition of the walls, make sure to examine all of the walls. If all of the walls in the kitchen meet the above standard, the walls are acceptable.
- It is not necessary that surfaces are freshly painted. Cosmetic defects such as the color of paint, soiled paint, and soiled, torn or stained wallpaper are acceptable.

**2.8. Floor Condition**

Determine that the floor is sound and free of hazardous defects.

***Inspection Requirements***

- The floor is sound and free of hazardous defects.
- The floor does not show evidence of severe buckling, sagging, or major movements under walking stress, or damaged or missing parts (e.g., missing floor boards) and is not in danger of structural collapse.
- The floor is free of any threats to safety (e.g., tripping hazards).
- The floor is free of large cracks that allow substantial drafts or vermin to enter from below the floor.
- There are no holes in the floor.

*CHA Guidance*

- An unleveled floor that is firm is acceptable.
- Permanent floor coverings (e.g., linoleum, vinyl sheet products and wall-to-wall carpet) that are worn or loose are acceptable if they do not present a serious tripping hazard.
- Loose floor tiles or floor boards are acceptable if they do not present a serious tripping hazard.
- If the serious tripping hazard is not a part of the permanent floor covering (e.g., rug supplied by tenant, children's toys) the floor condition is acceptable provided that this condition is brought to the tenant's attention.
- Extension cords and TV coaxial cable that are not a permanent part of the floor are not considered tripping hazards and are acceptable but the inspector must advise the tenant to secure them outside of traffic areas (e.g., door frames, walls or baseboards).
- The following types of conditions are acceptable: significant scuffing, marring or scratches in the floor finish or other floor coverings; minor damage to a linoleum or parquet floor; damage to floor coverings which, if allowed to continue, might become a tripping hazard to the occupant (but is not now a tripping hazard); and soiled floor coverings.
- Cracked tile is acceptable if it does not create a cutting or tripping hazard.

**2.9. Lead-Based Paint**

Determine that all interior surfaces are either free of deteriorated paint (any interior paint or other coating that is peeling, chipping, chalking or cracking, or any paint or coating located on an interior surface or fixture that is otherwise damaged or separated from the substrate) or adequately treated and covered to prevent exposure of the occupants to lead-based paint hazards.

***Inspection Requirements***

The following types of units are exempt and do not require inspection for lead-based paint hazards:

- Units built after December 31, 1977;
- Efficiency or zero-bedroom units and single room occupancy units;
- Housing units specifically built for the elderly or persons with disabilities, unless a child under the age of six resides or is expected to reside in the unit;
- Housing units inspected after September 15, 2000, in accordance with the new lead-based paint regulations, and received clearance from a certified risk assessor that the unit does not contain lead; and
- Housing units in which all lead-based paint was identified and removed, and received clearance from a certified risk assessor that the unit does not contain lead.

For units built before 1978 that are occupied or will be occupied by children under the age of six:

- The visual assessment indicates there is no deteriorated paint in the kitchen. Deteriorated paint means any interior paint or other coating that is peeling, chipping, chalking or cracking, or any paint or coating located on an interior surface or fixture that is otherwise damaged or separated from the substrate; and
- The visual assessment indicates there is no visible dust, paint chips or other debris and residue in the kitchen as part of a risk assessment or clearance examination.

For units built before 1978 that are occupied or will be occupied by children under the age of six with an identified Elevated Blood Lead Level (EBLL):

- The risk assessment indicates that there are no lead-based paint hazards; and

- The clearance examination conducted, following lead-based paint hazard reduction activities, indicates that the hazard reduction activities are complete and that no settled dust-lead hazards exist in the kitchen. The clearance process includes a visual assessment and collection and analysis of environmental samples.

***CHA Guidance***

- For units built before 1978 that are occupied or will be occupied by children under the age of six, the property owner must correct all deteriorated paint. Safe work practices are not required if the total area of paint surfaces being disturbed is no more than *de minimis* exemption levels of two square feet in any one interior room or space, or 10 percent of the total surface area on an interior component with a small surface area, such as window sills, baseboards and other trim.
- For units built before 1978 that are occupied or will be occupied by children under the age of six with an identified EBLL, the PHA must complete a risk assessment within 15 days of notification by a public health department or other medical care provider of an EBLL child, and immediately provide the risk assessment report to the property owner.
- It is CHA's practice to coordinate with the Chicago Department of Public Health (CDPH) and to rely upon risk assessments completed by CDPH to meet this requirement.

**2.10. Stove or Range**

Determine that there is a working oven and a stove (or range) with top burners that work.

***Inspection Requirements***

- The kitchen contains an oven and a stove or range in proper working condition and of appropriate size for the family.
- The burners on the stove or range are in working order and the knobs to turn the burners on and off are present.
- The oven provides sufficient heat to cook food.
- There are no hazardous gas hook-ups. If the stove is not installed, the gas line must have a gas cap.

***CHA Guidance***

- Determine the party (property owner or tenant) responsible for providing an oven and stove. If the property owner is responsible for supplying the oven and stove, make sure the oven and stove are in place at the time of inspection. If the tenant is responsible for supplying the oven and stove, contact the tenant to verify that the tenant-supplied oven and stove are in working condition.
- Tenant-owned microwave ovens may be substituted for a tenant-supplied oven and stove or range.
- Owner-supplied microwave ovens may be substituted for an owner-supplied oven and stove or range if:
  - the tenant agrees; and/or
  - microwave ovens are furnished instead of an oven and stove or range to both subsidized and unsubsidized tenants in the building or premises.

- Hot plates are not an acceptable substitute for a stove or range.
- All burners on a gas or electric stove/range must work by turning the knob (without the need to manually ignite).
- If a knob to turn the burner on or off is missing or stripped, the unit is not acceptable.
- Minor defects such as marked, dented, or scratched interior or exterior surfaces, chipped porcelain surfaces, and broken (e.g., clock or timer) or missing minor appliance parts on the oven and stove are acceptable.
- A sticky oven door or oven door that does not close tightly is acceptable if the oven provides sufficient heat to cook food.
- Chipped or cracked burner rings are acceptable if they work and adequately support pots and pans.
- Excessive grease buildup on the stove is not acceptable.
- If both the oven and stove are present but the electricity or gas is turned off, the inspector should note that the inspector cannot make a final determination. In the case of an initial inspection, check the status as inconclusive on the inspection form with the reason. In the case of all other inspections (e.g., regular or quality control), check fail and note that this is an emergency fail item.

### 2.11. Refrigerator

Determine that there is a refrigerator that works and maintains a temperature low enough so that food does not spoil over a reasonable period of time.

***Inspection Requirements***

- The kitchen contains a refrigerator in proper working condition and of appropriate size for the family.
- The refrigerator is capable of maintaining a low enough temperature to keep food from spoiling over a reasonable period of time.
- The refrigerator has some capacity for storing frozen foods.

***CHA Guidance***

- Determine the party (property owner or tenant) responsible for providing a refrigerator. If the property owner is responsible for supplying the refrigerator, make sure the refrigerator is in place at the time of inspection. If the tenant is responsible for supplying the refrigerator, contact the tenant to verify that the tenant-supplied refrigerator is in working condition.
- Minor defects such as marked, dented, or scratched interior or exterior surfaces on the refrigerator are acceptable. Broken or missing interior shelving, minor deterioration of the door seal or a loose door handle are also acceptable.
- If the refrigerator is present but the electricity is turned off, the inspector should note that the inspector cannot make a final determination. In the case of an initial inspection, check the status as inconclusive on the inspection form with the reason. In the case of all other inspections (e.g., regular or quality control), check fail and note that this is an emergency fail item.
- Worn seals are acceptable if the refrigerator is capable of maintaining the proper temperature for storing food.

### 2.12. Sink

Determine that there is a kitchen sink that works with hot and cold running water.

*Inspection Requirements*

- The kitchen contains a permanently attached sink in proper working condition with a sink trap and hot and cold running water.
- The sink drains into an approvable public or private system.

*CHA Guidance*

- Minor defects such as marked, dented or scratched surfaces on the sink are acceptable. A dripping faucet, slow drain, or a missing or broken drain stopper is also acceptable.
- There should be no evidence of plumbing leaks under the sink.
- If the water and gas or electric for the water heater are turned off, the inspector should note that the inspector cannot make a final determination concerning the availability of hot water. In the case of an initial inspection, check the status as inconclusive on the inspection form with the reason. In the case of all other inspections (e.g., regular or quality control), check fail and note that this is an emergency fail item.

### 2.13. Space for Storage and Preparation of Food

Determine that there is space to store and prepare food.

*Inspection Requirements*

- There is adequate space for storage, preparation and serving of food.
- There are no hanging cabinet doors.

*CHA Guidance*

- Storage space includes cabinets, pantries and closets with shelving. There is no specified amount of storage space and its adequacy is a family determination.
- Space for food preparation includes counter tops, cabinet and table tops, and other flat surfaces. There is no specified amount of space for food preparation and its adequacy is a family determination.
- If there is no built-in space for food storage and preparation, a table used for food preparation and a portable storage cabinet are acceptable.
- Minor defects such as marked, dented, or scratched surfaces, broken or missing shelving or cabinet doors, and broken drawers or cabinet hardware are acceptable provided that there are no cutting hazards or potential for injury.

# Section 3: Bathroom

**3.0. Introduction and Overview**
This section provides the Housing Quality Standards (HQS) that must be met when inspecting a bathroom. This includes the HQS requirements and clarification of the inspection requirement for each HQS element in the bathroom.

***Note: At a minimum, a unit must have a living room, kitchen area and bathroom to qualify for assistance under the HCV Program. The unit must also have one bedroom or living/sleeping room for each two persons.***

3.1. Bathroom present. Is there a bathroom? If yes, inspect the bathroom to determine that the bathroom complies with the requirements stated in items 3.2 through 3.13.

3.2. Electricity. Is there at least one working permanent light fixture?

3.3. Electrical hazards. Is the room free of electrical hazards?

3.4. Security. Are all windows and doors that are accessible from the outside lockable?

3.5. Window condition. A window is not required in the bathroom. If there is a window in the bathroom, is the window(s) free of signs of severe deterioration or missing or broken out panes?

3.6. Ceiling condition. Is the ceiling sound and free of hazardous defects?

3.7. Wall condition. Are the walls sound and free of hazardous defects?

3.8. Floor condition. Is the floor sound and free of hazardous defects?

3.9. Lead-based paint. Are all interior surfaces either free of deteriorated paint (any interior paint or other coating that is peeling, chipping, chalking or cracking, or any paint or coating located on an interior surface or fixture that is otherwise damaged or separated from the substrate) or adequately treated and covered to prevent exposure of the occupants to lead-based paint hazards?

3.10. Flush toilet in enclosed room in unit. Is there a working toilet in the unit for the exclusive private use of the tenant?

3.11. Fixed washbasin or lavatory in unit. Is there a working permanently installed basin with hot and cold running water in the unit?

3.12. Tub or shower in unit. Is there a working tub or shower with hot and cold running water in the unit?

3.13. Ventilation. Are there windows that can open or a working vent system?

**3.1. Bathroom Present**
Inspect the unit to determine that a bathroom is present. Inspect the bathroom to determine that the bathroom complies with the HQS requirements stated in this section.

***Inspection Requirements***

- The unit has a bathroom located in a private room that has a flush toilet in proper operating condition.
- The unit has a fixed washbasin in proper operating condition with a sink trap and hot and cold running water.
- The unit has a tub or shower in proper operating condition with hot and cold running water.
- The bathroom has one window that opens or other adequate exhaust ventilation.
- The bathroom facilities are connected to an approvable public or private disposal system.

*CHA Guidance*

- The bathroom facilities do not have to be in one room but may be scattered throughout the unit.
- A locally approved septic system is acceptable.
- If there is more than one bathroom in the unit, the other bathrooms are rated as "Code 5 or Additional Bathroom" (see Section 4).

**3.2. Electricity**

Determine that there is one working permanent light fixture in the bathroom.

*Inspection Requirements*

- There is one permanently installed light fixture that works. A permanently installed light fixture is a light fixture that is securely fastened to a ceiling or wall and is not movable (i.e., a light fixture designed to be hard wired).
- All outlets and all light fixtures permanently mounted on the ceiling or wall in the room are in working condition.
- Any duplex receptacles are permanently installed in the baseboard or wall of the room. Do not count special purpose outlets (e.g., a dedicated outlet for a window air conditioner).
- The receptacles designed as grounded receptacles (i.e., designed to accept three-prong plugs) are grounded.

*CHA Guidance*

- Inspect only the electric outlets located inside the unit in multi-family properties. It is not the inspector's responsibility to inspect outlets that are not located inside the unit, such as outlets in common areas, mechanical closets, hallways and stairways. Outlets located on balconies attached to the units in multi-family properties must be inspected.
- All of the lights in a permanently installed light fixture must work. Light fixtures should not fail as a sole result of a burned out light bulb.
- Table or floor lamps and ceiling or wall lamps plugged into an outlet or extension cords are not considered permanent light fixtures.
- Receptacles of the non-grounded type (i.e., designed to accept two-pronged plugs) are acceptable even if the receptacles are not grounded. However, if a non-grounded receptacle is replaced with a ground fault circuit interrupter-type of receptacle and marked "No Equipment Ground" it is acceptable. If a non-grounded receptacle is replaced with a grounding-type receptacle where power is supplied through a ground fault circuit interrupter (GFCI) and is marked "GFCI Protected" and "No Equipment Ground" it is acceptable.
- If the electric service to the unit is temporarily disconnected, the inspector should note that the inspector cannot make a final determination. In the case of an initial inspection, check the status as inconclusive on the inspection form with the reason. In the case of all other inspections (e.g., regular or quality control), check fail and note that this is an emergency fail item.
- The substitution of an outlet for a light fixture is not acceptable.

- Low voltage wiring such as doorbell, thermostat, telephone, cable and Ethernet wiring that is exposed but not showing bare wire or positioned where it could cause injury by puncture or cutting of the residents of the unit if not covered shall be rated as a pass with comment in assessable areas of the unit or building. Low voltage power is power supplied from a transformer of 30 volts or less. The transformer steps down and converts 120 and 110 volt power to 30 volts or less, thereby not causing an electrical shock hazard.
- If a vanity light fixture is installed, all light bulbs must be present and at least one bulb must operate properly.

### 3.3. Electrical Hazards

Determine that the bathroom is free of electrical hazards.

***Inspection Requirements***

The bathroom is free of electrical hazards and none of the following conditions exist:

- The electrical outlets in the bathroom are not located in areas where water can splash or collect on the outlet.
- There are no exposed electrical wires;
- No improper types of wiring, connections or insulation, (e.g., loose or improper wire connection to an outlet or improper splicing of wire(s) or reverse polarity);
- No wiring coated in rubber or plastic mounted (except sheathed in an approved surface mounted raceway) on the surface of the wall, ceiling or floor in a manner that allows abuse of the covered wiring;
- No missing cover plates on switches or outlets; and
- No light fixture hanging from an electric wire or cord with no other firm support.

***CHA Guidance***

- Non-metallic, sheathed wire that is surface mounted is acceptable if it is securely attached to the wall or ceiling and out of the way of traffic. For example, non-metallic, sheathed wire should never be located on or near a stair tread where repeated scuffing could damage the insulation.
- Electrical wiring that is sheathed in metal (e.g., BX-metal spiral or EMT metal tube encased wire) can be mounted on the surface and is acceptable regardless of location, but is not acceptable in wet areas.
- Electric cords under rugs or other floor coverings are an electrical hazard but are acceptable if the tenant is instructed to remove them from under rugs and secure them on door frames, walls or baseboards to remove any potential for fire.
- Electrical receptacles, switches and cover plates must be substantially intact with no missing pieces that create a visible hole of any size that completely penetrates the cover. Any scorched or melted section on an electrical receptacle, switch or cover plate is not acceptable and constitutes a fail deficiency. Cracks in a cover plate that result in holes, expose wires or electrical contacts, or prevent the screws from keeping the cover securely in place are not acceptable.
- Cracks and chipped pieces at the edge of the ground terminal on an electrical receptacle are acceptable providing there are no exposed wires or electrical contacts other than a grounding contact.
- Timer boxes are acceptable as long as the plastic cover is in place and installed in a secured manner that covers the wires and wire connections.
- Non-GFCI outlets within 18 inches of a water source are unacceptable.

### 3.4. Security

Determine that all windows and doors that are accessible from the outside are lockable.

***Inspection Requirements***

- All doors accessible from the outside have a properly working lock.
- Locks on any dwelling unit, or building entrance or exit doors are not operated with skeleton keys.
- All dwelling unit entrance and exit doors have a single cylinder deadbolt (a deadbolt that does not require a key to be operated from the interior of the unit).
- Any windows that are accessible from the exterior of the unit have a properly working lock, are nailed shut, or are not designed to open.

***CHA Guidance***

- Accessible from the exterior of the unit relates to doors and windows that open to the outside or to a public hallway or lobby, windows that are less than six feet off the ground, and windows or doors leading onto a porch, fire escape, or other outside place that is reachable from the ground.
- The door lock to the dwelling unit is securely fastened to the door, and the lock "striker plate" is working and is fastened securely to the door frame so that a sharp blow could not dislodge the lock or striker plate.
- If the door frame or door jambs show signs of weakness and the door lock is in working condition, notify the property owner and participant of the fact that, although the condition is acceptable, this could result in future security problems.
- A strong chain lock alone is not adequate as a door lock and is not acceptable.
- An interior door (e.g., door on a bedroom or bathroom) that has a lock operated by a skeleton key is acceptable and is not considered a double deadbolt.
- Inspect the locking mechanism on the windows to make sure it works. If the locking mechanisms are loosely screwed into soft wood or the repairs are makeshift, the window lock likely will not hold and is not acceptable.
- Window locks such as sash locks, window pins or rods, or similar devices, are acceptable provided that the locking mechanism doesn't allow for opening the window from the exterior of the unit.
- Windows that are nailed shut are considered secure. However, the nailing shut of a window must not close an alternate means of egress from the building in case of fire and must not seriously decrease the air circulation in the unit. If the room is regularly used for sleeping, there is at least one window that opens.

### 3.5. Window Condition

A window is not required in the bathroom. If there is a window(s) in the bathroom, determine that the window(s) (including windows in doors) is free of signs of severe deterioration or missing or broken out panes.

*Inspection Requirements*

- A window is not required in the bathroom.
- Window(s) are free of severe deterioration and have the capacity to keep out wind and rain.
- Window(s) must not have missing or broken out panes of glass or dangerously loose cracked panes of glass.
- Window(s) must close and form a reasonably tight seal.
- Panes of glass must not present a cutting hazard.

*CHA Guidance*

- All window panes and glass block windows must be free of holes. Holes in double-paned windows or glass block are acceptable if the window is still weather tight, does not permit vermin infestation, and does not present a cutting hazard.
- The use of silicone or caulk may be an acceptable repair for minor cracks on glass block windows.
- The use of silicone or caulk may be an acceptable repair for minor cracks on window panes, provided there is only one crack present, that the crack does not extend over three inches long, and that the crack starts on a rail/muntin bar/stile and ends on an adjacent rail/muntin bar/stile.
- Windows that are sticky or difficult to open are acceptable provided that the window is not the only alternate means of egress from the building in case of fire.
- For purposes of this element, a skylight is considered a window and is rated like other windows.
- In some cases, the use of weather stripping can make a window that is severely deteriorated weather tight. If this was done and the window is now weather tight, the window is acceptable.
- Storm windows, storm doors and screens are not required. However, they must be in good condition if present.
- A window is not required in the bathroom but if it is present and is designed to open, it must be able to stay open without additional props or support.
- If there is no window in the bathroom, a working ventilation system is required (see item 3.13, Ventilation).

**3.6. Ceiling Condition**

Determine that the ceiling is sound and free of hazardous defects.

*Inspection Requirements*

- The ceiling is sound and free of hazardous defects.
- The ceiling does not show evidence of severe bulging or buckling, missing parts, falling or in danger of falling, or loose surface materials other than paint (see item 3.9, Lead-Based Paint).
- The ceiling does not show serious defects or signs of severe water leaks that present a potential for structural collapse.
- The ceiling is free of large cracks that would allow significant drafts to enter the unit.
- There are no holes in the ceiling or missing ceiling tiles.

*CHA Guidance*

- If the ceiling is basically sound with some non-hazardous defects, it is acceptable. Conditions that are considered non-hazardous defects include nail holes or small cracks, minor crumbling of plaster, water stains where there is no evidence to indicate that the plaster has become separated from the substrate, dirty surfaces, peeling paint, and unpainted surfaces. If paint is peeling, see item 3.9, Lead-Based Paint.
- It is not necessary that surfaces are freshly painted. Cosmetic defects such as the color of paint, soiled paint, and soiled, torn or stained wallpaper are acceptable.

**3.7. Wall Condition**

Determine that the walls are sound and free of hazardous defects.

*Inspection Requirements*

- The walls are sound and free of hazardous defects.
- The walls do not show evidence of severe buckling, bulging, leaning, or damaged or loose structural members, and the structural safety of the building is not threatened.
- The walls are free of large cracks that would allow air infiltration to the unit.

*CHA Guidance*

- Holes and gaps larger than 8 inches by 11 inches are not acceptable.

  Exception: If the hole or gap is smaller than 8 inches by 11 inches and a draft is present, the hole or gap is not acceptable.

  Exception: A hole or gap in the wall of any size that penetrates to the exterior is not acceptable.

  Exception: In areas where infestation is present, a hole of any size is not acceptable.
- Nail holes in the wall are acceptable.
- If the walls are basically sound with some non-hazardous defects, it is acceptable. Conditions that are considered non-hazardous defects include nail holes, loose or missing parts, peeling wallpaper, and unpainted surfaces. If paint is peeling, see item 3.9, Lead-Based Paint.
- Minor defects such as broken or loose tile, deteriorated grouting at tub or shower/wall and tub or shower/floor joints or tiled surfaces, or water stains are acceptable.
- When evaluating the condition of the walls, make sure to examine all of the walls. If all of the walls in the bathroom meet the above standard, the walls are acceptable.
- It is not necessary that surfaces are freshly painted. Cosmetic defects such as the color of paint, soiled paint, and soiled, torn or stained wallpaper are acceptable.

**3.8. Floor Condition**

Determine that the floor is sound and free of hazardous defects.

*Inspection Requirements*

- The floor is sound and free of hazardous defects.

- The floor does not show evidence of severe buckling, sagging, or major movements under walking stress, or damaged or missing parts (e.g., missing floor boards) and is not in danger of structural collapse.
- The floor is free of any threats to safety (e.g., tripping hazards).
- The floor is free of large cracks that allow substantial drafts or vermin to enter from below the floor.
- There are no holes in the floor.
- There is no severe water damage around the toilet, tub or shower.

