



Housing Quality Standards (HQS) Pre-inspection Checklist

All rental housing units receiving homeless housing funding from Pierce County Human Services must pass a federal Housing Quality Standards (HQS) inspection. For new projects units must pass HQS prior to tenant occupancy. For existing renewal projects units must pass an annual HQS inspection.

PLEASE NOTE THAT ALL HOMELESS HOUSING PROVIDERS MUST COORDINATE WITH THE LANDLORD AND/OR PROPERTY MANAGER TO MAKE SURE THE TENANT (IF OCCUPIED) HAS RECEIVED PROPER NOTIFICATION OF THE INSPECTION. PIERCE COUNTY HUMAN SERVICES WILL NOT SCHEDULE INSPECTIONS DIRECTLY WITH A TENANT. THE DAY OF THE INSPECTION BOTH THE PROVIDER AND LANDLORD/PROPERTY MANAGER MUST BE ON SITE.

This checklist is for information purposes only. This checklist is only intended to assist in preparing units for HQS inspection and is not intended as a complete listing of HQS failures. The full HUD HQS checklist can be found at: https://portal.hud.gov/hudportal/documents/huddoc?id=DOC_11775.pdf

We request that you review this checklist with the landlord or property manager prior to requesting the HQS inspection. If any boxes on the below checklist cannot be checked the unit will fail inspection.

- The unit must be empty/vacant from previous tenant. **(If a new leasing project only)**
- All utilities (water, gas (if applicable), and electric) must be turned on. The County will not inspect the unit if the utilities are not turned on.
- No chipping/peeling paint inside or outside the unit, or on the ground, if the building was constructed prior to 1978.
- Stove must be clean and the oven and all burners in working order and secured.
- Refrigerator must be clean and be in working order with a good door seal.
- There must be a permanently installed, working heating system.
- Hot and cold running water in the kitchen and bathroom(s).
- There must be a shower or bathtub that works.
- There must be a flush toilet that works, is securely mounted and does not leak.
- The bathroom must have either an outside window or an exhaust fan vented to the outside.
- All ground floor windows and exterior doors shall open and close as designed and must have working locks.
- Each living space must have two means of fire egress (i.e., door & window)
- All electrical outlets/switches must work, have cover plates and be in good working condition.
- All ground fault circuit interrupters (GFCIs) must work properly.
- There must not be any missing, broken, or cracked windows.
- The floor covering cannot be torn or have holes that can cause someone to trip.
- If there are stairs and railings, they must be secure.
- There must be working smoke detectors properly mounted on each level of the unit including the basement and walk-up attics and leading to the sleeping rooms.
- All security bars and windows must have a quick release mechanism.
- All sliding glass doors must have a lock or security bar on the door that works.