***CHA Guidance***

- An unleveled floor that is firm is acceptable.
- Minor defects such as deteriorated grouting on tiled surfaces or water stains are acceptable.
- Permanent floor coverings (e.g., linoleum, vinyl sheet products and wall-to-wall carpet) that are worn or loose are acceptable if they do not present a serious tripping hazard.
- Loose floor tiles or floor boards are acceptable if they do not present a serious tripping hazard.
- If the serious tripping hazard is not a part of the permanent floor covering (e.g., rug supplied by tenant, children's toys) the floor condition is acceptable provided that this condition is brought to the tenant's attention.
- Extension cords and TV coaxial cable that are not a permanent part of the floor are not considered tripping hazards and are acceptable but the inspector must advise the tenant to secure them outside of traffic areas (e.g., door frames, walls or baseboards).
- The following types of conditions are acceptable: significant scuffing, marring or scratches in the floor finish or other floor coverings; minor damage to a linoleum or parquet floor; damage to floor coverings which, if allowed to continue, might become a tripping hazard to the occupant (but is not now a tripping hazard); and soiled floor coverings.
- Cracked tile is acceptable if it does not create a cutting or tripping hazard.

**3.9. Lead-Based Paint**

Determine that all interior surfaces are either free of deteriorated paint or adequately treated and covered to prevent exposure of the occupants to lead-based paint hazards. Deteriorated paint means any interior paint or other coating that is peeling, chipping, chalking or cracking, or any paint or coating located on an interior surface or fixture that is otherwise damaged or separated from the substrate.

***Inspection Requirements***

The following types of units are exempt and do not require inspection for lead-based paint hazards:

- Units built after December 31, 1977;
- Efficiency or zero-bedroom units and single room occupancy units;
- Housing units specifically built for the elderly or persons with disabilities, unless a child under the age of six resides or is expected to reside in the unit;
- Housing units inspected after September 15, 2000, in accordance with the new lead-based paint regulations, and received clearance from a certified risk assessor that the unit does not contain lead; and
- Housing units in which all lead-based paint was identified and removed, and received clearance from a certified risk assessor that the unit does not contain lead.

For units built before 1978 that are occupied or will be occupied by children under the age of six:

- The visual assessment indicates there is no deteriorated paint in the bathroom. Deteriorated paint means any interior paint or other coating that is peeling, chipping, chalking or cracking, or any paint or coating located on an interior surface or fixture that is otherwise damaged or separated from the substrate; and
- The visual assessment indicates there is no visible dust, paint chips or other debris and residue in the bathroom as part of a risk assessment or clearance examination.

For units built before 1978 that are occupied or will be occupied by children under the age of six with an identified Elevated Blood Lead Level (EBLL):

- The risk assessment indicates that there are no lead-based paint hazards; and
- The clearance examination conducted, following lead-based paint hazard reduction activities, indicates that the hazard reduction activities are complete and that no settled dust-lead hazards exist in the bathroom. The clearance process includes a visual assessment and collection and analysis of environmental samples.

***CHA Guidance***

- For units built before 1978 that are occupied or will be occupied by children under the age of six, the property owner must correct all deteriorated paint. Safe work practices are not required if the total area of paint surfaces being disturbed is no more than *de minimis* exemption levels of two square feet in any one interior room or space, or 10 percent of the total surface area on an interior component with a small surface area, such as window sills, baseboards and other trim.
- For units built before 1978 that are occupied or will be occupied by children under the age of six with an identified EBLL, the PHA must complete a risk assessment within 15 days of notification by a public health department or other medical care provider of an EBLL child, and immediately provide the risk assessment report to the property owner.
- It is CHA's practice to coordinate with the Chicago Department of Public Health (CDPH) and to rely upon risk assessments completed by CDPH to meet this requirement.

### 3.10. Flush Toilet in Enclosed Room in Unit

Determine that there is a working toilet in the unit for the exclusive private use of the tenant.

***Inspection Requirements***

- There is a working flush toilet in the unit.
- The toilet is connected to a water supply and sewer drain, and the flushing mechanism works properly.
- The toilet is for the exclusive and private use of the tenant.

***CHA Guidance***

- If the toilet is an area separate from the washbasin, tub and shower, the toilet is acceptable if there is an enclosure around the toilet usually closed off by a door.
- The toilet should not be clogged and the connections (vents or gas traps) should not show evidence of severe leakage of water or escape of sewer gases.

- There should be no evidence of a severe blockage of drains or evidence of water backup into the bathroom.
- Minor defects such as constant running of water, cracked or chipped porcelain, a chipped or cracked toilet seat, or slow draining are acceptable.
- If a toilet is present but the water is turned off, the inspector should note that the inspector cannot make a final determination. In the case of an initial inspection, check the status as inconclusive on the inspection form with the reason. In the case of all other inspections (e.g., regular or quality control), check fail and note that this is an emergency fail item.

### 3.11. Fixed Washbasin or Lavatory in Unit

Determine that there is a working permanently installed washbasin with hot and cold running water in the unit.

***Inspection Requirements***

- There is a permanently installed washbasin in the unit with running hot and cold water.
- The washbasin is connected to a water supply and operating drain and has a gas trap.
- The washbasin is in addition to the kitchen sink.

***CHA Guidance***

- A washbasin that is located in the hallway is acceptable and is not required within the bathroom itself.
- The connections (vents or gas traps) to the washbasin should not show evidence of severe leakage of water or escape of sewer gases.
- Minor defects such as low water pressure, dripping faucets, minor leaks, cracked or chipped porcelain, missing stopper, partially corroded or defective faucet handles, basin loose because it is not securely fasted to the wall or floor, or slow drain are acceptable.
- If a washbasin is present but the water and gas or electric for the water heater are turned off, the inspector should note that the inspector cannot make a final determination. In the case of an initial inspection, check the status as inconclusive on the inspection form with the reason. In the case of all other inspections (e.g., regular or quality control), check fail and note that this is an emergency fail item.

### 3.12. Tub or Shower in Unit

Determine that there is a working tub or shower with hot and cold running water in the unit.

***Inspection Requirements***

- There is a working tub or shower in the unit with running hot and cold water.
- The tub and/or shower are connected to a water supply and operating drain.
- The tub and/or shower are for the exclusive and private use of the tenant.

***CHA Guidance***

- A tub or shower that is located in another area is acceptable and is not required within the bathroom itself, provided that the tub or shower is for the exclusive and private use of the tenant.
- The connections to the tub and/or shower do not show evidence of severe leakage of water.
- Minor defects such as low water pressure, dripping faucets, minor leaks, cracked or chipped porcelain, missing stopper, partially rusted or defective faucet handles, broken or missing curtain rod for the shower, or slow drain are acceptable.

- If a shower and/or tub are present but the water and gas or electric for the water heater are turned off, the inspector should note that the inspector cannot make a final determination. In the case of an initial inspection, check the status as inconclusive on the inspection form with the reason. In the case of all other inspections (e.g., regular or quality control), check fail and note that this is an emergency fail item.

### 3.13. Ventilation

Determine that there is a window that can open or a working vent system in the bathroom.

***Inspection Requirements***

- There is a window that opens in the bathroom or there is a working ventilation system in the bathroom.

***CHA Guidance***

- A window is not required in the bathroom if there is a working ventilation system.
- If a window is present but was designed not to open, a working ventilation system is required.
- Ventilation systems that are non-mechanical, such as gravity flow ventilation shafts and vent pipes that allow air to escape to the outside, and mechanical, such as electric ceiling or wall fans (vented to the outside, attic or crawl space), are acceptable.
- If a ventilation system is present and there is no window that can open in the bathroom but the electricity is turned off, the inspector should note that the inspector cannot make a final determination. The unit will require a re-inspection or verification from the property owner or manager that the ventilation system operates properly after the service is turned on.
- Bathrooms without exhaust fans or gravity vents must have windows leading to the exterior.

# Section 4: Other Rooms Used for Living and Halls

**4.0. Introduction and Overview**
This section provides the Housing Quality Standards (HQS) that must be met when inspecting other rooms used for living and halls. This includes the HQS requirements and clarification of the inspection requirement for each HQS element in the other rooms used for living and halls.

4.1. Other rooms present and room codes. Are there other rooms used for living and halls? If yes, inspect the other rooms used for living and halls to determine that they comply with the requirements stated in items 4.2 through 4.10.

4.2. Electricity/Illumination. Does the room meet the requirements for electricity and illumination for the specified room type?

4.3. Electrical hazards. Is the room free of electrical hazards?

4.4. Security. Are all windows and doors that are accessible from the outside lockable?

4.5. Window condition. A window is required in any room used for sleeping but a window is not required in a bathroom that has a ventilation system. Is the window(s) free of signs of severe deterioration or missing or broken out panes?

4.6. Ceiling condition. Is the ceiling sound and free of hazardous defects?

4.7. Wall condition. Are the walls sound and free of hazardous defects?

4.8. Floor condition. Is the floor sound and free of hazardous defects?

4.9. Lead-based paint. Are all interior surfaces either free of deteriorated paint (any interior paint or other coating that is peeling, chipping, chalking or cracking, or any paint or coating located on an interior surface or fixture that is otherwise damaged or separated from the substrate) or adequately treated and covered to prevent exposure of the occupants to lead-based paint hazards?

4.10. Special requirements for any additional bathrooms. Is there a window that opens or a working ventilation system in the bathroom and is the room free of any serious health hazards or sanitary problems?

**4.1. Other Rooms Present and Room Codes**
Inspect the unit to determine that other rooms used for living or halls are present. Inspect the other rooms used for living and halls to determine that they comply with the HQS requirements stated in this section.

***Room Codes***
The codes for the different rooms and areas in the unit are as follows:

1 — Bedroom or any other room used for sleeping (regardless of the type of room)

2 — Dining room

3 — Second living room, family room, den, playroom, TV room

4 — Entrance halls, corridors, halls, staircases

5 — Additional bathroom

6 — Other

***Note: A room cannot be classified as Code 1 unless the requirements for a "room used for sleeping" are met.***

***Inspection Requirements***

The requirements will vary based on the room code:

Bedroom

All bedrooms must have some means of privacy; typically a door. Exit from any room must be provided without passing through a bedroom, bathroom or toilet room.

- Identify the bedrooms or sleeping rooms.
- Determine that each bedroom has a window that opens to the exterior of the building.

  Exception: Bedroom windows can lead to an enclosed porch as long as the porch has a door or window that opens to the exterior.
- Determine that there are at least two working duplex outlets, or one working duplex outlet and one working light fixture, in each bedroom.
- Determine that each bedroom has a minimum of 70 square feet of floor space.
- Determine that at least 53 square feet of the ceiling has a height of 7 feet or above.
- Bedrooms in basements or attics must have finished ceilings. In addition, for ceiling height requirements, the floor-to-ceiling height will be measured to the bottom of exposed joists or beams.
- Determine that a carbon monoxide detector is located within 15 feet of any room used for sleeping purposes.
- Determine that a smoke detector is present and working within 15 feet of any room used for sleeping purposes.
  - If mounted on the wall, the top of the detector cannot be lower than 12 inches from the highest point of the ceiling.
  - If mounted on the ceiling, the detector can be placed anywhere on the ceiling.
  - Smoke detectors cannot be mounted under a soffit.
  - Smoke detectors installed on open joist ceilings must be mounted flat on the bottom of a joist but cannot be mounted inside the joist space.

Other Rooms Used for Sleeping

- Determine that there is a window present that opens to the exterior.
- Determine that there are at least two working duplex outlets, or one working duplex outlet and one working light fixture, in each bedroom.
- Determine that a carbon monoxide detector is located within 15 feet of any room used for sleeping purposes.
- Determine that a smoke detector is present and working within 15 feet of any room used for sleeping purposes.
  - If mounted on the wall, the top of the detector cannot be lower than 12 inches from the highest point of the ceiling.
  - If mounted on the ceiling, the detector can be placed anywhere on the ceiling.
  - Smoke detectors cannot be mounted under a soffit.
  - Smoke detectors installed on open joist ceilings must be mounted flat on the bottom of a joist but cannot be mounted inside the joist space.

- No ceiling height or size requirement.

Bathroom

- Determine that each additional bathroom in the unit has one permanently installed light fixture that works.
- Determine that each additional bathroom has a window that opens to the exterior or a working ventilation system.
- A window that opens into an enclosed porch is acceptable.

Other Rooms Not Used for Sleeping and Halls

- There are no special requirements for other rooms not used for sleeping and halls.
- Windows are not required for other rooms not used for sleeping and halls.

**4.2. Electricity/Illumination**

Determine that the appropriate number of working outlets and a working light fixture are present.

***Inspection Requirements***

- If a bedroom or room used for sleeping, there are at least two working outlets containing one or more duplex receptacles, or one working outlet containing one or more duplex receptacles and one working light fixture permanently mounted on the ceiling or wall.
- If a bedroom or room used for sleeping, there is a window that opens to the exterior of the unit for purposes of illumination.
- If a bathroom, there is one permanently installed light fixture that works.
- If a bathroom, there is a window that opens to the exterior of the unit or a working ventilation system.
- For all other rooms used for living, there is a means of natural or artificial light such as a working light fixture, working wall outlet to plug in a lamp, a window, or adequate light from an adjacent room.
- All outlets and all light fixtures permanently mounted on the ceiling or wall in the room are in working condition.
- The duplex receptacles are permanently installed in the baseboard, wall or floor of the room. Do not count special purpose outlets (e.g., a dedicated outlet for a window air conditioner).
- The receptacles designed as grounded receptacles (i.e., designed to accept three-prong plugs) are grounded.

***CHA Guidance***

- Inspect only the electric outlets located inside the unit in multi-family properties. It is not the inspector's responsibility to inspect outlets that are not located inside the unit, such as outlets in common areas, mechanical closets, hallways and stairways. Outlets located on balconies attached to the units in multi-family properties must be inspected.
- A permanently installed light fixture is a light fixture that is securely fastened to a ceiling or wall and is not movable (i.e., a light fixture designed to be hard wired).
- Table or floor lamps and ceiling or wall lamps plugged into an outlet or extension cords are not considered permanent light fixtures.
- The substitution of an outlet for a light fixture is not acceptable.
- A window is not required in the bathroom.
- If there is no window in the bathroom, a working ventilation system is required (see item 4.10, Special Requirements for Any Additional Bathrooms).

- All of the outlets in each bedroom and lights in a permanently installed light fixture must work. Light fixtures should not fail as a sole result of a burned out light bulb.
- In all other rooms used for living, if there is no means for natural light, there must be one working outlet or light fixture.
- Receptacles of the non-grounded type (i.e., designed to accept two-pronged plugs) are acceptable even if the receptacles are not grounded. However, if a non-grounded receptacle is replaced with a ground fault circuit interrupter-type of receptacle and marked "No Equipment Ground" it is acceptable. If a non-grounded receptacle is replaced with a grounding-type receptacle where power is supplied through a ground fault circuit interrupter (GFCI) and is marked "GFCI Protected" and "No Equipment Ground" it is acceptable.
- If the electric service to the unit is temporarily disconnected, the inspector should note that the inspector cannot make a final determination. In the case of an initial inspection, check the status as inconclusive on the inspection form with the reason. In the case of all other inspections (e.g., regular or quality control), check fail and note that this is an emergency fail item.
- Low voltage wiring such as doorbell, thermostat, telephone, cable and Ethernet wiring that is exposed but not showing bare wire or positioned where it could cause injury by puncture or cutting of the residents of the unit if not covered shall be rated as a pass with comment in assessable areas of the unit or building. Low voltage power is power supplied from a transformer of 30 volts or less. The transformer steps down and converts 120 and 110 volt power to 30 volts or less, thereby not causing an electrical shock hazard.

### 4.3. Electrical Hazards

Determine that the other rooms used for living and halls are free of electrical hazards.

***Inspection Requirements***

The room is free of electrical hazards and none of the following conditions exist:

- There are no exposed electrical wires;
- No improper types of wiring, connections or insulation, (e.g., loose or improper wire connection to an outlet or improper splicing of wire(s) or reverse polarity);
- No wiring coated in rubber or plastic mounted (except sheathed in an approved surface mounted raceway) on the surface of the wall, ceiling or floor in a manner that allows abuse of the covered wiring;
- No missing cover plates on switches or outlets;
- No light fixture hanging from an electric wire or cord with no other firm support; and
- The electrical outlets in the bathroom are not located in areas where water can splash or collect on the outlet.

***CHA Guidance***

- Non-metallic, sheathed wire that is surface mounted is acceptable if it is securely attached to the wall or ceiling and out of the way of traffic. For example, non-metallic, sheathed wire should never be located on or near a stair tread where repeated scuffing could damage the insulation.

- Electrical wiring that is sheathed in metal (e.g., BX-metal spiral or EMT metal tube encased wire) can be mounted on the surface and is acceptable regardless of location, but is not acceptable in wet areas.
- Electric cords under rugs or other floor coverings are an electrical hazard but are acceptable if the tenant is instructed to remove them from under rugs and secure them on door frames, walls or baseboards to remove any potential for fire.
- Electrical receptacles, switches and cover plates must be substantially intact with no missing pieces that create a visible hole of any size that completely penetrates the cover. Any scorched or melted section on an electrical receptacle, switch or cover plate is not acceptable and constitutes a fail deficiency. Cracks in a cover plate that result in holes, expose wires or electrical contacts, or prevent the screws from keeping the cover securely in place are not acceptable.
- Cracks and chipped pieces at the edge of the ground terminal on an electrical receptacle are acceptable providing there are no exposed wires or electrical contacts other than a grounding contact.
- Timer boxes are acceptable as long as the plastic cover is in place and installed in a secured manner that covers the wires and wire connections.

**4.4. Security**

Determine that all windows and doors that are accessible from the outside are lockable.

***Inspection Requirements***

- All doors accessible from the outside have a properly working lock.
- Locks on any dwelling unit, or building entrance or exit doors are not operated with skeleton keys.
- All dwelling unit entrance and exit doors have a single cylinder deadbolt (a deadbolt that does not require a key to be operated from the interior of the unit).
- Any windows that are accessible from the exterior of the unit have a properly working lock, are nailed shut, or are not designed to open.

***CHA Guidance***

- Accessible from the exterior of the unit relates to doors and windows that open to the outside or to a public hallway or lobby, windows that are less than six feet off the ground, and windows or doors leading onto a porch, fire escape, or other outside place that is reachable from the ground.
- The door lock to the dwelling unit is securely fastened to the door, and the lock "striker plate" is working and is fastened securely to the door frame so that a sharp blow could not dislodge the lock or striker plate.
- If the door frame or door jambs show signs of weakness and the door lock is in working condition, notify the property owner and participant of the fact that, although the condition is acceptable, this could result in future security problems.
- A strong chain lock alone is not adequate as a door lock and is not acceptable.
- An interior door (e.g., door on a bedroom or bathroom) that has a lock operated by a skeleton key is acceptable and is not considered a double deadbolt.
- Inspect the locking mechanism on the windows to make sure it works. If the locking mechanisms are loosely screwed into soft wood or the repairs are makeshift, the window lock likely will not hold and is not acceptable.

- Window locks such as sash locks, window pins or rods, or similar devices, are acceptable provided that the locking mechanism doesn't allow for opening the window from the exterior of the unit.
- Windows that are nailed shut are considered secure. However, the nailing shut of a window must not close an alternate means of egress from the building in case of fire and must not seriously decrease the air circulation in the unit. If the room is regularly used for sleeping, there is at least one window that opens.
- An entrance or exit door that has a lock operated by a skeleton key, regardless of a single cylinder deadbolt, is not acceptable. The skeleton key must be permanently disabled or removed.
- Unit entry/exit doors cannot be hollow core.
- Unit entry/exit doors hinges cannot be exposed to the exterior (unless the inspector can determine that those hinges are specialty/tamper-proof hinges).

**4.5. Window Condition**

A window is not required in the bathroom. If there is a window(s) in the bedroom or sleeping room, or the bathroom, determine that the window(s) (including windows in doors) is free of signs of severe deterioration or missing or broken out panes.

***Inspection Requirements***

- There is at least one window in the bedroom or sleeping room that opens to the exterior.
- There is at least one window in the bathroom that opens to the exterior of the unit or there is a working ventilation system.
- Window(s) are free of severe deterioration and have the capacity to keep out elements.
- Window(s) must not have missing or broken out panes of glass or dangerously loose cracked panes of glass.
- Window(s) must close and form a reasonable tight seal.
- Panes of glass must not present a cutting hazard.

***CHA Guidance***

- Except for living rooms, bedrooms and rooms used for sleeping, windows are not required in any other rooms used for living or in halls.
- The window must open if it was designed to open.
- A window is not required in the bathroom.
- If there is no window in the bathroom, a working ventilation system is required (see item 4.10, Special Requirements for Any Additional Bathrooms).
- All window panes and glass block windows must be free of holes. Holes in double-paned windows or glass blocks are acceptable if the window is still weather tight, does not permit vermin infestation, and does not present a cutting hazard.
- The use of silicone or caulk may be an acceptable repair for minor cracks on glass block windows.

- The use of silicone or caulk may be an acceptable repair for minor cracks on window panes, provided there is only one crack present, that the crack does not extend over three inches long, and that the crack starts on a rail/muntin bar/stile and ends on an adjacent rail/muntin bar/stile.
- Windows that are sticky or difficult to open are acceptable provided that the window is not the only alternate means of egress from the building in case of fire.
- For purposes of this element, a skylight is considered a window and is rated like other windows.
- In some cases, the use of weather stripping can make a window that is severely deteriorated weather tight. If this was done and the window is now weather tight, the window is acceptable.
- Storm windows, storm doors and screens are not required. However, they must be in good condition if present.
- All required windows, designed to open, must be able to stay open without additional props or support.

**4.6. Ceiling Condition**
Determine that the ceiling is sound and free of hazardous defects.

***Inspection Requirements***

- The ceiling is sound and free of hazardous defects.
- The ceiling does not show evidence of severe bulging or buckling, missing parts, falling or in danger of falling, or loose surface materials other than paint (see item 4.9, Lead-Based Paint).
- The ceiling does not show serious defects or signs of severe water leaks that present a potential for structural collapse.
- The ceiling is free of large cracks that would allow significant drafts to enter the unit.
- There are no holes in the ceiling or missing ceiling tiles.

***CHA Guidance***

- If the ceiling is basically sound with some non-hazardous defects, it is acceptable. Conditions that are considered non-hazardous defects include nail holes or small cracks, minor crumbling of plaster, water stains where there is no evidence to indicate that the plaster has become separated from the substrate, dirty surfaces, peeling paint, and unpainted surfaces. If paint is peeling, see item 4.9, Lead-Based Paint.
- It is not necessary that surfaces are freshly painted. Cosmetic defects such as the color of paint, soiled paint, and soiled, torn or stained wallpaper are acceptable.

**4.7. Wall Condition**
Determine that the walls are sound and free of hazardous defects.

***Inspection Requirements***

- The walls are sound and free of hazardous defects.
- The walls do not show evidence of severe buckling, bulging, leaning, or damaged or loose structural members, and the structural safety of the building is not threatened.
- The walls are free of large cracks that would allow air infiltration to the unit.

*CHA Guidance*

- Holes and gaps larger than 8 inches by 11 inches are not acceptable.

  Exception: If the hole or gap is smaller than 8 inches by 11 inches and a draft is present, the hole or gap is not acceptable.

  Exception: A hole or gap in the wall of any size that penetrates to the exterior is not acceptable.

  Exception: In areas where infestation is present, a hole of any size is not acceptable.
- Nail holes in the wall are acceptable.
- If the walls are basically sound with some non-hazardous defects, it is acceptable. Conditions that are considered non-hazardous defects include nail holes, loose or missing parts, peeling wallpaper, and unpainted surfaces. If paint is peeling, see item 4.9, Lead-Based Paint.
- When evaluating the condition of the walls, make sure to examine all of the walls. If all of the walls in the other rooms used for living meet the above standard, the walls are acceptable.
- It is not necessary that surfaces are freshly painted. Cosmetic defects such as the color of paint, soiled paint, and soiled, torn or stained wallpaper are acceptable.

**4.8. Floor Condition**

Determine that the floor is sound and free of hazardous defects.

*Inspection Requirements*

- The floor is sound and free of hazardous defects.
- The floor does not show evidence of severe buckling, sagging, or major movements under walking stress, or damaged or missing parts (e.g., missing floor boards) and is not in danger of structural collapse.
- The floor is free of any threats to safety (e.g., tripping hazards).
- The floor is free of large cracks that allow substantial drafts or vermin to enter from below the floor.
- There are no holes in the floor.

*CHA Guidance*

- An unleveled floor that is firm is acceptable.
- Permanent floor coverings (e.g., linoleum, vinyl sheet products and wall-to-wall carpet) that are worn or loose are acceptable if they do not present a serious tripping hazard.
- Loose floor tiles or floor boards are acceptable if they do not present a serious tripping hazard.
- If the serious tripping hazard is not a part of the permanent floor covering (e.g., rug supplied by tenant, children's toys) the floor condition is acceptable provided that this condition is brought to the tenant's attention.
- Extension cords and TV coaxial cable that are not a permanent part of the floor are not considered tripping hazards and are acceptable but the inspector must advise the tenant to secure them outside of traffic areas (e.g., door frames, walls or baseboards).

- The following types of conditions are acceptable: significant scuffing, marring or scratches in the floor finish or other floor coverings; minor damage to a linoleum or parquet floor; damage to floor coverings which, if allowed to continue, might become a tripping hazard to the occupant (but is not now a tripping hazard); and soiled floor coverings.
- Cracked tile is acceptable if it does not create a cutting or tripping hazard.

**4.9. Lead-Based Paint**

Determine that all interior surfaces are either free of deteriorated paint or adequately treated and covered to prevent exposure of the occupants to lead-based paint hazards. Deteriorated paint means any interior paint or other coating that is peeling, chipping, chalking or cracking, or any paint or coating located on an interior surface or fixture that is otherwise damaged or separated from the substrate.

***Inspection Requirements***

The following types of units are exempt and do not require inspection for lead-based paint hazards:

- Units built after December 31, 1977;
- Efficiency or zero-bedroom units and single room occupancy units;
- Housing units specifically built for the elderly or persons with disabilities, unless a child under the age of six resides or is expected to reside in the unit;
- Housing units inspected after September 15, 2000, in accordance with the new lead-based paint regulations, and received clearance from a certified risk assessor that the unit does not contain lead; and
- Housing units in which all lead-based paint was identified and removed, and received clearance from a certified risk assessor that the unit does not contain lead.

For units built before 1978 that are occupied or will be occupied by children under the age of six:

- The visual assessment indicates there is no deteriorated paint in the other rooms used for living. Deteriorated paint means any interior paint or other coating that is peeling, chipping, chalking or cracking, or any paint or coating located on an interior surface or fixture that is otherwise damaged or separated from the substrate; and
- The visual assessment indicates there is no visible dust, paint chips or other debris and residue in the other rooms used for living as part of a risk assessment or clearance examination.

For units built before 1978 that are occupied or will be occupied by children under the age of six with an identified Elevated Blood Lead Level (EBLL):

- The risk assessment indicates that there are no lead-based paint hazards; and
- The clearance examination conducted, following lead-based paint hazard reduction activities, indicates that the hazard reduction activities are complete and that no settled dust-lead hazards exist in the other rooms used for living. The clearance process includes a visual assessment and collection and analysis of environmental samples by a licensed individual.

***CHA Guidance***

- For units built before 1978 that are occupied or will be occupied by children under the age of six, the property owner must correct all deteriorated paint. Safe work practices are not required if the total area of paint surfaces being disturbed is no more than *de minimis* exemption levels of two square feet in any one interior room or space, or 10 percent of the total surface area on an interior component with a small surface area, such as window sills, baseboards and other trim.

- For units built before 1978 that are occupied or will be occupied by children under the age of six with an identified EBLL, the PHA must complete a risk assessment within 15 days of notification by a public health department or other medical care provider of an EBLL child, and immediately provide the risk assessment report to the property owner.
- It is CHA's practice to coordinate with the Chicago Department of Public Health (CDPH) and to rely upon risk assessments completed by CDPH to meet this requirement.

**4.10. Special Requirements for Any Additional Bathrooms**

Determine that there is a window that opens or a working ventilation system in the bathroom and there are no serious health hazards or sanitary problems.

***Inspection Requirements***

- There is a window that opens or a working ventilation system.
- The washbasin has a gas trap.
- The bathroom is free of any serious health and sanitary problems.
- There is no severe water damage or evidence of sewage backups or clogged toilets.

***CHA Guidance***

- Minor defects such as broken or loose tile, deteriorated grouting around tub or tiled surfaces, or water stains are acceptable.
- Secondary bathrooms do not need all of the fixtures required in the primary bathroom.
- A window is not required in the bathroom if there is a working ventilation system.
- If a window is present but was designed not to open, a working ventilation system is required.
- Ventilation systems that are non-mechanical, such as gravity flow ventilation shafts and ventilation pipes that allow air to escape to the outside, and mechanical, such as electric ceiling or wall fans (vented to the outside, attic or crawl space), are acceptable.
- If a ventilation system is present and there is no window that can open in the bathroom but the electricity is turned off, the inspector should note that the inspector cannot make a final determination. The unit will require a re-inspection or verification from the property owner or manager that the ventilation system operates properly after the service is turned on.

# Section 5: Secondary Rooms (Rooms Not Used for Living)

**5.0. Introduction and Overview**
This section provides the Housing Quality Standards (HQS) that must be met when inspecting secondary rooms not used for living (any room that did not meet the criteria of "other rooms used for living"). This includes the HQS requirements and clarification of the inspection requirement for all secondary rooms not used for living.

5.1. Secondary rooms (rooms not used for living) present. Are there any secondary rooms that are not used for living? If yes, inspect all of the secondary rooms together to determine that they comply with the requirements stated in items 5.2 through 5.4.

5.2. Security. Are all windows and doors that are accessible from the outside lockable?

5.3. Electrical hazards. Are the secondary rooms free of electrical hazards? No exposed wires, whether insulated or bare, shall be present in the unit nor in common areas accessible to the participant. Low voltage wires (e.g. bell wires, cable and telephone wires) are acceptable.

5.4. Other potentially hazardous features in any of these rooms. Are the secondary rooms free of any other potentially hazardous features?

**5.1. Secondary Rooms (Rooms Not Used for Living) Present**
Determine is any secondary rooms not used for living are present.

***Inspection Requirements***

- The room does not meet the criteria in Section 4, Other Rooms Used for Living and Halls.

**5.2. Security**
Determine that all windows and doors that are accessible from the outside are lockable.

***Inspection Requirements***

- All doors accessible from the outside have a properly working lock.
- Locks on any dwelling unit, or building entrance or exit doors are not operated with skeleton keys.
- All dwelling unit entrance and exit doors have a single cylinder deadbolt (a deadbolt that does not require a key to be operated from the interior of the unit).
- Any windows that are accessible from the exterior of the unit have a properly working lock, are nailed shut, or are not designed to open.

***CHA Guidance***

- Accessible from the exterior of the unit relates to doors and windows that open to the outside or to a public hallway or lobby, windows that are less than six feet off the ground, and windows or doors leading onto a porch, fire escape, or other outside place that is reachable from the ground.
- The door lock is securely fastened to the door, and the lock "striker plate" is working and is fastened securely to the door frame so that a sharp blow could not dislodge the lock or striker plate.

- If the door frame or door jambs show signs of weakness and the door lock is in working condition, notify the property owner and participant of the fact that, although the condition is acceptable, this could result in future security problems.
- A strong chain lock alone is not adequate as a door lock and is not acceptable.
- An interior door (e.g., door on a bedroom or bathroom) that has a lock operated by a skeleton key is acceptable and is not considered a double deadbolt.
- Inspect the locking mechanism on the windows to make sure it works. If the locking mechanisms are loosely screwed into soft wood or the repairs are makeshift, the window lock likely will not hold and is not acceptable.
- Window locks such as sash locks, window pins or rods, or similar devices, are acceptable provided that the locking mechanism doesn't allow for opening the window from the exterior of the unit.
- Windows that are nailed shut are considered secure. However, the nailing shut of a window must not close an alternate means of egress from the building in case of fire and must not seriously decrease the air circulation in the unit. If the room is regularly used for sleeping, there is at least one window that opens.
- Unit entry/exit doors cannot be hollow core.
- Unit entry/exit doors hinges cannot be exposed to the exterior (unless the inspector can determine that those hinges are specialty/tamper-proof hinges).

### 5.3. Electrical Hazards

Determine that all secondary rooms not used for living are free of electrical hazards.

***Inspection Requirements***

The room is free of electrical hazards and none of the following conditions exist:

- There are no exposed electrical wires;
- No improper types of wiring, connections or insulation, (e.g., loose or improper wire connection to an outlet or improper splicing of wire(s) or reverse polarity);
- No wiring coated in rubber or plastic mounted (except sheathed in an approved surface mounted raceway) on the surface of the wall, ceiling or floor in a manner that allows abuse of the covered wiring;
- No missing cover plates on switches or outlets;
- The receptacles designed as grounded receptacles (i.e., designed to accept three-pronged plugs) are grounded;
- All outlets and all light fixtures permanently mounted on the ceiling or wall in the room are in working condition;
- No badly cracked outlets; and
- No light fixture hanging from an electric wire or cord with no other firm support.

*CHA Guidance*

- Inspect only the electric outlets located inside the unit in multi-family properties. It is not the inspector's responsibility to inspect outlets that are not located inside the unit, such as outlets in common areas, mechanical closets, hallways and stairways. However, outlets located on balconies attached to the units in multi-family properties must be inspected.
- Non-metallic, sheathed wire that is surface mounted is acceptable if it is securely attached to the wall or ceiling and out of the way of traffic. For example, non-metallic, sheathed wire should never be located on or near a stair tread where repeated scuffing could damage the insulation.
- Electrical wiring that is sheathed in metal (e.g., BX-metal spiral or EMT metal tube encased wire) can be mounted on the surface and is acceptable regardless of location, but is not acceptable in wet areas.
- Electric cords under rugs or other floor coverings are an electrical hazard but are acceptable if the tenant is instructed to remove them from under rugs and secure them on door frames, walls or baseboards to remove any potential for fire.
- Receptacles of the non-grounded type (i.e., designed to accept two-pronged plugs) are acceptable even if the receptacles are not grounded. However, if a non-grounded receptacle is replaced with a ground fault circuit interrupter-type of receptacle and marked "No Equipment Ground" it is acceptable. If a non-grounded receptacle is replaced with a grounding-type receptacle where power is supplied through a ground fault circuit interrupter (GFCI) and is marked "GFCI Protected" and "No Equipment Ground" it is acceptable.
- Electrical receptacles, switches and cover plates must be substantially intact with no missing pieces that create a visible hole of any size that completely penetrates the cover. Any scorched or melted section on an electrical receptacle, switch or cover plate is not acceptable and constitutes a fail deficiency. Cracks in a cover plate that result in holes, expose wires or electrical contacts, or prevent the screws from keeping the cover securely in place are not acceptable.
- Cracks and chipped pieces at the edge of the ground terminal on an electrical receptacle are acceptable providing there are no exposed wires or electrical contacts other than a grounding contact.
- Timer boxes are acceptable as long as the plastic cover is in place and installed in a secured manner that covers the wires and wire connections.
- Low voltage wiring such as doorbell, thermostat, telephone, cable and Ethernet wiring that is exposed but not showing bare wire or positioned where it could cause injury by puncture or cutting of the residents of the unit if not covered shall be rated as a pass with comment in assessable areas of the unit or building. Low voltage power is power supplied from a transformer of 30 volts or less. The transformer steps down and converts 120 and 110 volt power to 30 volts or less, thereby not causing an electrical shock hazard.

### 5.4. Other Potentially Hazardous Features in Any of These Rooms

Determine that all secondary rooms not used for living are free of other potentially hazardous features.

*Inspection Requirements*

- The stairs are stable and do not present a tripping hazard.
- The stairs have a railing when there are four or more consecutive steps.
- There is no potential for imminent structural collapse.
- The doors and windows do not show evidence of seriously deteriorated condition.
- There are no large protruding objects (e.g., nails or other sharp objects).

***CHA Guidance***

- Exercise good judgment in determining whether secondary rooms present a hazard.
- Consider accessibility to the secondary rooms. Rooms that are locked off to the occupant present little hazard to the occupants.
- Consider the frequency of use of the secondary rooms. Rooms that are rarely used present little hazard to the occupants.
- All windows, designed to open, must be able to stay open without additional props or support.

# Section 6: Building Exterior

**6.0. Introduction and Overview**
This section provides the Housing Quality Standards (HQS) that must be met when inspecting the exterior of the building. This includes the HQS requirements and clarification of the inspection requirement for each HQS element on the building exterior.

6.1. Condition of foundation. Is the foundation sound and free of any hazardous conditions?

6.2. Condition of stairs, rails and porches. Are the stairs, rails and porches sound and free of any hazardous conditions?

6.3. Condition of roof and gutters. Are the roof and gutters sound and free of any hazardous conditions?

6.4. Condition of exterior surfaces. Are the exterior surfaces sound and free of any hazardous conditions?

6.5. Condition of chimney. Is the chimney sound and free of any hazardous conditions?

6.6. Lead-based paint: Exterior surfaces. Are all exterior surfaces accessible to children under the age of six either free of deteriorated paint (any exterior paint or other coating that is peeling, chipping, chalking or cracking, or any paint or coating located on an exterior surface or fixture that is otherwise damaged or separated from the substrate) or adequately treated and covered to prevent exposure of the occupants to lead-based paint hazards?

6.7. Electrical hazards. Is the building exterior free of electrical hazards?

6.8. Mobile homes: Tie downs. Is the mobile home placed on the site in a stable manner? Is the mobile home securely anchored by a tie down device?

6.9. Mobile homes: Smoke detectors. Does the mobile home have at least one smoke detector in working condition?

**6.1. Condition of Foundation**
Determine that the foundation is sound and free of any hazardous conditions.

***Inspection Requirements***
The foundation is sound and free of any hazardous conditions and none of the following exist:

- No evidence of recent major settling;
- No large cracks or holes;
- No severe leaning;
- No large sections of crumbling brick, stone or concrete;
- No undermining of footings, walls, posts or slab; and
- No major deterioration of wood support members due to water damage, termites or other wood boring insects.

***CHA Guidance***

- Minor stress cracks due to settlement are acceptable.

### 6.2. Condition of Stairs, Rails and Porches

Determine that the stairs, rails and porches are sound and free of any hazardous conditions.

*Inspection Requirements*

- The stairs, rails and porches are sound and free of any hazardous conditions.
- There is a handrail when there are four or more consecutive steps/risers (handrails are not required on landings). The handrail is at a safe height and can properly serve as a means to prevent falls. Concrete or permanently installed stone or brick, as a means to prevent falls, is acceptable as a substitute for a handrail.
- There is a secure guardrail around porches or balconies that are approximately 30 inches or more above the ground. The guardrail is at a safe height and can properly serve as a means to prevent falls.
- The porch and steps do not show any signs of rotting, missing boards or steps, or present a falling or tripping hazard.
- All accessible stairways used by the participant located under decks/porches/landings where the head clearance from the ground level to the deck/porch/landing is 42 inches or more and the drop is 30 inches or more must have a guardrail.

*CHA Guidance*

- If a family has small children, look for loose or missing sections that pose a danger to small children.
- Steps that lead to the unit (e.g., in a sidewalk) that are not attached to the unit are also included.
- Concrete or permanently installed stone or brick, as a means to prevent a fall, is acceptable as a substitute for a handrail or guardrail if they are at an acceptable height for use by the occupants.
- In a multi-family structure, only the stairs, rails and porches frequently used by the tenant are included.
- A newel post is an acceptable component of a handrail system on winder stairs and provides adequate support. The installation of handrails on both sides of a stairway is not required.
- If the handrail system does not extend the entire length of the stairway, no more than three steps can be without a handrail.

### 6.3. Condition of Roof and Gutters

Determine that the roof and gutters are sound and free of any hazardous conditions.

*Inspection Requirements*

- The roof gutters and downspouts are sound and free of any hazardous conditions.
- The roof appears structurally sound and shows no evidence of serious buckling or sagging.
- There are no large holes or defects in the roof that would allow air or water infiltration.
- The roof is weather tight.

*CHA Guidance*

- On the outside, look for large patches of missing shingles. On the inside, look for water damage to the ceiling or walls.
- If there are no signs of internal water damage and the inspector cannot see the roof, the condition of the roof is acceptable.
- The roof is acceptable if the roof shows slight sagging but otherwise appears to be structurally sound.
- Gutters and downspouts are not required but must be in a safe condition if present.
- The gutters and downspouts that are present and show signs of deterioration or have missing sections but do not allow water to enter the unit are acceptable.

**6.4. Condition of Exterior Surfaces**

Determine that the exterior surfaces are sound and free of any hazardous conditions.

*Inspection Requirements*

- The exterior walls are sound and free of any hazardous conditions.
- The walls do not show evidence of severe buckling, bowing or leaning.
- There are no large cracks in the walls, falling or missing masonry, or deterioration that would allow air infiltration or vermin infestation.

*CHA Guidance*

- If a defective exterior wall does not affect the tenant's unit, it is acceptable.
- If an exterior wall shows signs of repair, it is probably acceptable. Beware of "cosmetic repairs" that may not have corrected the underlying problem.

**6.5. Condition of Chimney**

Determine that the chimney is sound and free of any hazardous conditions.

*Inspection Requirements*

- The chimney is sound and free of any hazardous conditions.
- The chimney is not leaning and does not show evidence of deterioration.
- The chimney does not have many missing bricks and mortar, and appears sound.
- If it is a metal chimney, all the parts fit tightly and the chimney is securely attached to the building.

*CHA Guidance*

- A chimney may function well even if it has some missing bricks or mortar.
- If the inspector cannot see the chimney, the inspector should indicate that the chimney is not observable.

### 6.6. Lead-Based Paint: Exterior Surfaces

Determine that all exterior surfaces accessible to children under the age of six are either free of deteriorated paint or adequately treated and covered to prevent exposure of the occupants to lead-based paint hazards. Deteriorated paint means any interior paint or other coating that is peeling, chipping, chalking or cracking, or any paint or coating located on an interior surface or fixture that is otherwise damaged or separated from the substrate.

***Inspection Requirements***

The following types of units are exempt and do not require inspection for lead-based paint hazards:

- Units built after December 31, 1977;
- Efficiency or zero-bedroom units and single room occupancy units;
- Housing units specifically built for the elderly or persons with disabilities, unless a child under the age of six resides or is expected to reside in the unit;
- Housing units inspected after September 15, 2000, in accordance with the new lead-based paint regulations, and received clearance from a certified risk assessor that the unit does not contain lead; and
- Housing units in which all lead-based paint was identified and removed, and received clearance from a certified risk assessor that the unit does not contain lead.

For units built before 1978 that are occupied or will be occupied by children under the age of six:

- The visual assessment indicates there is no deteriorated paint on the exterior of the building, including common areas and play areas. Deteriorated paint means any exterior paint or other coating that is peeling, chipping, chalking or cracking, or any paint or coating located on an exterior surface or fixture that is otherwise damaged or separated from the substrate; and
- The visual assessment indicates there is no visible dust, paint chips or other debris and residue on the exterior areas of the building as part of a risk assessment or clearance examination.

For units built before 1978 that are occupied or will be occupied by children under the age of six with an identified Elevated Blood Lead Level (EBLL):

- The risk assessment indicates that there are no lead-based paint hazards; and
- The clearance examination conducted, following lead-based paint hazard reduction activities, indicates that the hazard reduction activities are complete and that no settled dust-lead hazards exist on the exterior of the building. The clearance process includes a visual assessment and collection and analysis of environmental samples.

*CHA Guidance*

- For units built before 1978 that are occupied or will be occupied by children under the age of six, the property owner must correct all deteriorated paint. Safe work practices are not required if the total area of paint surfaces being disturbed is no more than *de minimis* exemption levels of 20 square feet on exterior surfaces.
- For units built before 1978 that are occupied or will be occupied by children under the age of six with an identified EBLL, the PHA must complete a risk assessment within 15 days of notification by a public health department or other medical care provider of an EBLL child, and immediately provide the risk assessment report to the property owner.
- It is CHA's practice to coordinate with the Chicago Department of Public Health (CDPH) and to rely upon risk assessments completed by CDPH to meet this requirement.

### 6.7. Electrical Hazards

Determine that the exterior is free of electrical hazards.

*Inspection Requirements*

The exterior is free of electrical hazards and none of the following conditions exist:

- There are no exposed electrical wires;
- No improper types of wiring, connections or insulation, (e.g., loose or improper wire connection to an outlet or improper splicing of wire(s) or reverse polarity);
- No wiring coated in rubber or plastic mounted (except sheathed in an approved surface mounted raceway) on the surface of the wall, ceiling or floor in a manner that allows abuse of the covered wiring;
- No missing cover plates on switches or outlets; and
- No light fixture hanging from an electric wire or cord with no other firm support.

*CHA Guidance*

- Non-metallic, sheathed wire that is surface mounted is acceptable if it is securely attached to the wall or ceiling and out of the way of traffic. For example, non-metallic, sheathed wire should never be located on or near a stair tread where repeated scuffing could damage the insulation.
- Electrical wiring that is sheathed in metal (e.g., BX-metal spiral or EMT metal tube encased wire) can be mounted on the surface and is acceptable regardless of location, but is not acceptable in wet areas.
- Electric cords under rugs or other floor coverings are an electrical hazard but are acceptable if the tenant is instructed to remove them from under rugs and secure them on door frames, walls or baseboards to remove any potential for fire.
- Electrical receptacles, switches and cover plates must be substantially intact with no missing pieces that create a visible hole of any size that completely penetrates the cover. Any scorched or melted section on an electrical receptacle, switch or cover plate is not acceptable and constitutes a fail deficiency. Cracks in a cover plate that result in holes, expose wires or electrical contacts, or prevent the screws from keeping the cover securely in place are not acceptable.
- Cracks and chipped pieces at the edge of the ground terminal on an electrical receptacle are acceptable providing there are no exposed wires or electrical contacts other than a grounding contact.

- Timer boxes are acceptable as long as the plastic cover is in place and installed in a secured manner that covers the wires and wire connections.
- Non-GFCI outlets located on the exterior must have a cover.

**6.8. Mobile Homes: Tie Downs**
Determine that the mobile home is placed on the site in a stable manner. Determine that the mobile home is securely anchored by a tie down device.

**6.9. Mobile Homes: Smoke Detectors**
Determine that the mobile home has at least one smoke detector in working condition.

# Section 7: Heating and Plumbing

**7.0. Introduction and Overview**
This section provides the Housing Quality Standards (HQS) that must be met when determining the adequacy of the heating and plumbing systems. This includes the HQS requirements and clarification of the inspection requirement for each HQS heating and plumbing element.

7.1. Adequacy of heating element. Is the heating system capable of providing adequate heat to all rooms for living?

7.2. Safety of heating equipment. Is the unit safe from unvented, fuel burning space heaters or any other types of unsafe heating conditions?

7.3. Ventilation and adequacy of cooling. Does the unit have adequate ventilation and cooling by means of windows that open or a working cooling system?

7.4. Water heater or boiler. Is the water heater located, equipped and installed in a safe manner? All hot water heater cover plates, both inner and outer, must be installed.

7.5. Water supply. Is the unit served by an approvable public or private potable water supply?

7.6. Plumbing. Is plumbing free of major corrosion or corrosion that causes serious and persistent levels of rust or contamination of the drinking water?

7.7. Sewer connection. Is plumbing connected to an approvable public or private disposal system, and is it free of sewer backup?

**7.1. Adequacy of Heating Element**
Determine that the heating system is capable of providing adequate heat to all rooms used for living.

***Inspection Requirements***

- There is a safe system for heating the unit present that is in proper operating condition.
- The heating system is capable of delivering enough heat to ensure a healthy environment in the unit that is appropriate to the local climate. The heating system is capable of maintaining a minimum interior temperature of 68 degrees Fahrenheit in all interior rooms used for living between September 15th and June 1st.
- Heat is provided through a working radiator, hot air registers or baseboard water convectors.
- Each room used for living receives adequate heat.

***CHA Guidance***

- Heat is not required in secondary rooms (rooms not used for living).
- In warm weather, consider the BTU output of the heating system relative to the area requiring heat to determine acceptability.
- In warm weather, discuss the acceptability of the heat in colder seasons with the property owner or tenant to determine acceptability.
- A room that does not receive direct heat from the heat source but receives adequate indirect heat from an adjoining room is acceptable.
- In warm weather, when a unit in a multi-family building is vacant and it is not possible to test the heating system, check the adequacy of the heating system with other tenants in the building to determine if the heating system is acceptable.

- In areas where the climate requires a primary heating system, portable electric room heaters as the primary source of heat in a unit are not acceptable. Similarly, a space heater, wood burning stove or fireplace are not considered adequate for primary heat in areas where the climate requires regular heating.
- If the heating systems of a building with four or more dwelling units has been subject to a CHA HQS inspection within the preceding 12 months of the current inspection and such inspection passed, or was found to be in compliance, and documentation is on file and available for review by the inspector demonstrating current compliance with HQS requirements, then the boiler room or other common heating systems may be considered HQS compliant without further inspection being necessary.
  ***Note: CHA boiler certificates are issued only for initial and regular inspections.***

**7.2. Safety of Heating Equipment**

Determine that the unit is safe from unvented, fuel burning space heaters or any other types of unsafe heating conditions.

***Inspection Requirements***

- The unit does not have unvented, fuel burning space heaters unless approved by HUD in areas of the country with mild climates.
- The heating system unit does not have any other types of unsafe heating conditions that are a potential for fire or other threats to safety such as:
  - Breakage or damage to the heating system.
  - Improper connection of flues that allow exhaust gases to enter the unit.
  - Improper fuel storage.
  - Improper installation of equipment (e.g., absence of shut off valves to the gas furnace or fuel oil tank).
  - Evidence of improper maintenance of equipment.
  - Inadequate source of air for combustion or cold air return for a forced air or gravity air system.
  - Combustible materials stored within three feet of the heat source, water heater or boiler.
- One approved carbon monoxide detector must be installed in the room containing the central heating unit.
  - For single-family homes and units with a fossil fuel burning system located within the unit, a carbon monoxide detector must be within 15 feet of the appliance (Gas: Furnace and/or Water Heater).
  - For high rise and low rise multi-unit properties, a carbon monoxide detector must be located inside the boiler room.

***CHA Guidance***

- If the heating system has passed a recent local inspection, this is acceptable.
- A dirty floor register restricting air flow is acceptable.
- A baseboard heating system designed to have a cover must have all covers in the unit present.

- A malfunctioning radiator valve that allows air to escape when steam enters the radiator is acceptable.
- Check with the property owner if access to the heating system is not available in a multi-family building to obtain evidence of a recent state or local inspection of the heating system.
- An installed flue pipe is not allowed to have a negative/downward slope leading into the chimney (except for when a flue blower is present).
- Flue pipes going directly into a brick wall or chimney stack must be tightly sealed.

### 7.3. Ventilation and Adequacy of Cooling

Determine that the unit has adequate ventilation and cooling by means of windows that open or a working cooling system.

***Inspection Requirements***

- The air flow is adequate.
- The windows in the unit open or the unit has a working cooling system.
- The cooling system provides adequate cooling.

***CHA Guidance***

- It is not necessary to test all windows that are designed to open to check if the windows open. Check a sample of four windows to see that they open. If two or more open, that is acceptable.
- In cold weather, check with the tenant to determine that the air flow or cooling system is working and is adequate in the summer months.
- In cold weather, when a unit in a multi-family building is vacant and it is not possible to test the cooling system, check the adequacy of the cooling system with other tenants in the building to determine if the cooling system is acceptable.

### 7.4. Water Heater or Boiler

Determine that the water heater or boiler is located, equipped and installed in a safe manner.

***Inspection Requirements***

- There is a working water heater or boiler.
- The water heater or boiler is not located in living areas or closets where a safety hazard may exist.
- The water heater or boiler has a temperature-pressure relief valve and a discharge line directed outside the living area or to the floor. In accordance with City Code, the diameter of the discharge line shall not be less than the diameter of the relief valve outlet. The discharge pipe shall terminate atmospherically within six inches of the floor.

  Exception: Discharge pipes on water heaters or boilers located in areas not accessible to participants must be present but do not require a specific length.
- Discharge lines must be permanently attached, made of a rigid material and approved for plumbing usage.
- The water heater or boiler has a flue vented into a properly installed chimney or flue leading to the outside.
- There is no evidence of serious leaks from the water heater or boiler.
- There are no combustible materials around the water heater or boiler.

*CHA Guidance*

- Only gas or oil fired water heaters or boilers require venting. Electric water heaters do not require venting.
- If the water heater or boiler has passed a recent local inspection, this is acceptable.
- An installed flue pipe is not allowed to have a negative/downward slope leading into the chimney (except for when a flue blower is present).
- A heating system located inside a bedroom, sleeping room or other living area must be enclosed.
- Water heaters that are located in areas not accessible to the participant do not require a burner cover plate to be installed.

**7.5. Water Supply**

Determine that the unit is served by an approvable public or private potable water supply.

*Inspection Requirements*

- The unit is served by an approvable public or private potable water supply.
- The water is supplied by a municipal source or a private source such as a well.

*CHA Guidance*

- If the unit is connected to a municipal water system, it is acceptable.
- In the case of private water supply, ask the property owner whether it was tested recently and about the nature of the supply and whether it is an approvable source of water. This does not mean that a current test of the water is required.

**7.6. Plumbing**

Determine that the plumbing is free of major leaks or corrosion that cause serious and persistent levels of rust or contamination of the drinking water.

*Inspection Requirements*

- There is no evidence of severe leaking from the water supply and waste lines (e.g., feed lines and drain lines).
- The water from the faucets is clear, indicating the absence of corrosion and rust.

*CHA Guidance*

- If the water appears rusty, make sure this is not temporary as the result of some outside source such as maintenance of water supply main lines by the municipality.
- In looking for evidence of severe leaks, inspect the basement for water on the floor or water in buckets under pipes. Also, inspect the main water lines (feed lines and drain lines) to see if any are dripping or severely corroded.
- A moderate corrosion of pipes is acceptable if the leak or corrosion is not very serious.

### 7.7. Sewer Connection

Determine that the plumbing is connected to an approvable public or private disposal system, and it is free of sewer backup.

***Inspection Requirements***

- The unit is served by an approvable public or private sewer/sanitary system.
- The sanitary waste system is a municipal system or a private disposal system such as a septic tank.
- There is no evidence of serious sewer backup.

***CHA Guidance***

- Slow drains are acceptable.
- If the unit is connected to a municipal sewer system, it is acceptable.
- In the case of private sewer system, ask the property owner about the type of system and determine whether it meets local health and safety standards.

# Notes

# Section 8: General Health and Safety

CHA
CHICAGO HOUSING AUTHORITY™

**8.0. Introduction and Overview**
This section provides the Housing Quality Standards (HQS) that must be met when inspecting for general health and safety conditions. This includes the HQS requirements and clarification of the inspection requirement for each HQS element related to general health and safety conditions.

8.1. Access to unit. Can the unit be entered without having to go through another unit?

8.2. Exits. Is there an acceptable fire exit from the building that is not blocked?

8.3. Evidence of infestation. Is the unit free of rats or infestation by mice or vermin?

8.4. Garbage and debris. Is the unit free of heavy accumulation of garbage and debris inside or outside?

8.5. Refuse disposal. Are there adequate covered facilities for temporary storage and disposal of food wastes, and are they approvable by a local agency?

8.6. Interior stairs and common halls. Are interior stairs and common halls free of hazards to the occupant because of loose, broken or missing steps on stairways; absent or insecure railings; inadequate lighting; or other hazards?

8.7. Other interior hazards. Is the interior of the unit free of any other hazards not specifically identified previously?

8.8. Elevators. Where local practice requires, do all elevators have a current inspection certificate? If local practice does not require this, are they working and safe?

8.9. Interior air quality. Is the unit free of abnormally high levels of air pollution from vehicular exhaust, sewer gas, fuel gas, dust or other pollutants?

8.10. Site and neighborhood conditions. Are the site and immediate neighborhood free of conditions which would seriously and continuously endanger the health or safety of the residents?

8.11. Lead-based paint: At or above de minimis and owner certification. If the property owner of the unit is required to treat or cover any interior or exterior surfaces, has the certification of compliance been obtained?

**8.1. Access to Unit**
Determine that the unit can be entered without having to go through another unit.

***Inspection Requirements***

- The unit has a private entrance and the tenant does not have to pass through another unit.

***CHA Guidance***

- An entrance through a shared foyer or entrance hall to a building with more than one unit is not considered a private entrance to the unit if there is no security between units.

**8.2. Exits**
Determine that there is an acceptable fire exit from the building that is not blocked.

***Inspection Requirements***

- The unit has an alternate means of egress from the building in case of fire.

- The alternate means of egress meets local or state requirements such as:
  - A window that opens if the unit is on the first or second floor or easily accessible to the ground.
  - A back door opening to a porch with a stairway leading to the ground.
  - A door or window leading to a fire escape, fire ladder or fire stairs.
  - A door leading to a public corridor or hallway that leads to the exterior of the building.
- The alternate means of egress is not blocked due to conditions such as a nailed door or a lock that does not unlock. A blocked egress caused by tenant storage or debris is acceptable if the tenant is told to unblock the egress.

***CHA Guidance***

- In multi-family buildings, make sure to look at alternate means of egress from the building and not from the unit.
- Consider whether the alternate means of egress is a reasonable one for the elderly, disabled or a family with small children. Discuss these concerns with the tenant.
- Assess the stability and security of the fire escape if that is the means of exit (e.g., look for signs of corrosion on the fastenings to exterior walls or vertical supports) to determine acceptability.
- If a certificate of condition was issued by the municipality, this certificate is acceptable and should be noted as a comment on the inspection form.

### 8.3. Evidence of Infestation

Determine that the unit is free of rats or infestation by mice or vermin.

***Inspection Requirements***

- There is no evidence of infestation from rats, mice or other vermin.

***CHA Guidance***

- Look for the presence of large rat holes, droppings, rat runs, numerous settings of rat poison or settings of mice traps behind kitchen appliances and cupboards, along walls, under piles of rubbish, or behind or under boxes, boards or thick vegetation.
- Look for evidence of serious levels of infestation by roaches or other insects in interior areas where trash cans and garbage bags are kept, where other sources of food are stored, or damp areas in the kitchen and bathrooms.
- All infestation fails will be deemed a property owner's responsibility despite the tenant's living conditions.

### 8.4. Garbage and Debris

Determine that the unit is free of heavy accumulation of garbage and debris inside or outside.

***Inspection Requirements***

- There is no heavy accumulation of trash, garbage or debris inside the unit, in common areas or outside.

- There are no vehicles (e.g., automobiles, boats, trailers or RVs) without current tags or that are inoperable, and/or other vehicle parts that create a safety hazard.
- There is no furniture outside that is typically for interior use.
- There are no discarded appliances.
- There is no discarded construction debris.
- There is not an excessive presence of weeds that create a safety hazard.

*CHA Guidance*

- Heavy accumulation of trash and garbage, children's toys or debris means a level of accumulation beyond the capacity of an individual to pick up within 15 minutes.
- Only consider the accumulation of such trash and debris on the property on which the dwelling unit is located. Garbage, trash or debris located on adjacent or nearby property would be rated under item 8.10, Site and Neighborhood Conditions.

**8.5. Refuse Disposal**

Determine that there are adequate covered facilities for temporary storage and disposal of food wastes, and that they are approvable by a local agency.

*Inspection Requirements*

- There are adequate facilities such as trash cans with covers, garbage chutes, dumpsters (i.e., large scale refuse boxes with lids) or trash bags for the sanitary disposal of food waste and refuse.
- The method of refuse disposal complies with local health and sanitation department requirements.

*CHA Guidance*

- If the unit is vacant and there are no adequate covered facilities present, contact the property owner or manager to determine the type of facilities the property owner will provide when the unit is occupied.
- Property owners generally provide the refuse disposal facility in large multi-family buildings, but in smaller (one- to four-family) structures the practice varies.
- If the tenant is responsible for providing the trash or garbage containers, make sure the tenant understands this responsibility and that the trash or garbage containers are present or will be provided.

**8.6. Interior Stairs and Common Halls**

Determine that the interior stairs and common halls are free of hazards to the occupant because of loose, broken or missing steps on stairways; absent or insecure railings; inadequate lighting; or other hazards.

*Inspection Requirements*

- The interior stairs in the unit or in common stairways and common hallways are free of hazards.
- There are no loose, broken or missing steps or handrails; no accumulation of objects or debris on the steps; no ripped, torn or frayed stair coverings such as carpet or rubber mats; and no loose or broken steps.

- There is a handrail when there are four or more consecutive steps/risers (handrails are not required on landings). The handrail is at a safe height and can properly serve as a means to prevent falls.
- There is adequate lighting in the common halls and stairways.
- There are no electrical hazards.

***CHA Guidance***

- In assessing stairway lighting, make sure that all treads and risers are illuminated.
- If the electric service to the unit is temporarily disconnected, the inspector should note that the inspector cannot make a final determination. In the case of an initial inspection, check the status as inconclusive on the inspection form with the reason. In the case of all other inspections (e.g., regular or quality control), check fail and note that this is an emergency fail item.
- A newel post is an acceptable component of a handrail system on winder stairs and provides adequate support. The installation of handrails on both sides of a stairway is not required.
- If the handrail system does not extend the entire length of the stairway, no more than three steps can be without a handrail.

**8.7. Other Interior Hazards**

Determine that the interior of the unit is free of any other hazards not specifically identified previously.

***Inspection Requirements***

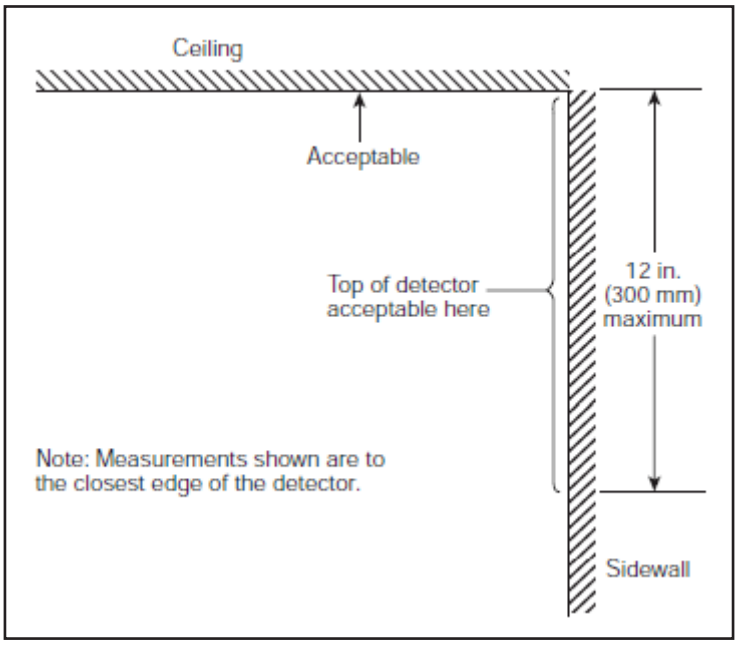
- The fuse or circuit box has a door and there are no exposed fuse or circuit box connections.
- There is no evidence of circuit overload based on over-fusing, blown fuses or tripped circuit breakers.
- There are no other hazards such as a protruding nail in a doorway, broken window in a common hallway or stairway, door or window in a common entryway, or foyer that might fall because it is partially broken or is off its hinges.
- The unit has at least one working battery-operated or hardwired smoke detector on each level of the dwelling unit that contains a habitable room or a heating plant, including basements but excluding crawl spaces and unfinished attics.
- If mounted on the wall, the top of the smoke detector cannot be lower than 12 inches from the highest point of the ceiling.
- If mounted on the ceiling, the smoke detector can be placed anywhere on the ceiling.
- Smoke detectors cannot be mounted under a soffit.
- Smoke detectors installed on open joist ceilings must be mounted flat on the bottom of a joist but cannot be mounted inside the joist space.
- For a unit occupied by any hearing impaired person, smoke detectors have an alarm system designed for hearing impaired persons.

- All unconnected gas lines in rooms/areas accessible to the tenant must have a gas cap.
- All owner-supplied appliances (including central AC and individual wall/window AC units) must be in proper working condition as intended to be operated by the manufacturer.
- All unit entrance/exit door systems leading to the exterior must be reasonably weather tight. There should not be gaps or cracks that allow natural or artificial light between the door and the door frame.
- Gas dryers must have proper exhaust systems including vent ducts that lead to the exterior.
- For dwelling units with fossil fuel burning appliances or that are in any way connected to a garage, a carbon monoxide detector shall be installed within 15 feet of each room used for sleeping purposes.
- If a fuel burning appliance is located within a bedroom or its attached bathroom, a carbon monoxide detector shall be installed within the bedroom.

*CHA Guidance*

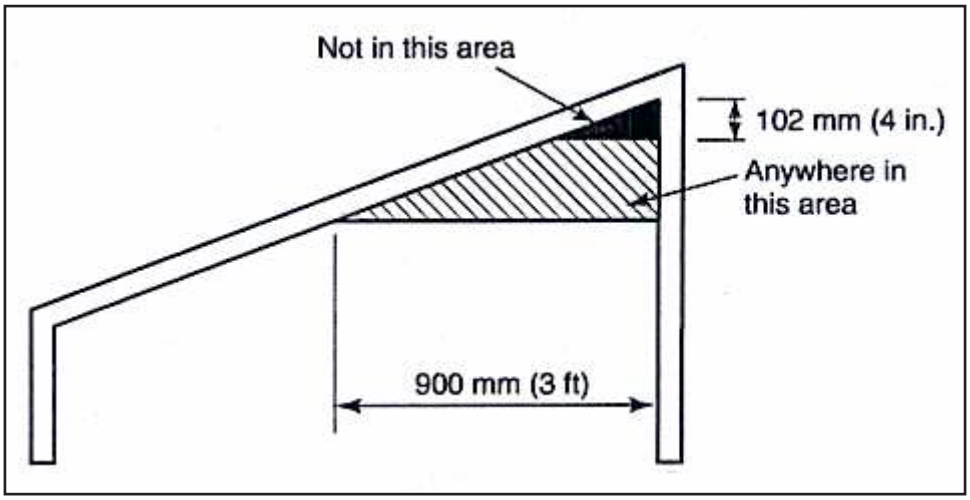
- Nails or screws protruding from an open joist ceiling that are determined to be within reach of any household member are not acceptable.
- Inoperable dishwashers, range hoods and microwaves are acceptable as long as the current condition does not pose a hazard (cutting, exposed wires, etc.).
- Smoke detectors must be installed outside of each separate sleeping area in the immediate vicinity of the bedrooms.
- When testing the smoke detector, if it does not work, check the batteries.
- Smoke detectors and installation requirements must meet the National Fire Protection Association standards. Refer to the following illustrations for clarity.

**Standard Ceiling Installation Requirements**

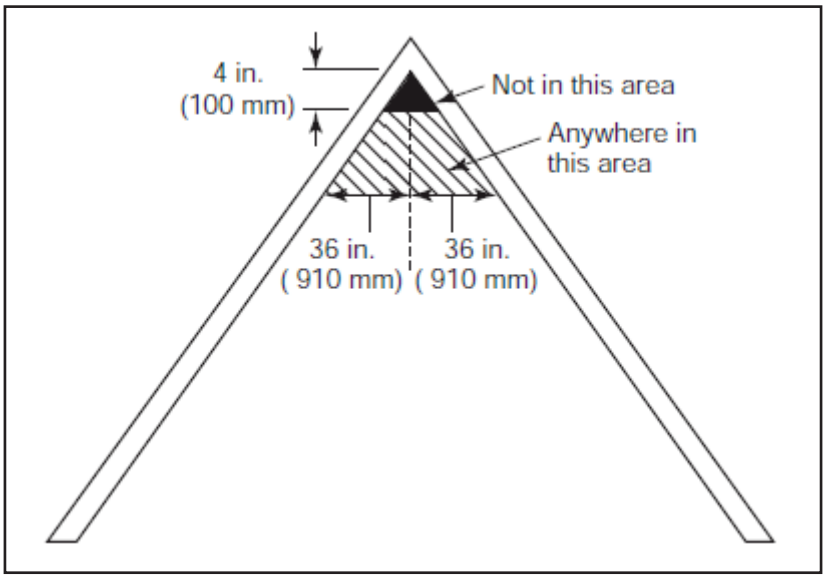



(NFPA, 2013)

**Slopped Ceiling Installation Requirements**

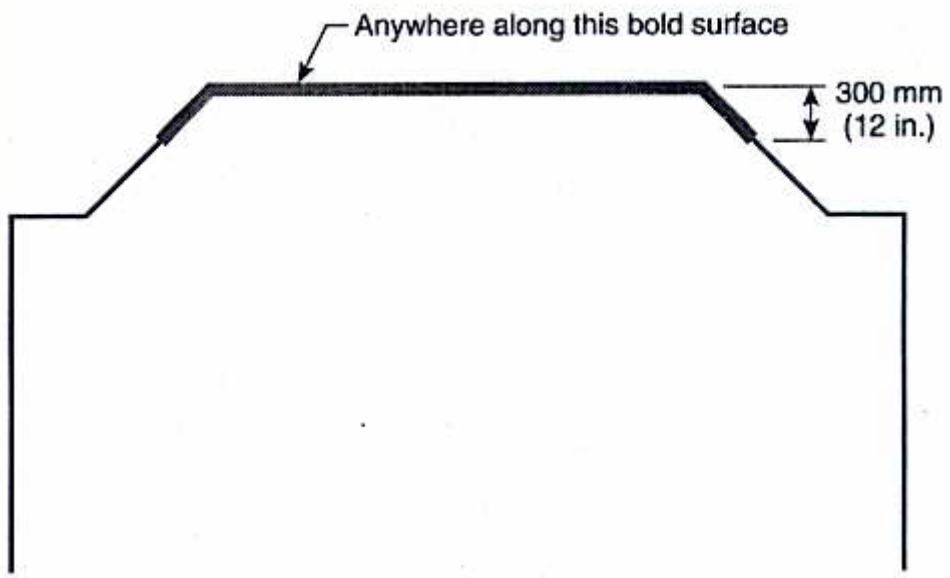



**Cathedral Ceiling Installation Requirements**




(NFPA, 2013)

**Tray-Shaped Ceiling Installation Requirements**




(NFPA, 2013)

**8.8. Elevators**

Where local practice requires, determine that all elevators have a current inspection certificate. If local practice does not require this, determine that they are working and safe.

***Inspection Requirements***

- There is a current inspection certificate for the elevator.
- The elevator is working and safe.

***CHA Guidance***

- A current inspection certificate from the municipality is acceptable.
- If local practice does not require regular inspection as part of local licensing, check to see that the elevator appears to be in safe, working condition. If the property has multiple elevators, base the rating on the elevator used by the inspector.
- Observe complaints heard about elevators in the building that are not working properly. Discuss the elevator acceptability with the tenant.
- Elevator certificates issued by the City Department of Buildings within three years of the regular/initial inspection are acceptable. Furthermore, written certifications by a third-party servicing company stating that the elevator is safe and in good working order issued within one year of the regular/initial inspection are acceptable.

**8.9. Interior Air Quality**

Determine that the unit is free of abnormally high levels of air pollution from vehicular exhaust, sewer gas, fuel gas, dust or other pollutants.

***Inspection Requirements***

- The unit is free of dangerous levels of air pollution from carbon monoxide, sewer gas, fuel gas, dust or other harmful pollutants.

*CHA Guidance*

- Air quality can be affected by external sources such as oil or gas refineries, pulp or paper plants, chemical industries, proximity to heavy traffic, or proximity to truck or bus garages.
- Air quality can also be affected by internal sources such as sewer or cooking gas, or fumes from improperly operating furnaces.

**8.10. Site and Neighborhood Conditions**

Determine that the site and immediate neighborhood are free of conditions which would seriously and continuously endanger the health or safety of the residents.

*Inspection Requirements*

- The site and immediate neighborhood are free of conditions which would seriously and continuously endanger the health or safety of the residents.
- The neighborhood does not have conditions that would seriously and continuously endanger the health or safety of the residents such as:
  - Other buildings on or near the property that pose serious hazards (e.g., dilapidated shed or garage with potential for structural collapse);
  - Evidence of flooding or major drainage problems;
  - Proximity to open sewage;
  - Fire hazards;
  - Abnormal air pollution or smoke which continues throughout the years; or
  - Continuous or excessive vibration of vehicular traffic.

*CHA Guidance*

- Marginally acceptable conditions such as the following are acceptable:
  - Unimproved space such as a nearby vacant lot with trash;
  - Large bare patches on the grounds around the building;
  - Evidence of general lack of maintenance (e.g., some litter, lawn in need of care); or
  - Dead tree limbs or dead trees provided that they do not present a danger of falling and causing injury or damage.
- In making judgments about the site and immediate neighborhood conditions, take into consideration the composition of the family and whether small children are present, which might make some of the above listed conditions unacceptable.
- A good rule of thumb for making a decision about the acceptability is to follow local practice. For example, if unassisted families in market rate housing are living in the area under consideration (e.g., near the flight path for an airport), the condition is probably acceptable.
- Walkways that have an object protruding from the ground more than two inches are unacceptable.
- Broken/Uneven walkways with a differential of two inches or more are not acceptable.

- Fences are not required. However, when installed, the fence systems must be free of safety hazards.
- Non-emergency condition(s) cited on a lot or property adjacent to the participant's unit must be repaired within the correction period or proof must be submitted by the property owner to demonstrate that the condition was properly reported to the City (this option is not allowed during the initial/new move series).

**8.11. Lead-Based Paint: At or Above De Minimis and Owner Certification**

If the HQS inspector has determined that deteriorated paint areas are at or above *de minimis*, the property owner will be required to:

1. Locate a risk assessor.
   - **www.epa.gov/lead/understanding-inspection-risk-assessment-and-abatement**
   - **data.illinois.gov/dataset/567lead_risk_assessor_and_inspector_licensees**
2. Provide the risk assessor with the HQS inspection report so that it is known what areas were cited as at or above *de minimis*.
3. Provide CHA with the risk assessor's report and clearance exam (see requirements below) via email at **hcvpinspections@thecha.org** or fax at **312-786-3387**.

   Lead-Based Paint Clearance Exam Requirements:
   - Clearance Exam completed by a licensed lead risk assessor
   - Inspectors current Illinois Department of Public Health (IDPH) License
   - Laboratory certifications for any paint chips or dust wipe analysis
   - XRF characteristics sheet if XRF Analyzer is used
   - Lead-Based Paint Owner Certification, signed by property owner (see pages 128-130 of this Guidebook)

For units built before 1978 that are occupied or will be occupied by children under the age of six with an identified Elevated Blood Lead Level (EBLL):

1. If CHA is made aware of an EBLL-related hazard identified by the Chicago Department of Public Health (CDPH) or other institution designated to conduct such inspections, a fail rating will be created on the unit until the hazards are corrected.
2. The property owner will be given 30 days to clear the hazards identified.
3. CHA will stop Housing Assistance Payments after the expiration of the 30-day cure period of the CDPH full lead test.
4. The abatement of payments continues until:
   a. The property owner makes the necessary repairs, or
   b. The 60-day abatement period ends and the HAP Contract is terminated.
5. The property owner may request a non-weather related extension if abatement of the hazard will take longer than 30 days. Supporting documentation must be submitted with the extension request.

**Lead Free vs. Lead Compliant**

Lead Free
All components of a unit and common areas that could contain hazardous paint have tested negative for containing lead-based paint. The inspectors will continue to inspect for deteriorated paint. However, once the lead-free documents are submitted to CHA, the deteriorated paint will be passed.

Lead Compliant
Clearance has been achieved by a certified risk assessor after the deteriorated paint has been repaired or lead abated. On any subsequent inspection, the inspector will continue to fail for deteriorated paint discovered.

**Lead Abatement Contractors vs. Lead Inspectors (Risk Assessors)**

Lead Abatement Contractors
Lead Abatement Contractors are certified specialists who have been trained in either mitigating or removing lead-based paint hazards. These professionals may have one or more of the following titles:

- Lead Supervisor
- Lead Worker
- Lead Abatement Contractor
- Lead Abatement Supervisor

Lead Inspectors (Risk Assessors)
Lead Inspectors are certified specialists who are allowed to determine whether or not a unit contains lead-based paint or lead-based paint hazards. These professionals may have one or more of the following titles:

- Lead Inspector
- Lead Risk Assessor

# Section 9: Congregate Housing

**9.0. Introduction and Overview**

Congregate housing is a facility that provides a shared central kitchen and dining area and a unit with a private living area consisting of at least a living room, bedroom and bathroom.

The inspector must complete the following items on the standard inspection form when inspecting a unit in a congregate housing facility:

- Living Room: Items 1.1 through 1.9. See Section 1.
- Kitchen: Items 2.1 through 2.13. See Section 2.
- Bathroom: Items 3.1 through 3.13. See Section 3.
- Other Rooms Used for Living and Halls: Items 4.1 through 4.10 only for any rooms located in the occupant's unit. See Section 4.
- Other Rooms Used for Living and Halls: Items 4.1 through 4.9 only for the common dining area, and hallways from the occupant's unit to the building entrance and to the common dining area. See Section 4.
- Secondary Rooms (Rooms Not Used for Living): Items 5.1 through 5.4 only if any secondary rooms are located within the occupant's unit. See Section 5.
- Building Exterior: Items 6.1 through 6.6 for areas of the building near the occupant's unit or near areas used by the occupant. See Section 6.
- Heating and Plumbing: Items 7.1 through 7.7. In assessing the adequacy of the heating equipment, assess the capability of the heating system to provide adequate heat to the occupant's unit, central kitchen and central dining area. See Section 7.
- General Health and Safety: Items 8.1 through 8.11. See Section 8.

This section provides the additional Housing Quality Standards (HQS) that must be met when inspecting a congregate housing unit. This includes the HQS requirements and clarification of the inspection requirement for each HQS element in the congregate housing unit.

9.1. Kitchen facilities. Is there a central kitchen or a continuous catering service?

9.2. Central kitchen: Adequacy of facilities. In the central kitchen, is the size of the stove, refrigerator and sink appropriate for the number of people that will be served by the facilities (capacity to prepare and serve the number of occupants for one to three meals a day)?

9.3. Central kitchen: Space for food preparation and storage. Is the space for food preparation, storage and serving adequate for the number of people to be served?

9.4. Refrigerator within occupant's unit. Is there a working refrigerator within the occupant's unit?

9.5. Central dining area: Location. If there is a central dining area, is it within the building or housing complex and within a 10-minute walk for the occupant?

9.6. Central dining area: Space. Is the dining area adequate to serve the number of occupants for one to three meals a day?

9.7. Bathroom within occupant's unit. Are there bathroom facilities within the occupant's unit?

9.8. Bathroom for handicapped. For units accommodating physically handicapped occupants with wheelchairs, is access provided to all sanitary facilities and are there (as appropriate to the needs of the occupants) basins and toilets of appropriate height, grab bars to toilets, showers and/or bathtubs, shower seats and adequate space for movement?

9.9. Architectural barriers. If the unit accommodates physically handicapped occupants with wheelchairs and other special equipment, is it free of barriers which impede access or use and does it have appropriate handrails and ramps?

**9.1. Kitchen Facilities**
Determine that there is a central kitchen or a continuous catering service.

***Inspection Requirements***

- There is a central kitchen or there is an agreement with a catering service to serve at least one meal per day for the occupants.

***CHA Guidance***

- The history of the catering service for providing meals in the past and the commitment of the catering service to provide meals in the future.

**9.2. Central Kitchen: Adequacy of Facilities**
Determine that the size of the stove, refrigerator and sink in the central kitchen are appropriate for the number of people that will be served by the facilities (capacity to prepare and serve the number of occupants for one to three meals a day).

***Inspection Requirements***

- The kitchen facilities, including the stove, refrigerator and sink, are adequate in size to prepare food and serve the occupants for one to three meals a day.

***CHA Guidance***

- A stove, refrigerator and sink typically found in a home will have a minimal capacity to feed many people.
- In a large congregate facility, it is likely that industrial/restaurant-type kitchen equipment is required to store, prepare and serve meals to a large number of occupants.

**9.3. Central Kitchen: Space for Food Preparation and Storage**
Determine that the space for food preparation, storage and serving is adequate for the number of people to be served.

***Inspection Requirements***

- The space for food preparation, storage and serving is adequate for the number of people to be served.

***CHA Guidance***

- Space should be adequate to store non-perishable food items as well as food items that require refrigeration.
- Equipment to maintain the temperature of the food (hot or cold) while it is served should be available.

### 9.4. Refrigerator within Occupant's Unit

Determine that there is a working refrigerator within the occupant's unit.

*Inspection Requirements*

- There is a working refrigerator within the occupant's unit.

*CHA Guidance*

- The refrigerator is of an adequate size to store medicines, snacks and food for preparing meals.
- The number of meals served in the central dining facility will have an impact on the size of refrigerator required by the occupant.
- If a full kitchen is provided in the occupant's unit, the kitchen must meet the requirements in Section 2.

### 9.5. Central Dining Area: Location

Determine that there is a central dining area located in the building or housing complex and it is within a 10-minute walk for the occupant.

*Inspection Requirements*

- There is a central dining area located in the building or housing complex and it is within a 10-minute walk for the occupant.

*CHA Guidance*

- There are other food providers (e.g., restaurants, delicatessens, churches, supermarkets) within walking distance for purchase of meals not provided at the congregate facility.

### 9.6. Central Dining Area: Space

Determine that the dining area is adequate to serve the number of occupants for one to three meals a day.

*Inspection Requirements*

- The dining area is adequate to serve the number of occupants for one to three meals a day.

*CHA Guidance*

- The dining area should be equipped with tables and chairs that are adequate to seat the occupants when dining.
- Some congregate facilities may serve meals at two separate sittings, so the number of tables and chairs required is reduced.

### 9.7. Bathroom within Occupant's Unit

Determine that there are bathroom facilities within the occupant's unit.

*Inspection Requirements*

- There are bathroom facilities within the occupant's unit.
- The bathroom meets the requirements in Section 3.

### 9.8. Bathroom for Handicapped

For units accommodating physically handicapped occupants with wheelchairs, determine that access is provided to all sanitary facilities and there are (as appropriate to the needs of the occupants) basins and toilets of appropriate height, grab bars to toilets, showers and/or bathtubs, shower seats and adequate space for movement.

***Inspection Requirements***

- Access is provided to all sanitary facilities in the bathroom.
- There are basins and toilets of appropriate height, grab bars to toilets, showers and/or bathtubs, shower seats and adequate space for movement in the bathroom.

***CHA Guidance***

- This only applies if the prospective occupant is physically handicapped and uses a wheelchair or other special equipment.

### 9.9. Architectural Barriers

Determine that the unit accommodates physically handicapped occupants with wheelchairs and other special equipment, is free of barriers which impede access or use, and has appropriate handrails and ramps.

***Inspection Requirements***

- The unit accommodates physically handicapped occupants with wheelchairs and other special equipment.
- The unit is free of barriers which impede access or use of wheelchairs and other special equipment and has appropriate handrails and ramps.

***CHA Guidance***

- This only applies if the prospective occupant is physically handicapped and uses a wheelchair or other special equipment.

# Section 10: Single Room Occupancy Housing

**10.0. Introduction and Overview**
A Single Room Occupancy (SRO) unit is a unit that contains no sanitary facilities or food preparation or contains either type of facilities, but not both. SRO housing is permitted under the project-based component of the HCV Program but is accepted under the tenant-based component of the HCV Program only when approved as a reasonable accommodation by the CHA.

This section provides the additional Housing Quality Standards (HQS) that must be met when inspecting SRO housing. The inspector, when completing the inspection form, must substitute the following Housing Quality Standards on the standard inspection form when inspecting a SRO unit. All other Housing Quality Standards apply.

10.1. Sanitary facilities. Are bathroom facilities in the SRO adequate in number that they need not be shared by more than six occupants?

10.2. Space and security. Does the unit contain adequate floor space and closet space? Are all windows and doors that are accessible from outside the unit lockable?

10.3. Access. Does the unit have working entry door locks? Does the unit provide for privacy? Are there two routes for egress from the building in the event of an emergency?

10.4. Sprinkler system. Does the SRO have a sprinkler system? Does the SRO have hard-wired smoke detectors? Does the SRO have carbon monoxide detectors? Does the SRO have other fire and safety improvements required under State or local law?

10.5. Lead-based paint. Since SROs are not occupied by children, the lead-based standards do not apply to SRO housing.

**10.1. Sanitary Facilities**
The applicable standards for flush toilet, fixed washbasin, and tub or shower specified in Section 3, Bathroom, are modified as follows:

***Inspection Requirements***

- There is at least one flush toilet in the SRO that can be used in privacy and a washbasin and tub or shower for each six persons or fewer residing in the SRO.
- There is a working flush toilet in the SRO for each six persons or fewer residing in the SRO.
- Each toilet is connected to a water supply and sewer drain, and the flushing mechanism works properly.
- There is a permanently installed washbasin in the SRO with running hot and cold water for each six persons or fewer residing in the SRO.
- Each washbasin is connected to a water supply and an operating drain, and has a gas trap.
- There is a working tub or shower in the SRO with running hot and cold water for each six persons or fewer residing in the SRO.
- Each tub and/or shower is connected to a water supply and an operating drain.

*CHA Guidance*

- If units are leased only to males, flush urinals are acceptable as a substitute for not more than one half the required number of flush toilets. However, there must be at least one flush toilet in the building.
- All of the sanitary facilities must be in proper operating condition and adequate for personal cleanliness and the disposal of human waste.
- Sanitary facilities are reasonably accessible from a common hall or passageway to all occupants sharing the facilities. The sanitary facilities are located not more than one floor above or below the unit. Sanitary facilities are not located below grade except when units are located on the same level.

**10.2. Space and Security**

The applicable space and security standards for a bedroom/sleeping room, Section 4, Other Rooms Used for Living and Halls, are modified as follows:

*Inspection Requirements*

- No more than one person resides in the unit.
- The unit contains at least 110 square feet of habitable floor space.
- The unit contains at least four square feet of closet space with an unobstructed height of at least five feet.
- Exterior doors and windows accessible from outside the unit have a properly working lock.

*CHA Guidance*

- If there is less than four square feet of closet space, the deficiency is subtracted from the available habitable floor space when determining the amount of habitable floor space in the unit. The unit must contain at least 110 square feet of space after subtracting the amount of the deficiency in minimum closet space.

**10.3. Access**

The applicable access and exit standards for a unit, Section 8, General Health and Safety, are modified as follows:

*Inspection Requirements*

- Access entry doors to the unit have a properly working lock to ensure privacy.
- The unit has a private entrance and the tenant does not have to pass through another unit.
- The unit has immediate access to two or more approved means of egress from the building that are appropriately marked and lead to safe and open space at ground level with any means of exit that meet State and local law.

*CHA Guidance*

- An entrance or exit door that has a lock operated by a skeleton key but also has a cylinder lock operated by a separate key is acceptable.

**10.4. Sprinkler System**

The applicable following additional standards apply to SRO housing developments:

*Inspection Requirements*

- Each building with SRO units has a sprinkler system and hard-wired smoke detectors that protects all major spaces.
- Each building with SRO units is equipped with carbon monoxide detectors.
- Each building with SRO units meets such other fire and safety improvements as required by State and local law.

*CHA Guidance*

- The term "major spaces" means hallways, large common areas and other areas specified in local fire, building or safety codes.

**10.5. Lead-Based Paint**

Since SROs are not occupied by children, the lead-based standards do not apply to SRO housing.

# Notes

CHA

CHICAGO HOUSING AUTHORITY™

# Appendix

# Inspection Form

Housing Choice Voucher Program

**U.S. Department of Housing and Urban Development**
Office of Public and Indian Housing

OMB Approval No. 2577-0169
(exp. 07/31/2022)

Public reporting burden for this collection of information is estimated to average 0. 25 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

**Privacy Act Statement**. The Department of Housing and Urban Development (HUD) is authorized to collect the information required on this form by Section 8 of the U.S. Housing Act of 1937 (42 U.S.C. 1437f). Collection of the name and address of both the family and the owner is mandatory. The information is used to determine if a unit meets the housing quality standards of the section 8 rental assistance program. HUD may disclose this information to Federal, State and local agencies when relevant to civil, criminal, or regulatory investigations and prosecutions. It will not be otherwise disclosed or released outside of HUD, except as permitted or required by law. Failure to provide any of the information may result in delay or rejection of family participation.

Assurances of confidentiality are not provided under this collection.
This collection of information is authorized under Section 8 of the U.S. Housing Act of l937 (42 U.S.C. 1437f). The information is used to determine if a unit meets the housing quality standards of the section 8 rental assistance program.

| PHA | Tenant ID Number | Date of Request (mm/dd/yyyy) |
|---|---|---|
| Inspector | Date Last Inspection (mm/dd/yyyy) | Date of Inspection (mm/dd/yyyy) |
| Neighborhood/Census Tract | Type of Inspection ☐ Initial ☐ Special ☐ Reinspection | Project Number |

**A. General Information**

Street Address of Inspected Unit

| City | County | State | Zip |
|---|---|---|---|

| Name of Family | Current Telephone of Family |
|---|---|

Current Street Address of Family

| City | County | State | Zip |
|---|---|---|---|

| Number of Children in Family Under 6 | |
|---|---|

| Name of Owner or Agent Authorized to Lease Unit Inspected | Telephone of Owner or Agent |
|---|---|

Address of Owner or Agent

Housing Type (check as appropriate)

- ☐ Single Family Detached
- ☐ Duplex or Two Family Row
- ☐ House or Town House
- ☐ Low Rise: 3,4 Stories, Including Garden Apartment
- ☐ High Rise; 5 or More Stories
- ☐ Manufactured Home
- ☐ Congregate
- ☐ Cooperative
- ☐ Independent Group Residence
- ☐ Single Room Occupancy
- ☐ Shared Housing
- ☐ Other:(Specify)

**B. Summary Decision on the Unit**
(to be completed after the form has been filled in)

**Housing Quality Standard Pass or Fail**

☐ 1. **Fail** If there are any checks under the column headed "Fail" the **unit** fails the minimum housing quality standards. Discuss with the owner the repairs noted that would be necessary to bring the unit up to the standard.

☐ 2. **Inconclusive** If there are no checks under the column headed "Fail"
and there are checks under the column headed "Inconclusive," obtain additional information necessary for a decision (question owner or tenant as indicated in the item instructions given in this checklist). Once additional information is obtained, change the rating for the item and record the date of verification at the far right of the form.

☐ 3. **Pass** If neither (1) nor (2) above is checked, the unit passes the minimum housing quality standards. Any additional conditions described in the right hand column of the form should serve to (a) establish the precondition of the unit, (b) indicate possible additional areas to negotiate with the owner, (c) aid in assessing the reasonableness of the rent of the unit, and (d) aid the tenant in deciding among possible units to be rented. The tenant is responsible for deciding whether he or she finds these conditions acceptable.

☐ **Unit Size:** Count the number of bedrooms for purposes of the FMR or Payment Standard. Record in the box provided.

☐ **Year Constructed:** Enter from Line 5 of the Request for Tenancy Approval form. Record in the box provided.

☐ **Number of Sleeping Rooms**: Count the number of rooms which could be used for sleeping, as identified on the checklist. Record in the box provided.

**C. How to Fill Out This Checklist**

Complete the checklist on the unit to be occupied (or currently occupied) by the tenant. Proceed through the inspection as follows:

| Area | Checklist Category |
|---|---|
| room by room | 1. Living Room |
| | 2. Kitchen |
| | 3. Bathroom |
| | 4. All Other Rooms Used for Living |
| | 5. All Secondary Rooms Not Used for Living |
| basement or utility room | 6. Heating & Plumbing |
| outside | 7. Building Exterior |
| overall | 8. General Health & Safety |

Each part of the checklist will be accompanied by an explanation of the item to be inspected.

**Important:** For each item numbered on the checklist, **check one box only** (e.g., check one box only for item 1.4 "Security "in the Living Room.)

In the space to the right of the description of the item, if the decision on the item is: "Fail" write what repairs are necessary; If "Inconclusive" write in details.

Also, if "Pass" but there are some conditions present that need to be brought to the attention of the owner or the tenant, write these in the space to the right.

If it is an annual inspection, record to the right of the form any repairs made since the last inspection. If possible, record reason for repair (e.g., ordinary maintenance, tenant damage).

If it is a complaint inspection, fill out only those checklist items for which complaint is lodged. Determine, if possible, tenant or owner cause.

Once the checklist has been completed, return to Part B (Summary Decision on the Unit).

# 1. Living Room

### 1.1 Living Room Present

Note: If the unit is an efficiency apartment, consider the living room present.

### 1.2 Electricity

In order to qualify, the outlets must be present and properly installed in the baseboard, wall or floor of the room. Do not count a single duplex receptacle as two outlets, i.e., there must be **two** of these in the room, or **one** of these **plus a permanently installed ceiling or wall light fixture**.

Both the outlets and/or the light must be working. Usually, a room will have sufficient lights or electrical appliances plugged into outlets to determine workability. Be sure light fixture does not fail just because the bulb is burned out.

Do not count any of the following items or fixtures as outlets/fixtures: Table or floor lamps (these are **not** permanent light fixtures); ceiling lamps plugged into socket; extension cords.

If the electric service to the unit has been temporarily turned off check ''Inconclusive.'' Contact owner or manager after inspection to verify that electricity functions properly when service is turned on. Record this information on the checklist.

### 1.3 Electrical Hazards

Examples of what this means: broken wiring; non-insulated wiring; frayed wiring; improper types of wiring, connections or insulation; wires lying in or located near standing water or other unsafe places; light fixture hanging from electric wiring without other firm support or fixture; missing cover plates on switches or outlets; badly cracked outlets; exposed fuse box connections; overloaded circuits evidenced by frequently ''blown'' fuses (ask the tenant).

Check "Inconclusive'' if you are uncertain about severity of the problem and seek expert advice.

### 1. 4 Security

"Accessible to outside" means: doors open to the outside or to a common public hall; windows accessible from the outside (e.g. basement and first floor); windows or doors leading onto a fire escape, porch or other outside place that can be reached from the ground.

"Lockable" means: the window or door has a properly working lock, or is nailed shut, or the window is not designed to be opened. A storm window lock that is working properly is acceptable. Windows that are nailed shut are acceptable only if these windows are not needed for ventilation or as an alternate exit in case of fire.

### 1.5 Window Condition

Rate the windows in the room (including windows in doors).

"Severe deterioration" means that the window no longer has the capacity to keep out the wind and the rain or is a cutting hazard. Examples are: missing or broken-out panes; dangerously loose cracked panes; windows that will not close; windows that, when closed, do not form a reasonably tight seal.

If more than one window in the room is in this condition, give details in the space provided on the right of the form.

If there is only "moderate deterioration" of the windows the item should "Pass." "Moderate deterioration" means windows which are reasonably weather-tight, but show evidence of some aging, abuse, or lack of repair. Signs of deterioration are: minor crack in window pane; splintered sill; signs of some minor rotting in the window frame or the window itself; window panes loose because of missing window putty. Also for deteriorated and peeling paint see 1.9. If more than one window is in this condition, give details in the space provided on the right of the form.

### 1.6 Ceiling Condition

"Unsound or hazardous" means the presence of such serious defects that either a potential exists for structural collapse or that large cracks or holes allow significant drafts to enter the unit. The condition includes: severe bulging or buckling; large holes; missing parts; falling or in danger of falling loose surface materials (other than paper or paint).

Pass ceilings that are basically sound but haves some nonhazardous defects, including: small holes or cracks; missing or broken ceiling tiles; water stains; soiled surfaces; unpainted surfaces; peeling paint (for peeling paint see item 1.9).

### 1.7 Wall Condition

"Unsound or hazardous" includes: serious defects such that the structural safety of the building is threatened, such as severe buckling, bulging or leaning; damaged or loose structural members; large holes; air infiltration.

Pass walls that are basically sound but have some non hazardous defects, including: small or shallow holes; cracks; loose or missing parts; unpainted surfaces; peeling paint (for peeling paint see item 1.9).

### 1.8 Floor Condition

"Unsound or hazardous" means the presence of such serious defects that a potential exists for structural collapse or other threats to safety (e.g., stripping) or large cracks or holes allow substantial drafts from below the floor. The condition includes: severe buckling or major movements under walking stress; damaged or missing parts.

Pass floors that are basically sound but have some nonhazardous defects, including: heavily worn or damaged floor surface (for ex-ample, scratches or gouges in surface, missing portions of tile or linoleum, previous water damage). If there is a floor covering, also note the condition, especially if badly worn or soiled. If there is a floor covering, including paint or sealant, also note the conditions, specially if badly worn, soiled or peeling (for peeling paint, see 1.9).

### 1.9 Lead-Based Paint

Housing Choice Voucher Units If the unit was built January 1, 1978, or after, no child under age six will occupy or currently occupies it, is a 0-BR, elderly or handicapped unit with no children under age six on the lease or expected, has been certified lead-based paint free by a certified lead-based paint inspector (no lead-based paint present or no lead-based paint present after removal of lead-based paint.), check NA and do not inspect painted surfaces.

This requirement applies to all painted surfaces (building components) within the unit. (Do not include tenant belongings). Surfaces to receive a visual assessment for deteriorated paint include walls, floors, ceilings, built in cabinets (sink bases), baseboards, doors, door frames, windows systems including mullions, sills, or frames and any other painted building component within the unit. Deteriorated paint includes any painted surface that is peeling, chipping, chalking, cracking, damaged or otherwise separated from the substrate.

All deteriorated paint surfaces **more than 2 sq. ft. in any one interior room or space, or more than 10% of the total surface area of an interior type of component with a small surface area (i.e., window sills, baseboards, and trim)** must be stabilized (corrected) in accordance with all safe work practice requirements and clearance is required. **If the deteriorated painted surface is less than 2 sq. ft. or less than 10% of the component, only stabilization is required. Clearance testing is not required.** Stabilization means removal of deteriorated paint, repair of the substrate, and application of a new protective coating or paint. Lead-Based Paint Owner Certification is required following stabilization activities, except for *de minimis level* repairs.

## 1. Living Room

For each numbered item, check one box only.

| Item No. Description | Decision: Yes, Pass | Decision: No, Fail | Decision: Inconclusive | If Fail, what repairs are necessary? If Inconclusive, give details. If Pass with comments, give details. | If Fail or Inconclusive, date (mm/dd/yyyy) of final approval |
|---|---|---|---|---|---|
| **1.1 Living Room Present** Is there a living room? | ☐ | ☐ | | | |
| **1.2 Electricity** Are there at least two working outlets or one working outlet and one working light fixture? | ☐ | ☐ | ☐ | | |
| **1.3 Electrical Hazards** Is the room free from electrical hazards? | ☐ | ☐ | ☐ | | |
| **1.4 Security** Are all windows and doors that are accessible from the outside lockable? | ☐ | ☐ | | | |
| **1.5 Window Condition** Is there at least one window, and are all windows free of signs of severe deterioration or missing or broken out panes? | ☐ | ☐ | | | |
| **1.6 Ceiling Condition** Is the ceiling sound and free from hazardous defects? | ☐ | ☐ | | | |
| **1.7 Wall Condition** Are the walls sound and free from hazardous defects? | ☐ | ☐ | | | |
| **1.8 Floor Condition** Is the floor sound and free from hazardous defects? | ☐ | ☐ | | | |
| **1.9 Lead-Based Paint** Are all painted surfaces free of deteriorated paint? | ☐ | ☐ | | | |
| If no, does deteriorated surfaces exceed two square feet and/or more than 10% of a component? | ☐ | ☐ | | ☐ Not Applicable | |

**Additional Comments:** (Give Item Number)

Comments continued on a separate page Yes ☐ No ☐

## 2. Kitchen

### 2.1 Kitchen Area Present

Note: A kitchen is an area used for preparation of meals. It may be either a separate room or an area of a larger room (for example, a kitchen area in an efficiency apartment).

**2.2 - 2.9 Explanation for these items is the same as that provided for "Living Room'' with the following modifications:**

**2.2 Electricity**

Note: The requirement is that at least one outlet and one permanent light fixture are present and working.

**2.5 Window Condition**

Note: The absence of a window does not fail this item in the kitchen. If there is no window, check "Pass."

### 2.10 Stove or Range with Oven

Both an oven and a stove (or range) with top burners must be present and working. If either Is missing and you know that the owner is responsible for supplying these appliances, check "Fail.'' Put check in ''Inconclusive'' column if the tenant is responsible for supplying the appliances and he or she has not yet moved in. Contact tenant or prospective tenant to gain verification that facility will be supplied and is in working condition. Hot plates are not acceptable substitutes for these facilities.

An oven is not working if it will not heat up. To be working a stove or range must have all burners working and knobs to turn them off and on. Under " working condition," also look for hazardous gas hook-ups evidenced by strong gas smells; these should fail. (Be sure that this condition is not confused with an unlit pilot light -a condition that should be noted, but does not fail.)

If both an oven and a stove or range are present, but the gas or electricity are turned off, check " Inconclusive." Contact owner or manager to get verification that facility works when gas is turned on. If both an oven and a stove or range are present and working, but defects exist, check "Pass" and note these to the right of the form. Possible defects are marked, dented, or scratched surfaces; cracked burner ring; limited size relative to family needs.

A microwave oven may be substituted for a tenant-supplied oven and stove (or range).

A microwave oven may be substituted for an owner-supplied oven and stove (or range) if the tenant agrees and microwave ovens are furnished instead of ovens and stoves (or ranges) to both subsidized and unsubsidized tenants in the building or premises.

### 2.11 Refrigerator

If no refrigerator is present, use the same criteria for marking either "Fail" or "Inconclusive" as were used for the oven and stove or range.

A refrigerator is not working if it will not maintain a temperature low enough to keep food from spoiling over a reasonable period of time. If the electricity is turned off, mark ''Inconclusive.'' Contact owner (or tenant if unit is occupied) to get verification of working condition.

If the refrigerator is present and working but defects exist, note these to the right of the form. Possible minor defects include: broken or missing interior shelving; dented or scratched interior or exterior surfaces; minor deterioration of door seal; loose door handle.

### 2.12 Sink

If a permanently attached kitchen sink is not present in the kitchen or kitchen area, mark ''Fail.'' A sink in a bathroom or a portable basin will not satisfy this requirement. A sink is not working unless it has running hot and cold water from the faucets and a properly connected and properly working drain (with a "gas trap"). In a vacant apartment, the hot water may have been turned off and there will be no hot water. Mark this "Inconclusive." Check with owner or manager to verify that hot water is available when service is turned on.

If a working sink has defects, note this to the right of the item. Possible minor defects include: dripping faucet; marked, dented, or scratched surface; slow drain; missing or broken drain stopper.

### 2.13 Space for Storage, Preparation, and Serving of Food

Some space must be available for the storage, preparation, and serving of food. If there is no built-in space for food storage and preparation, a table used for food preparation and a portable storage cabinet will satisfy the requirement. If there is no built-in space, and no room for a table and portable cabinet, check "Inconclusive" and discuss with the tenant. The tenant makes the final determination as to whether or not this space is acceptable.

If there are some minor defects, check "Pass" and make notes to the right. Possible defects include: marked, dented, or scratched surfaces; broken shelving or cabinet doors; broken drawers or cabinet hardware; limited size relative to family needs.

## 2. Kitchen

For each numbered item, check one box only.

| Item No. | Description | Decision: Yes, Pass | Decision: No, Fail | Decision: Inconclusive | If Fail, what repairs are necessary? If Inconclusive, give details. If Pass with comments, give details. | If Fail or Inconclusive, date (mm/dd/yyyy) of final approval |
|---|---|---|---|---|---|---|
| **2.1** | **Kitchen Area Present** Is there a kitchen? | ☐ | ☐ | | | |
| **2.2** | **Electricity** Are there at least one working outlet and one working, permanently installed light fixture? | ☐ | ☐ | ☐ | | |
| **2.3** | **Electrical Hazards** Is the kitchen free from electrical hazards? | ☐ | ☐ | ☐ | | |
| **2.4** | **Security** Are all windows and doors that are accessible from the outside lockable? | ☐ | ☐ | | | |
| **2.5** | **Window Condition** Are all windows free of signs of deterioration or missing or broken out panes? | ☐ | ☐ | | | |
| **2.6** | **Ceiling Condition** Is the ceiling sound and free from hazardous defects? | ☐ | ☐ | | | |
| **2.7** | **Wall Condition** Are the walls sound and free from hazardous defects? | ☐ | ☐ | | | |
| **2.8** | **Floor Condition** Is the floor sound and free from hazardous defects? | ☐ | ☐ | | | |
| **2.9** | **Lead-Based Paint** Are all painted surfaces free of deteriorated paint? | ☐ | ☐ | | | |
| | If no, does deteriorated surfaces exceed two square feet and/or less than 10% of a component? | ☐ | ☐ | | ☐ Not Applicable | |
| **2.10** | **Stove or Range with Oven** Is there a working oven, and a stove (or range) with top burners that work? | ☐ | ☐ | ☐ | | |
| | If no oven and stove (or range) are present, is there a microwave oven and, if microwave is owner-supplied, do other tenants have microwaves instead of an oven and stove (or range)? | ☐ | ☐ | ☐ | | |
| **2.11** | **Refrigerator** Is there a refrigerator that works and maintains a temperature low enough so that food does not spoil over a reasonable period of time? | ☐ | ☐ | ☐ | | |
| **2.12** | **Sink** Is there a kitchen sink that works with hot and cold running water? | ☐ | ☐ | ☐ | | |
| **2.13** | **Space for Storage, Preparation, and Serving of Food** Is there space to store, prepare, and serve food? | ☐ | ☐ | ☐ | | |

**Additional Comments:** (Give Item Number)(Use an additional page if necessary)

Comments continued on a separate page Yes ☐ No ☐

## 3. Bathroom

### 3.1 Bathroom Present

Most units have easily identifiable bathrooms (i.e., a separate room with toilet, washbasin and tub or shower). In some cases, however, you will encounter units with scattered bathroom facilities (i.e., toilet. washbasin and tub or shower located in separate parts of the unit). At a minimum, there must be an enclosure around the toilet. In this case, count the enclosure around the toilet as the bathroom and proceed with 3.2-3.9 below, with respect to this enclosure. If there is more than one bathroom that is normally used, rate the one that is in best condition for Part 3. If there is a second bathroom that is also used, complete Part 4 of the checklist for this room. (See Inspection Manual for additional notes on rating the second bathroom.)

**3.2 - 3.9 Explanation for these items is the same as that provided for "Living Room" with the following modifications:**

**3.2 Electricity**

Note: The requirement is that at least one permanent light fixture is present and working

**3.3 Electrical Hazards**

Note: In addition to the previously mentioned hazards, outlets that are located where water might splash or collect are considered an electrical hazard.

**3.5 Window Condition**

Note: The absence of a window does not fail this item in the bathroom (see item 3.13, Ventilation, for relevance of window with respect to ventilation). If there is no window, but a working vent system is present, check "Pass."

**3.7 Wall Condition**

Note: Include under nonhazardous defects (that would pass, but should be noted) the following: broken or loose tile; deteriorated grouting at tub/wall and tub/floor joints, or tiled surfaces; water stains.

**3.8 Floor Condition**

Note: Include under nonhazardous defects (that would pass, but should be noted) the following: missing floor tiles; water stains.

### 3.10 Flush Toilet in Enclosed Room in Unit

The toilet must be contained within the unit, be in proper operating condition, and be available for the exclusive use of the occupants of the unit (i.e., outhouses or facilities shared by occupants of other units are not acceptable). It must allow for privacy.

Not working means: the toilet is not connected to a water supply; it is not connected to a sewer drain; it is clogged; it does not have a trap; the connections, vents or traps are faulty to the extent that severe leakage of water or escape of gases occurs; the flushing mechanism does not function properly. If the water to the unit has been turned off, check " Inconclusive." Obtain verification from owner or manager that facility works properly when water is turned on.

Comment to the right of the form if the toilet is "present, exclusive, and working," but has the following types of defects: constant running; chipped or broken porcelain; slow draining.

If drain blockage is more serious and occurs further in the sewer line, causing backup, check item 7.6, "Fail," under the plumbing and heating part of the checklist. A sign of serious sewer blockage is the presence of numerous backed-up drains.

### 3.11 Fixed Wash Basin or Lavatory in Unit

The wash basin must be permanently installed ( i.e., a portable wash basin does not satisfy the requirement). Also, a kitchen sink used to pass the requirements under Part 2 of the checklist (kitchen facilities) cannot also serve as the bathroom wash basin. The wash basin may be located separate from the other bathroom facilities (e.g., in a hallway).

Not working means: the wash basin is not connected to a system that will deliver hot and cold running water; it is not connected to a properly operating drain; the connectors ( or vents or traps) are faulty to the extent that severe leakage of water or escape of sewer gases occurs. If the water to the unit or the hot water unit has been turned off, check "Inconclusive." Obtain verification from owner or manager that the system is in working condition.

Comment to the right of the form if the wash basin is "present and working," but has the following types of minor defects: insufficient water pressure; dripping faucets; minor leaks; cracked or chipped porcelain; slow drain (see discussion above under 3.10).

### 3.12 Tub or Shower in Unit

Not present means that neither a tub nor shower is present in the unit. Again, these facilities need not be in the same room with the rest of the bathroom facilities. They must, however, be private.

Not working covers the same requirements detailed above for wash basin (3.11).

Comment to the right of the form if the tub or shower is present and working, but has the following types of defects: dripping faucet; minor leaks; cracked porcelain; slow drain (see discussion under 3.10); absent or broken support rod for shower curtain.

### 3.13 Ventilation

Working vent systems include: ventilation shafts ( non -mechanical vents) and electric fans. Electric vent fans must function when switch is turned on. (Make sure that any malfunctions are not due to the fan not being plugged in.) If electric current to the unit has not been turned on (and there is no operable window), check "Inconclusive." Obtain verification from owner or manager that system works. Note: exhaust vents must be vented to the outside, attic, or crawlspace.

## 3. Bathroom

For each numbered item, check one box only.

| Item No. | Description | Decision: Yes, Pass | Decision: No, Fail | Decision: Inconclusive | If Fail, what repairs are necessary? If Inconclusive, give details. If Pass with comments, give details. | If Fail or Inconclusive, date (mm/dd/yyyy) of final approval |
|---|---|---|---|---|---|---|
| **3.1** | **Bathroom Present** (See description) Is there a bathroom? | ☐ | ☐ | | | |
| **3.2** | **Electricity** Is there at least one permanently installed light fixture? | ☐ | ☐ | ☐ | | |
| **3.3** | **Electrical Hazards** Is the bathroom free from electrical hazards? | ☐ | ☐ | ☐ | | |
| **3.4** | **Security** Are all windows and doors that are accessible from the outside lockable? | ☐ | ☐ | | | |
| **3.5** | **Window Condition** Are all windows free of signs of deterioration or missing or broken out panes? | ☐ | ☐ | | | |
| **3.6** | **Ceiling Condition** Is the ceiling sound and free from hazardous defects? | ☐ | ☐ | | | |
| **3.7** | **Wall Condition** Are the walls sound and free from hazardous defects? | ☐ | ☐ | | | |
| **3.8** | **Floor Condition** Is the floor sound and free from hazardous defects? | ☐ | ☐ | | | |
| **3.9** | **Lead-Based Paint** Are all painted surfaces free of deteriorated paint? | ☐ | ☐ | | | |
| | If no, does deteriorated surfaces exceed two square feet and/or more than 10% of a component? | ☐ | ☐ | | ☐ Not Applicable | |
| **3.10** | **Flush Toilet in Enclosed Room in Unit** Is there a working toilet in the unit for the exclusive private use of the tenant? | ☐ | ☐ | ☐ | | |
| **3.11** | **Fixed Wash Basin or Lavatory in Unit** Is there a working, permanently installed wash basin with hot and cold running water in the unit? | ☐ | ☐ | ☐ | | |
| **3.12** | **Tub or Shower** Is there a working tub or shower with hot and cold running water in the unit? | ☐ | ☐ | ☐ | | |
| **3.13** | **Ventilation** Are there operable windows or a working vent system? | ☐ | ☐ | ☐ | | |

**Additional Comments:** (Give Item Number)(Use an additional page if necessary)

Comments continued on a separate page Yes ☐ No ☐

## 4. Other Room Used for Living and Halls

Complete an " Other Room" checklist for as many " other rooms used for living" as are present in the unit and not already noted in Parts I, 2, and 3 of the checklist. See the discussion below for definition of ''used for living.'' Also complete an ''Other Room" checklist for all entrance halls, corridors, and staircases that are located within the unit and are part of the area used for living. If a hall, entry and/or stairway are contiguous, rate them as a whole (i.e., as part of one space).

Additional forms for rating "Other Rooms" are provided in the check-list.

Definition of "used for living." Rooms "used for living" are areas of the unit that are walked through or lived in on a regular basis. Do not include rooms or other areas that have been permanently, or near permanently, closed off or areas that are infrequently entered. For example, do not include a utility room, attached shed, attached closed-in porch, basement, or garage if they are closed off from the main living area or are infrequently entered. Do include any of these areas if they are frequently used (e.g., a finished basement/play-room, a closed-in porch that is used as a bedroom during summer months). Occasional use of a washer or dryer in an otherwise unused room does not constitute regular use.

If the unit is vacant and you do not know the eventual use of a particular room, complete an ''Other Room'' checklist if there is any chance that the room will be used on a regular basis. If there is no chance that the room will be used on a regular basis, do not include it (e.g., an unfinished basement) since it will be checked under Part 5, All Secondary Rooms (Rooms not used for living).

**4.1 Room Code and Room Location**

Enter the appropriate room code given below:

**Room Codes:**

1 = Bedroom or any other room used for sleeping (regardless of type of room)

2 = Dining Room or Dining Area

3 = Second Living Room, Family Room, Den, Playroom, TV Room

4 = Entrance Halls, Corridors, Halls, Staircases

5 = Additional Bathroom (also check presence of sink trap and clogged toilet)

6 = Other

**Room Location:** Write on the line provided the location of the room with respect to the unit's width, length and floor level as if you were standing outside the unit facing the entrance to the unit:

right/left/center: record whether the room is situated to the right, left, or center of the unit.

front/rear/center: record whether the room is situated to the back, front or center of the unit.

floor level: identify the floor level on which the room is located.

If the unit is vacant, you may have some difficulty predicting the eventual use of a room. Before giving any room a code of 1 (bedroom), the room must meet all of the requirements for a ''room used for sleeping'' (see items 4. 2 and 4.5).

**4.2 - 4.9 Explanations of these items are the same as those provided for "Living Room" with the following modifications:**

**4.2 Electricity/Illumination**

If the room code is not a "1," the room must have a means of natural or artificial illumination such as a permanent light fixture, wall outlet present, or light from a window in the room or near the room. If any required item is missing, check "Fail." If the electricity is turned off, check "Inconclusive."

**4.5 Window Condition**

Any room used for sleeping must have at least one window. If the windows in sleeping rooms are designed to be opened, at least one window must be operable. The minimum standards do not require a window in "other rooms." Therefore, if there is no window in another room not used for sleeping, check "Pass," and note "no window" in the area for comments.

**4.6 Smoke Detectors**

At least one battery-operated or hard-wired smoke detector must be present and working on each level of the unit, including the basement, but not the crawl spaces and unfinished attic.

Smoke detectors must be installed in accordance with and meet the requirements of the National Fire Protection Association Standard (NFPA) 74 (or its successor standards).

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).

If the unit was under HAP contract prior to April 24, 1993, owners who installed battery-operated or hard-wired smoke detectors in compliance with HUD's smoke detector requirements, including the regulations published on July 30, 1992 (57 FR 33846), will not be required subsequently to comply with any additional requirements mandated by NFPA 74 (i.e. the owner would not be required to install a smoke detector in a basement not used for living purposes, nor would the owner be required to change the location of the smoke detectors that have already been installed on the other floors of the unit). In this case, check "Pass" and note under comments.

**Additional Notes**

For staircases, the adequacy of light and condition of the stair rails and railings is covered under Part 8 of the checklist (General Health and Safety)

## 4. Other Rooms Used for Living and Halls For each numbered item, check one box only.

**4.1 Room Location**

_____ right/left/center: the room is situated to the right, left, or center of the unit.

_____ front/rear/center: the room is situated to the back, front or center of the unit.

_____ floor level: the floor level on which the room is located.

**Room Code** ☐

1 = Bedroom or Any Other Room Used for Sleeping (regardless of type of room)
2 = Dining Room or Dining Area
3 = Second Living Room, Family Room, Den, Playroom, TV Room
4 = Entrance Halls, Corridors, Halls, Staircases
5 = Additional Bathroom (also check presence of sink trap and clogged toilet)
6 = Other:

| Item No. | Description | Decision: Yes, Pass | Decision: No, Fail | Decision: Inconclusive | If Fail, what repairs are necessary? If Inconclusive, give details. If Pass with comments, give details. | If Fail or Inconclusive, date (mm/dd/yyyy) of final approval |
|---|---|---|---|---|---|---|
| **4.2** | **Electricity/Illumination** | | | | | |
| | If Room Code is a 1, are there at least two working outlets or one working outlet and one working, permanently installed light fixture? | ☐ | ☐ | ☐ | | |
| | If Room Code is not a 1, is there a means of illumination? | ☐ | ☐ | ☐ | | |
| **4.3** | **Electrical Hazards** | | | | | |
| | Is the room free from electrical hazards? | ☐ | ☐ | ☐ | | |
| **4.4** | **Security** | | | | | |
| | Are all windows and doors that are accessible from the outside lockable? | ☐ | ☐ | | | |
| **4.5** | **Window Condition** | | | | | |
| | If Room Code is a 1, is there at least one window? | ☐ | ☐ | | | |
| | And, regardless of Room Code, are all windows free of signs of severe deterioration or missing or broken-out panes? | ☐ | ☐ | | | |
| **4.6** | **Ceiling Condition** | | | | | |
| | Is the ceiling sound and free from hazardous defects? | ☐ | ☐ | | | |
| **4.7** | **Wall Condition** | | | | | |
| | Are the walls sound and free from hazardous defects? | ☐ | ☐ | | | |
| **4.8** | **Floor Condition** | | | | | |
| | Is the floor sound and free from hazardous defects? | ☐ | ☐ | | | |
| **4.9** | **Lead-Based Paint** | | | | | |
| | Are all painted surfaces free of deteriorated paint? | ☐ | ☐ | | | |
| | If no, does deteriorated surfaces exceed two square feet and/or more than 10% of a component? | ☐ | ☐ | | ☐ Not Applicable | |
| **4.10** | **Smoke Detectors** | | | | | |
| | Is there a working smoke detector on each level? | ☐ | ☐ | | | |
| | Do the smoke detectors meet the requirements of NFPA 74? | ☐ | ☐ | | | |
| | In units occupied by the hearing impaired, is there an alarm system connected to the smoke detector? | ☐ | ☐ | | | |

**Additional Comments:** (Give Item Number)(Use an additional page if necessary)

Comments continued on a separate page Yes ☐ No ☐

## 4. Supplemental for Other Rooms Used for Living and Halls

For each numbered item, check one box only.

**4.1 Room Location**

_____ right/left/center: the room is situated to the right, left, or center of the unit.

_____ front/rear/center: the room is situated to the back, front or center of the unit.

_____ floor level: the floor level on which the room is located.

**Room Code** ☐

1 = Bedroom or Any Other Room Used for Sleeping (regardless of type of room)
2 = Dining Room or Dining Area
3 = Second Living Room, Family Room, Den, Playroom, TV Room
4 = Entrance Halls, Corridors, Halls, Staircases
5 = Additional Bathroom (also check presence of sink trap and clogged toilet)
6 = Other:

| Item No. | Description | Decision: Yes, Pass | Decision: No, Fail | Decision: Inconclusive | If Fail, what repairs are necessary? If Inconclusive, give details. If Pass with comments, give details. | If Fail or Inconclusive, date (mm/dd/yyyy) of final approval |
|---|---|---|---|---|---|---|
| **4.2** | **Electricity/Illumination** | | | | | |
| | If Room Code is a 1, are there at least two working outlets or one working outlet and one working, permanently installed light fixture? | ☐ | ☐ | ☐ | | |
| | If Room Code is not a 1, is there a means of illumination? | ☐ | ☐ | ☐ | | |
| **4.3** | **Electrical Hazards** | | | | | |
| | Is the room free from electrical hazards? | ☐ | ☐ | ☐ | | |
| **4.4** | **Security** | | | | | |
| | Are all windows and doors that are accessible from the outside lockable? | ☐ | ☐ | | | |
| **4.5** | **Window Condition** | | | | | |
| | If Room Code is a 1, is there at least one window? | ☐ | ☐ | | | |
| | And, regardless of Room Code, are all windows free of signs of severe deterioration or missing or broken-out panes? | ☐ | ☐ | | | |
| **4.6** | **Ceiling Condition** | | | | | |
| | Is the ceiling sound and free from hazardous defects? | ☐ | ☐ | | | |
| **4.7** | **Wall Condition** | | | | | |
| | Are the walls sound and free from hazardous defects? | ☐ | ☐ | | | |
| **4.8** | **Floor Condition** | | | | | |
| | Is the floor sound and free from hazardous defects? | ☐ | ☐ | | | |
| **4.9** | **Lead-Based Paint** | | | | | |
| | Are all painted surfaces free of deteriorated paint? | ☐ | ☐ | | | |
| | If no, does deteriorated surfaces exceed two square feet and/or more than 10% of a component? | ☐ | ☐ | | ☐ Not Applicable | |
| **4.10** | **Smoke Detectors** | | | | | |
| | Is there a working smoke detector on each level? | ☐ | ☐ | | | |
| | Do the smoke detectors meet the requirements of NFPA 74? | ☐ | ☐ | | | |
| | In units occupied by the hearing impaired, is there an alarm system connected to the smoke detector? | ☐ | ☐ | | | |

**Additional Comments:** (Give Item Number)(Use an additional page if necessary)

Comments continued on a separate page Yes ☐ No ☐

## 4. Supplemental for Other Rooms Used for Living and Halls

For each numbered item, check one box only.

**4.1 Room Location**

_____ right/left/center: the room is situated to the right, left, or center of the unit.

_____ front/rear/center: the room is situated to the back, front or center of the unit.

_____ floor level: the floor level on which the room is located.

**Room Code** ☐

1 = Bedroom or Any Other Room Used for Sleeping (regardless of type of room)
2 = Dining Room or Dining Area
3 = Second Living Room, Family Room, Den, Playroom, TV Room
4 = Entrance Halls, Corridors, Halls, Staircases
5 = Additional Bathroom (also check presence of sink trap and clogged toilet)
6 = Other:

| Item No. | Description | Decision: Yes, Pass | Decision: No, Fail | Decision: Inconclusive | If Fail, what repairs are necessary? If Inconclusive, give details. If Pass with comments, give details. | If Fail or Inconclusive, date (mm/dd/yyyy) of final approval |
|---|---|---|---|---|---|---|
| **4.2** | **Electricity/Illumination** | | | | | |
| | If Room Code is a 1, are there at least two working outlets or one working outlet and one working, permanently installed light fixture? | ☐ | ☐ | ☐ | | |
| | If Room Code is not a 1, is there a means of illumination? | ☐ | ☐ | ☐ | | |
| **4.3** | **Electrical Hazards** | | | | | |
| | Is the room free from electrical hazards? | ☐ | ☐ | ☐ | | |
| **4.4** | **Security** | | | | | |
| | Are all windows and doors that are accessible from the outside lockable? | ☐ | ☐ | | | |
| **4.5** | **Window Condition** | | | | | |
| | If Room Code is a 1, is there at least one window? | ☐ | ☐ | | | |
| | And, regardless of Room Code, are all windows free of signs of severe deterioration or missing or broken-out panes? | ☐ | ☐ | | | |
| **4.6** | **Ceiling Condition** | | | | | |
| | Is the ceiling sound and free from hazardous defects? | ☐ | ☐ | | | |
| **4.7** | **Wall Condition** | | | | | |
| | Are the walls sound and free from hazardous defects? | ☐ | ☐ | | | |
| **4.8** | **Floor Condition** | | | | | |
| | Is the floor sound and free from hazardous defects? | ☐ | ☐ | | | |
| **4.9** | **Lead-Based Paint** | | | | | |
| | Are all painted surfaces free of deteriorated paint? | ☐ | ☐ | | | |
| | If no, does deteriorated surfaces exceed two square feet and/or more than 10% of a component? | ☐ | ☐ | | ☐ Not Applicable | |
| **4.10** | **Smoke Detectors** | | | | | |
| | Is there a working smoke detector on each level? | ☐ | ☐ | | | |
| | Do the smoke detectors meet the requirements of NFPA 74? | ☐ | ☐ | | | |
| | In units occupied by the hearing impaired, is there an alarm system connected to the smoke detector? | ☐ | ☐ | | | |

**Additional Comments:** (Give Item Number)(Use an additional page if necessary)

Comments continued on a separate page Yes ☐ No ☐

## 4. Supplemental for Other Rooms Used for Living and Halls

For each numbered item, check one box only.

**4.1 Room Location**

_____ right/left/center: the room is situated to the right, left, or center of the unit.

_____ front/rear/center: the room is situated to the back, front or center of the unit.

_____ floor level: the floor level on which the room is located.

**Room Code** ☐

1 = Bedroom or Any Other Room Used for Sleeping (regardless of type of room)
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4 = Entrance Halls, Corridors, Halls, Staircases
5 = Additional Bathroom (also check presence of sink trap and clogged toilet)
6 = Other:

| Item No. | Description | Decision: Yes, Pass | Decision: No, Fail | Decision: Inconclusive | If Fail, what repairs are necessary? If Inconclusive, give details. If Pass with comments, give details. | If Fail or Inconclusive, date (mm/dd/yyyy) of final approval |
|---|---|---|---|---|---|---|
| **4.2** | **Electricity/Illumination** | | | | | |
| | If Room Code is a 1, are there at least two working outlets or one working outlet and one working, permanently installed light fixture? | ☐ | ☐ | ☐ | | |
| | If Room Code is not a 1, is there a means of illumination? | ☐ | ☐ | ☐ | | |
| **4.3** | **Electrical Hazards** | | | | | |
| | Is the room free from electrical hazards? | ☐ | ☐ | ☐ | | |
| **4.4** | **Security** | | | | | |
| | Are all windows and doors that are accessible from the outside lockable? | ☐ | ☐ | | | |
| **4.5** | **Window Condition** | | | | | |
| | If Room Code is a 1, is there at least one window? | ☐ | ☐ | | | |
| | And, regardless of Room Code, are all windows free of signs of severe deterioration or missing or broken-out panes? | ☐ | ☐ | | | |
| **4.6** | **Ceiling Condition** | | | | | |
| | Is the ceiling sound and free from hazardous defects? | ☐ | ☐ | | | |
| **4.7** | **Wall Condition** | | | | | |
| | Are the walls sound and free from hazardous defects? | ☐ | ☐ | | | |
| **4.8** | **Floor Condition** | | | | | |
| | Is the floor sound and free from hazardous defects? | ☐ | ☐ | | | |
| **4.9** | **Lead-Based Paint** | | | | | |
| | Are all painted surfaces free of deteriorated paint? | ☐ | ☐ | | | |
| | If no, does deteriorated surfaces exceed two square feet and/or more than 10% of a component? | ☐ | ☐ | | ☐ Not Applicable | |
| **4.10** | **Smoke Detectors** | | | | | |
| | Is there a working smoke detector on each level? | ☐ | ☐ | | | |
| | Do the smoke detectors meet the requirements of NFPA 74? | ☐ | ☐ | | | |
| | In units occupied by the hearing impaired, is there an alarm system connected to the smoke detector? | ☐ | ☐ | | | |

**Additional Comments:** (Give Item Number)(Use an additional page if necessary)

Comments continued on a separate page Yes ☐ No ☐

## 5. All Secondary Rooms (Rooms not used for living)

**5. Secondary Rooms (Rooms not used for living)**

If any room in the unit did not meet the requirements for "other room used for living" in Part 4, it is to be considered a "secondary room (not used for living)," Rate all of these rooms together (i.e., a single Part 5 checklist for all secondary rooms in the unit).

Inspection is required of the following two items since hazardous defects under these items could jeopardize the rest of the unit, even if present in rooms not used for living: 5. 2 Security, 5. 3 Electrical Hazards. Also, be observant of any other potentially hazardous features in these rooms and record under 5.4

**5.1 None**

If there are no "Secondary Rooms (rooms not used for living)," check "None" and go on to Part 6.

**5.2 - 5.4 Explanations of these items is the same as those provided for ''Living Room''**

**Additional Note**

In recording "other potentially hazardous features," note (in the space provided) the means of access to the room with the hazard and check the box under ''Inconclusive." Discuss the hazard with the HA inspection supervisor to determine ''Pass'' or ''Fail.'' Include defects like: large holes in floor, walls or ceilings; evidence of structural collapse; windows in condition of severe deterioration; and deteriorated paint surfaces.

## 6. Building Exterior

**6.1 Condition of Foundation**

''Unsound or hazardous'' means foundations with severe structural defects indicating the potential for structural collapse; or foundations that allow significant entry of ground water (for example, evidenced by flooding of basement).

**6.2 Condition of Stairs, Rails, and Porches**

"Unsound or hazardous" means: stairs, porches, balconies, or decks with severe structural defects; broken, rotting, or missing steps; absence of a handrail when there are extended lengths of steps (generally four or more consecutive steps); absence of or insecure railings around a porch or balcony which is approximately 30 inches or more above the ground.

**6.3 Condition of Roof and Gutters**

"Unsound and hazardous" means: The roof has serious defects such as serious buckling or sagging, indicating the potential of structural collapse; large holes or other defects that would result in significant air or water infiltration (in most cases severe exterior defects will be reflected in equally serious surface defects within the unit, e.g., buckling, water damage). The gutters, downspouts and soffits (area under tee eaves) shows serious decay and have allowed the entry of significant air or water into the interior of the structure. Gutters and downspouts are, however, not required to pass. If the roof is not observable and there is no sign of interior water damage, check "Pass."

**6.4 Condition of Exterior Surfaces**

See definition above for roof, item 6.3.

**6.5 Condition of Chimney**

The chimney should not be seriously leaning or showing evidence of significant disintegration (i.e., many missing bricks).

**6.6 Lead-Based Paint: Exterior Surfaces**

Housing Choice Voucher Units If the unit was built January 1, 1978 or after, no child under age six will occupy or currently occupies, is a 0-BR, elderly or handicapped unit with no children under age six on the lease or expected, has been certified lead-based paint free by a certified lead-based paint inspector (no lead-based paint present or no lead -based paint present after removal of lead), check NA and do not inspect painted surfaces . Visual assessment for deteriorated paint applies to all exterior painted surfaces (building components) associated with the assisted unit including windows, window sills, exterior walls, floors, porches, railings, doors, decks, stairs, play areas, garages, fences or other areas if frequented by children under age six.

All deteriorated paint surfaces **more than 20 sq. ft. on exterior surfaces** must be stabilized (corrected) in accordance with all safe work practice requirements. **If the painted surface is less than 20 sq. ft., only stabilization is required. Clearance testing is not required.** Stabilization means removal of deteriorated paint, repair of the substrate, and application of a new protective coating or paint. Lead-Based Paint Owner Certification is required following stabilization activities except for *de minimis level* repairs.

**6.7 Manufactured Homes: Tie Downs**

Manufactured homes must be placed on a site in a stable manner and be free from hazards such as sliding and wind damage. Manufactured homes must be securely anchored by a tie down device which distributes and transfers the loads imposed by the unit to appropriate ground anchors so as to resist wind overturning and sliding, unless a variation has been approved by the HUD Field Office.

## 5. All Secondary Rooms (Rooms not used for living)

For each numbered item, check one box only.

| Item No. | Description | Decision: Yes, Pass | Decision: No, Fail | Decision: Inconclusive | If Fail, what repairs are necessary? If Inconclusive, give details. If Pass with comments, give details. | If Fail or Inconclusive, date (mm/dd/yyyy) of final approval |
|---|---|---|---|---|---|---|
| **5.1** | **None** ☐ **Go to Part 6** | | | | | |
| **5.2** | **Security** Are all windows and doors that are accessible from the outside lockable? | ☐ | ☐ | | | |
| **5.3** | **Electrical Hazards** Are all these rooms free from electrical hazards? | ☐ | ☐ | ☐ | | |
| **5.4** | **Other Potentially Hazardous Features** Are all of these rooms free of any other potentially hazardous features? For each room with an "other potentially hazardous feature," explain the hazard and the means of control of interior access to the room. | ☐ | ☐ | ☐ | | |
| **6.0** | **Building Exterior** | | | | | |
| **6.1** | **Condition of Foundation** Is the foundation sound and free from hazards? | ☐ | ☐ | | | |
| **6.2** | **Condition of Stairs, Rails, and Porches** Are all the exterior stairs, rails, and porches sound and free from hazards? | ☐ | ☐ | | | |
| **6.3** | **Condition of Roof and Gutters** Are the roof, gutters, and downspouts sound and free from hazards? | ☐ | ☐ | | | |
| **6.4** | **Condition of Exterior Surfaces** Are exterior surfaces sound and free from hazards? | ☐ | ☐ | | | |
| **6.5** | **Condition of Chimney** Is the chimney sound and free from hazards? | ☐ | ☐ | | | |
| **6.6** | **Lead-Based Paint: Exterior Surfaces** Are all painted surfaces free of deteriorated paint? | ☐ | ☐ | | | |
| | If no, does deteriorated surfaces exceed 20 sq. ft. of total exterior surface area? | ☐ | ☐ | | ☐ Not Applicable | |
| **6.7** | **Manufactured Homes: Tie Downs** If the unit is a manufactured home, is it properly placed and tied down? | ☐ | ☐ | | | |
| | If not a manufactured home, check "Not Applicable." | ☐ | ☐ | | ☐ Not Applicable | |

**Additional Comments:** (Give Item Number)(Use an additional page if necessary)

Comments continued on a separate page Yes ☐ No ☐

## 7. Heating and Plumbing

### 7.1 Adequacy of Heating Equipment

"Adequate heat" means that the heating system is capable of delivering enough heat to assure a healthy environment in the unit (appropriate to the climate). The HA is responsible for defining what constitutes a healthy living environment in the area of the country in which it operates. Local codes (city or state codes) should be instructive in arriving at a reasonable local definition. For example, for heat adequacy, local codes often require that the unit's heating facility be capable of maintaining a given temperature level during a designated time period. Portable electric room heaters or kitchen stoves or ranges with a built-in heat unit are not acceptable as a primary source of heat for units located in areas where climate conditions require regular heating.

"Directly or indirectly to all rooms used for living" means:

> "Directly" means that each room used for living has a heat source (e.g., working radiator; working hot air register; baseboard heat)
>
> ''indirectly'' means that, if there is no heat source present in the room, heat can enter the room easily from a heated adjacent room (e.g a dining room may not have a radiator, but would receive heat from the heated living room through a large open archway).

If the heating system in the unit works, but there is some question whether a room without a heat source would receive adequate indirect heat, check "Inconclusive" and verify adequacy from tenant or owner (e.g., unheated bedroom at the end of a long hallway).

How to determine the capability of the heating system: If the unit is occupied, usually the quickest way to determine the capability of the heating system over time is to question the tenant. If the unit is not occupied, or the tenant has not lived in the unit during the months when heat would be needed, check "Inclusive." It will be necessary to question the owner on this point after the inspection has been completed and, if possible, to question other tenants (if it is a multi-unit structure) about the adequacy of heat provided. Under some circumstances, the adequacy of heat can be determined by a simple comparison of the size of the heating system to the area to be heated. For example, a small permanently installed space heater in a living room is probably inadequate for heating anything larger than a relatively small apartment.

### 7.2 Safety of Heating Equipment

Examples of "unvented fuel burning space heaters" are: portable kerosene units; unvented open flame portable units.

''Other unsafe conditions'' include: breakage or damage to heating system such that there is a potential for fire or other threats to safety; improper connection of flues allowing exhaust gases to enter the living area; improper installation of equipment (e.g., proximity of fuel tank to heat source, absence of safety devices); indications of improper use of equipment (e.g., evidence of heavy build-up of soot, creosote, or other substance in the chimney); disintegrating equipment; combustible materials near heat source or flue. See Inspection Manual for a more detailed discussion of the inspection of safety aspects of the heating systems.

If you are unable to gain access to the primary heating system in the unit check ''Inconclusive." Contact the owner or manager for verification of safety of the system. If the system has passed a recent local inspection, check ''Pass." This apppies especially to units in which heat is provided by a large scale, complex central heating system that serves multiple units (e.g., a boiler in the basement of a large apartment building). In most cases, a large scale heating system for a multi-unit building will be subject to periodic safety inspections by a local public agency. Check with the owner or manager to determine the date and outcome of the last such inspection, or look for an inspection certificate posted on the heating system.

### 7.3 Ventilation and Adequacy of Cooling

If the tenant is present and has occupied the unit during the summer months, inquire about the adequacy of air flow. If the tenant is not present or has not occupied the unit during the summer months, test a sample of windows to see that they open (see Inspection Manual for instruction).

"Working cooling equipment'' includes: central (fan) ventilation system; evaporative cooling system; room or central air conditioning.

Check "Inconclusive" if there are no operable windows and it is impossible, or inappropriate, to test whether a cooling system works. Check with other tenants in the building (in a multi-unit structure) and with the owner or manager for verification of the adequacy of ventilation and cooling.

### 7.4 Water Heater

"Location presents hazard'' means that the gas or oil water heater is located in living areas or closets where safety hazards may exist (e.g., water heater located in very cluttered closet with cloth and paper items stacked against it). Gas water heaters in bedrooms or other living areas must have safety dividers or shields.

Water heaters must have a temperature- pressure relief valve and discharge line (directed toward the floor or outside of the living area) as a safeguard against build up of steam if the water heater malfunctions. If not, they are not properly equipped and shall fail.

To pass, gas or oil fired water heaters must be vented into a properly installed chimney or flue leading outside. Electric water heaters do not require venting.

If it is impossible to view the water heater, check "Inconclusive."

Obtain verification of safety of system from owner or manager.

Check "Pass" if the water heater has passed a local inspection. This applies primarily to hot water that is supplied by a large scale complex water heating system that serves multiple units (e.g., water heating system in large apartment building). Check in the same manner described for heating system safety, item 7.2, above.

### 7.5 Water Supply

If the structure is connected to a city or town water system, check ''Pass." If the structure has a private water supply (usually in rural areas) inquire into the nature of the supply (probably from the owner) and whether it is approvable by an appropriate public agency.

**General note:** If items 7.5, 7.6, or 7,7 are checked "Inconclusive," check with owner or manager for verification of adequacy.

### 7.6 Plumbing

"Major leaks" means that main water drain and feed pipes (often located in the basement) are seriously leaking. (Leaks present at specific facilities have already been evaluated under the checklist items for "Bathroom" and "Kitchen.")

"Corrosion" (causing serious and persistent levels of rust or contamination in the drinking water) can be determined by observing the color of the drinking water at ssveral taps. Badly corroded pipes will produce noticeably brownish water. If the tenant is currently occupying the unit, he or she should be able to provide information about the persistence of this condition. (Make sure that the "rusty water" is not a temporary condition caused by city or town maintenance of main water lines.) See general note under 7.5.

### 7.7 Sewer Connection

If the structure is connected to the city or town sewer system, check "Pass." If the structure has its own private disposal system (e.g., septic field), inquire into the nature of the system and determine whether this type of system can meet appropriate health and safety regulations.

The following conditions constitute "evidence of sewer back up": strong sewer gas smell in the basement or outside of unit; numerous clogged or very slow drains; marshy areas outside of unit above septic field. See general note under 7.5.

## 7. Heating and Plumbing

For each numbered item, check one box only.

| Item No. | Description | Decision: Yes, Pass | Decision: No, Fail | Decision: Inconclusive | If Fail, what repairs are necessary? If Inconclusive, give details. If Pass with comments, give details. | If Fail or Inconclusive, date (mm/dd/yyyy) of final approval |
|---|---|---|---|---|---|---|
| **7.1** | **Adequacy of Heating Equipment** Is the heating equipment capable of providing adequate heat (either directly or indirectly) to all rooms used for living? | ☐ | ☐ | ☐ | | |
| **7.2** | **Safety of Heating Equipment** Is the unit free from unvented fuel burning space heaters or any other types of unsafe heating conditions? | ☐ | ☐ | ☐ | | |
| **7.3** | **Ventilation and Adequacy of Cooling** Does the unit have adequate ventilation and cooling by means of openable windows or a working cooling system? | ☐ | ☐ | ☐ | | |
| **7.4** | **Water Heater** Is the water heater located, equipped, and installed in a safe manner? | ☐ | ☐ | ☐ | | |
| **7.5** | **Water Supply** Is the unit served by an approvable public or private sanitary water supply? | ☐ | ☐ | ☐ | | |
| **7.6** | **Plumbing** Is plumbing free from major leaks or corrosion that causes serious and persistent levels of rust or contamination of the drinking water? | ☐ | ☐ | ☐ | | |
| **7.7** | **Sewer Connection** Is plumbing connected to an approvable public or private disposal system, and is it free from sewer back-up? | ☐ | ☐ | ☐ | | |

**Additional Comments:** (Give Item Number)

Comments continued on a separate page Yes ☐ No ☐

## 8. General Health and Safety

### 8.1 Access to Unit

"Through another unit" means that access to the unit Is only possible by means of passage through another dwelling unit.

### 8.2 Exits

"Acceptable fire exit" means that the building must have an alternative means of exit that meets local or State regulations in case of fire; this could include:

An openable window if the unit is on the first floor or second floor or easily accessible to the ground.

A back door opening on to a porch with a stairway leading to the ground.

Fire escape, fire ladder, or fire stairs.

"Blocked" means that the exit is not useable due to conditions such as debris, storage, door or window nailed shut, broken lock.

Important note: The HA has the final responsibility for deciding whether the type of emergency exit is acceptable, although the tenant should assist in making the decision.

### 8.3 Evidence of Infestation

"Presence of rats, or severe infestation by mice or vermin" (such as roaches) is evidenced by: rat holes; droppings; rat runs; numerous settings of rat poison. If the unit is occupied, ask the tenant,

### 8.4 Garbage and Debris

"Heavy accumulation" means large piles of trash and garbage, discarded furniture, and other debris (not temporarily stored awaiting removal) that might harbor rodents, This may occur inside the unit, in common areas, or outside. It usually means a level of accumulation beyond the capacity of an individual to pick up within an hour or two.

### 8.5 Refuse Disposal

"Adequate covered facilities" includes: trash cans with covers, garbage chutes, "dumpsters" (i.e., large scale refuse boxes with lids); trash bags (if approvable by local public agency). "Approvable by local public agency" means that the local Health and Sanitation Department (city, town or county) approves the type of facility in use. Note: During the period when the HA is setting up its inspection program, it will check with the local health and sanitation department to determine which types of facilities are acceptable and include this in the inspection requirements.

If the unit is vacant and there are no adequate covered facilities present, check "Inconclusive." Contact the owner or manager for verification of facilities provided when the unit is occupied.

### 8.6 Interior Stairs and Common Halls

''Loose, broken, or missing steps'' should fail if they present a serious risk of tripping or falling.

A handrail is required on extended sections of stairs (generally four or more consecutive steps). A railing is required on unprotected heights such as around stairwells.

"Other hazards" would be conditions such as bare electrical wires and tripping hazards.

Housing Choice Voucher Units If the unit was built January 1, 1978, or after, no child under six will occupy or currently occupies it, is a 0-BR, elderly or handicapped unit with no children under six on the lease or expected, has been certified lead-based paint free by a certified lead-based paint inspector (no lead-based paint present or no lead-based paint present after removal of lead-based paint.), check NA and do not inspect painted surfaces.

This requirement applies to all painted surfaces (building components) within the unit. (Do not include tenant belongings). Surfaces to receive a visual assessment for deteriorated paint include walls, floors, ceilings, built in cabinets (sink bases), baseboards, doors, door frames, windows systems including mullions, sills, or frames and any other painted building component within the unit. Deteriorated paint includes any painted surface that is peeling, chipping, chalking, cracking, damaged or otherwise separated from the substrate.

All deteriorated paint surfaces **more than 2 sq. ft. in any one interior room or space, or more than 10% of the total surface area of an interior type of component with a small surface area (i.e., window sills, baseboards, and trim)** must be stabilized (corrected) in accordance with all safe work practice requirements and clearance is required. **If the deteriorated painted surface is less than 2 sq. ft. or less than 10% of the component, only stabilization is required. Clearance testing is not required.** Stabilization means removal of deteriorated paint, repair of the substrate, and application of a new protective coating or paint. Lead-Based Paint Owner Certification is required following stabilization activities, except for *de minimis level* repairs.

### 8.7 Other Interior Hazards

Examples of other hazards might be: a broken bathroom fixture with a sharp edge in a location where it represents a hazard; a protruding nail in a doorway.

### 8.8 Elevators

Note: At the time the HA is setting up its inspection program, it will determine local licensing practices for elevators. Inspectors should then be aware of these practices in evaluating this item (e.g., check inspection date). If no elevator check "Not Applicable."

### 8.9 Interior Air Quality

If the inspector has any questions about whether an existing poor air quality condition should be considered dangerous, he or she should check with the local Health and Safety Department (city, town or county).

### 8.10 Site and Neighborhood Conditions

Examples of conditions that would "seriously and continuously endanger the health or safety of the residents" are:

- other buildings on, or near the property, that pose serious hazards (e.g., dilapidated shed or garage with potential for structural collapse),
- evidence of flooding or major drainage problems,
- evidence of mud slides or large land settlement or collapse,
- proximity to open sewage,
- unprotected heights (cliffs, quarries, mines, sandpits),
- fire hazards,
- abnormal air pollution or smoke which continues throughout the year and is determined to seriously endanger health, and
- continuous or excessive vibration of vehicular traffic (if the unit is occupied, ask the tenant).

### 8.11 Lead-Based Paint: Owner Certification

If the owner is required to correct any lead- based paint hazards at the property including deteriorated paint or other hazards identi-fied by a visual assessor, a certified lead-based paint risk asses-sor, or certified lead -based paint inspector, the PHA must obtain certification that the work has been done in accordance with all applicable requirements of 24 CFR Part 35. The Lead -Based Paint Owner Certification must be received by the PHA before the execution of the HAP contract or within the time period stated by the PHA in the owner HQS violation notice. Receipt of the completed and signed Lead-Based Paint Owner Certification signifies that all HQS lead-based paint requirements have been met and no re-inspection by the HQS inspector is required.

## 8. General Health and Safety

For each numbered item, check one box only.

| Item No. | Description | Decision: Yes, Pass | Decision: No, Fail | Decision: Inconclusive | If Fail, what repairs are necessary? If Inconclusive, give details. If Pass with comments, give details. | If Fail or Inconclusive, date (mm/dd/yyyy) of final approval |
|---|---|---|---|---|---|---|
| **8.1** | **Access to Unit** Can the unit be entered without having to go through another unit? | ☐ | ☐ | | | |
| **8.2** | **Exits** Is there an acceptable fire exit from this building that is not blocked? | ☐ | ☐ | | | |
| **8.3** | **Evidence of Infestation** Is the unit free from rats or severe infestation by mice or vermin? | ☐ | ☐ | | | |
| **8.4** | **Garbage and Debris** Is the unit free from heavy accumulation of garbage or debris inside and outside? | ☐ | ☐ | | | |
| **8.5** | **Refuse Disposal** Are there adequate covered facilities for temporary storage and disposal of food wastes, and are they approvable by a local agency? | ☐ | ☐ | ☐ | | |
| **8.6** | **Interior Stairs and Common Halls** Are interior stairs and common halls free from hazards to the occupant because of loose, broken, or missing steps on stairways; absent or insecure railings; inadequate lighting; or other hazards? | ☐ | ☐ | ☐ | | |
| **8.7** | **Other Interior Hazards** Is the interior of the unit free from any other hazard not specifically identified previously? | ☐ | ☐ | | | |
| **8.8** | **Elevators** Where local practice requires, do all elevators have a current inspection certificate? If local practice does not require this, are they working and safe? | ☐ | ☐ | ☐ | ☐ Not Applicable | |
| **8.9** | **Interior Air Quality** Is the unit free from abnormally high levels of air pollution from vehicular exhaust, sewer gas, fuel gas, dust, or other pollutants? | ☐ | ☐ | | | |
| **8.10** | **Site and Neighborhood Conditions** Are the site and immediate neighborhood free from conditions which would seriously and continuously endanger the health or safety of the residents? | ☐ | ☐ | | | |
| **8.11** | **Lead-Based Paint: Owner Certification** If the owner of the unit is required to correct any deteriorated paint or lead-based paint hazards at the property, has the Lead-Based Paint Owner's Certification been completed, and received by the PHA? If the owner was not required to correct any deteriorated paint or lead-based paint hazards, check NA. | ☐ | ☐ | | ☐ Not Applicable | |

**Additional Comments:** (Give Item Number)

Comments continued on a separate page Yes ☐ No ☐

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Este documento se puede traducir.
Para adquirir la versión traducida, por favor comuníquese al 312-935-2600.

## OWNER CERTIFICATION OF LEAD-BASED PAINT TREATMENT

*If you need this document in a different language or **LARGER FONT** or if you need a reasonable accommodation (persons with disabilities), please call 312-935-2600 or TTY: 312-461-0079. Advance notice of seven days is required in order to arrange for interpreter services.*

I, _____, the Property Owner of
Property Owner Name

_____
Property Address City State ZIP

certify that all deteriorated paint identified in the Housing Quality Standards (HQS) inspection report dated

_____ was stabilized and that lead safe work practices in compliance with federal,
Date

state, and local regulations (unless otherwise exempt) were followed as outlined below:

☐ **If paint tested negative for lead, the paint was stabilized**

☐ **If paint tested positive for lead, these practices were followed as appropriate (Please initial all that apply)**

___ A. Lead mitigation was performed by the property owner

___ B. The prohibited work methods below were not used:

- Open flame burning or torching
- Machine sanding or grinding without a high-efficiency particulate air (HEPA) local exhaust control
- Abrasive blasting or sandblasting without HEPA local exhaust control
- Heat guns operating above 1,100 degrees Fahrenheit, or those that operate high enough to char the paint
- Dry sanding or dry scraping (for exceptions to this rule, see 24 CFR 35.140 (e))
- Paint stripping in a poorly ventilated space using a volatile stripper that is a hazardous substance in accordance with regulations of the Consumer Product Safety Commission at 16 CFR 1500.3 and/or a hazardous chemical in accordance with the Occupational Safety and Health Administration at 29 CFR 1910.1200 or 1926.59, as applicable to the work

___ C. Workers performing the lead mitigation were trained in accordance with 24 CFR 35.1330(a)(4):

- Workers were supervised by a certified abatement supervisor; **or**
- Workers successfully completed a HUD-approved training on Lead Safe work practices (see www.hud.gov/lead for a listing of approved courses)

___ D. Protection of occupants and preparation of the worksite as described below:

- Occupants were not permitted to enter the worksite before and during hazard reduction activities until final clearance was achieved
- Occupants were temporarily relocated before and during hazard reduction activities if necessary
- Dwelling unit and worksite were secured against unauthorized entry, and occupants' belongings were protected from contamination by dust-lead hazards and debris during hazard reduction activities
- Occupants' belongings in a containment area were located to a secure area outside the containment area or covered with plastic sheeting
- Worksite Preparation:
  - Worksite was prepared to prevent release of leaded dust and contained leaded dust and contained lead-based paint chips and other debris from hazard reduction activities within the worksite
  - A warning sign was posted at each entry to rooms where hazard reduction activities were conducted when occupants were present

___ E. Specialized cleaning after hazard reduction activities including:

- Used HEPA vacuum cleaners; or other method of equivalent efficacy; and
- Lead-specific detergents or equivalents

___ F. Clearance of unit was achieved before re-occupancy was permitted

**OR**

**___ G. Lead-safe work practices were not required because the maintenance or rehab activities did not disturb painted surfaces above the de minimis levels***

*De minimis levels are defined as:

- 20 square feet on exterior surfaces;
- 2 square feet in any one interior room or space; or
- 10% of the total surface area on an interior or exterior type of component with a small surface area (such as windowsills, baseboards and trim).

**I additionally certify the following:**

A. A clearance examination was performed by _____,
Tester Tester License #
a certified risk assessor, certified lead-based paint inspector, or certified lead sampling technician,

on _____ and the unit/property was found to be free of lead-based paint hazards.
Date

B. The Occupants were notified of the results of this clearance examination on _____.
Date

*Please attach 1) a copy of the clearance test, and 2) a copy of the license of the assessor, inspector or technician who performed the clearance examination.*

C. I will conduct ongoing maintenance as described below, for the term of the HUD assistance:
- Performance of visual assessment for the deteriorated paint, bare soil and lead hazard control failures of all lead-based paint in units, annually and at unit turnover
- Repair all deteriorated paint above de minimis levels* using Safe Work Practices
- Repair all encapsulated or enclosed areas that are damaged or failing using appropriate interim controls or abatement methods (if applicable)
- Request in writing that occupants of units monitor lead-based paint surfaces and notify the property owner regarding any new potential lead hazards (for units that are newly leased during this monitoring period)

By signing this document, I hereby certify that the information provided is true and correct and agree indemnify and hold harmless the CHA from and against all liability, loss, damage, or injury and all reasonable costs and expenses, including reasonable attorney's fees, arising from any false certification or misrepresentation contained herein.

| _____ | _____ | _____ |
|---|---|---|
| Signature | Owner # | Date |

Warning: Federal statutes and regulations, including but not limited to 18 U.S.C. §§ 287, 1001, 1010 and 1012; 31 U.S.C. §§ 3729 and 3802; and 24 C.F.R Parts 24, 28 and 30, provide for criminal, civil or administrative penalties, sanctions or other regulatory actions with respect to false, fictitious, or fraudulent statements or claims presented in a matter within the jurisdiction of the U.S. Department of Housing and Urban Development

# MINOR HQS DEFICIENCIES ELIGIBLE FOR SELF-CERTIFICATION

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As of January 1, 2018, HCV property owners and participants are able to self-certify the repair of minor HQS deficiencies listed below. Note: initial inspections and re-inspections are not eligible for self-certification. Please complete the SELF-CERTIFICATION OF HQS COMPLIANCE and submit the form to hcvpinspections@thecha.org within 20 calendar days of the failed inspection.

| GROUP | ABBREVIATION | DESCRIPTION |
|---|---|---|
| Bldg Ext | Ext Wall Crack/Gap/Hole | There are cracks, gaps or holes in one or more exterior wall. |
| Bldg Ext | Ext Wall Trim Dmg/Msg | There is damaged, missing or loose trim on the exterior wall. |
| Bldg Ext | Roof Fascia Dmg/Msg | The soffits and/or fascia are damaged or missing. |
| Bldg Int | Fl Cvr Dmg/Msg | The floor covering is damanged, missing or loose. |
| Bldg Int | Fl Cvr | Gaps at floor boards. |
| Bldg Int | Wall Dmg | There is damage to a wall. |
| Bldg Int | Wall Trim Dmg/Msg | The wall trim or molding is damaged, missing or loose. |
| Bldg Int | Ceil Dmg | There is ceiling damage that needs attention or repairs. |
| Cab | Cab Dmg | One or more cabinets are damaged or missing. |
| Cab | Cab NAP | One or more cabinets are not anchored properly or loose from the wall. |
| Door | Entry Door Sw/Wthstrip | An entrance door sweep or weather–stripping is damaged, missing or loose. |
| Door | Int Dr/Frame Dmg | There is damage to an interior door or its frame or trim. |
| Door | Int Dr Hdw Dmg | An interior door's hardware is damaged, missing or loose. |
| Door | Int Dr Msg | An interior door is missing or off the hinges (not applicable to unit entry/exit doors). |
| H&S | Indoor Garb/Debris | An excessive amount of garbage or debris has accumulated indoors. |
| H&S | Outdoor Garb/Debris | An excessive amount of garbage or debris has accumulated outdoors. |
| H&S | Garbage Contr Msg/Dmg | The garbage container is missing or damaged. |
| H&S | Inad Garbage Store | The garbage storage area is not sufficient. |
| Kitch | Counter Dmg/Msg | The countertop is damaged or missing. |
| Kitch | Dishwshr | The dishwasher does not function as it should or is damaged. |
| Kitch | Ref Dr/Dr Seal | The refrigerator doors or door seals are deteriorated, damaged or missing. |
| Kitch | Stv/Ovn Dirty | The stove or oven is excessively dirty/greasy. |
| Kitch | Vent Hood/Fan Dirty | The stove/range hood/exhaust fan is excessively dirty or greasy. |
| Kitch | Stv/Ovn | The stove or oven door broken. |
| Plumb | Snk Fauc Nwk | The sink faucet does not have cold running water. |
| Plumb | Snk Hrdw Dam | The sink hardware is damaged or missing. |
| Plumb | Toilet NAP | The toilet is not mounted properly or is loose from the floor flange. |
| Plumb | Toilet Nwk | The toilet is not flushing properly (not applicable if it is the only toilet in the unit). |
| Plumb | Tub Drn Clog/Slow | The tub or shower is backed up. |
| Plumb | Tub Fauc Nwk | The tub or shower faucet does not have cold running water. |
| Plumb | Tub Grout/Mold | The tub or shower grouting or caulking needs to be repaired or mold/mildew is present. |
| Plumb | Tub Hrdw Dmg/Msg | The tub or shower hardware is damaged or missing. |
| Site | Drwy/Prklot Dmg | The site driveway or parking lot is damaged. |
| Site | Elevator Funct | The Elevator is missing a required certificate (a copy of City certificate or a letter from a 3rd party elevator servicing company stating elevator is in safe and working order and approved for public usage must be submitted). |
| Site | Exter Fence/Gate Dmg | An exterior fence, security fence or gate shows signs of deterioration or is damaged. |
| Site | Overgrown Veg | There is overgrown vegetation on the property. |
| Site | Retain Wall Dmg | A retaining wall shows some signs of damage or deterioration. |
| Site | Sidewalks/Steps Dmg | The sidewalks or steps are damaged/deteriorated with spalling or chipped/cracked concrete. |
| Site | Yard Maint Poor | The yard is not maintained making it difficult to see broken glass, holes & other hazards. |
| Wdw | Wdw Mold/Lkg | There are water leaks or mold/mildew near a window. |
| Wdw | Wdw Pane Crkd/Brkn | A window pane is cracked or broken (only applicable for glass block windows). |
| Wdw | Wdw Seal/Caulk | A window has missing or deteriorated seals or caulking. |
| Wdw | Wdw Sill/Frm Dmg | A window sill or frame is damaged, deteriorated, missing or loose. |
| Wtr H | WtrHtr Dmg/NAP | The water heater is damaged. |

# Notes

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Chicago Housing Authority Housing Choice Voucher Program

# Office Locations

**Central Office**
60 E. Van Buren Street, Chicago, IL 60605

**South Office**
3617 S. State Street, Chicago, IL 60609

**West Office**
1852 S. Albany Avenue, Chicago, IL 60623

**CHA Customer Call Center**
312-935-2600 | hcvpinspections@thecha.org

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