



## HRHA Self Inspection Checklist

### Exterior Site and Property Requirements

- ✓ All exterior property - Shall be maintained in clean, safe & sanitary condition.
- ✓ Sidewalks & driveways - Shall be kept in a proper state of repair.
- ✓ Accessory structures - (sheds, garages, fences) - Shall be structurally sound and in good repair. No deteriorated paint (see lead-based paint)
- ✓ Inoperable vehicles – without valid inspection or plates shall be removed.
- ✓ Grading - Premises shall not allow the accumulation of surface or stagnant water
- ✓ Weeds – Premises shall be free of noxious weeds & plant growth over 10 inches.

### Exterior Structure

- ✓ Premises Identification – Address numbers shall be visible from the street.
- ✓ Foundation walls – Shall be structurally sound, plumb, free from cracks, holes, prevent the entry of rodents & pests. No standing water in basement or crawl spaces.
- ✓ Roofs – Shall be free from defects that admit rain; no missing or loose shingles.
- ✓ Gutters & downspouts - shall be in good repair & discharge water away from unit.
- ✓ Exterior walls, cornices, soffit & trim – Shall be structurally sound, free from holes, breaks, loose or rotting material, weatherproof and properly surface coated by painting or other protective coating. All deteriorated paint must be repaired. (see lead-based paint)
- ✓ Stairways, decks, porches & balconies – Shall be in good repair, properly anchored, capable of supporting all imposed loads, handrails are required for four (4) or more steps (landing is counted as a step), Guardrails are required for any step, deck, porch or balcony that is thirty (30”) or more above grade. Installations must be in accordance with the International Residential Code.
- ✓ Windows – Shall be in good repair, weather tight, have locks, easily openable and capable of being held in position by window hardware; must have properly fitted screen. No deteriorated paint (see lead-based paint).
- ✓ Doors - Exterior doors, jamb and hardware shall be in good repair, weather tight, have deadbolt locks & shall be easily openable from the egress side without the use of a key or special knowledge (manual knob required on the interior).
- ✓ Lead-based paint (exterior) – All deteriorated paint surfaces must be repaired. This includes windows, window sills, exterior walls, porches, floors, railings, doors decks, stairs, play areas, garages, fences or other areas on the premises. If the unit is built prior to 1978 and a child under six (6) years of age will occupy the unit, the following will apply: Deteriorated paint surfaces more than 20 square feet on exterior must be stabilized (corrected) in accordance with CFR 24, Part 35 (all safe work practice requirements). This includes clearance testing from a certified person, licensed in Virginia. If the painted surface is less than 20 square feet, only stabilization is required. Stabilization means the removal of deteriorated paint, repair of the substrate, and application of two (2) new protective coatings or paint. A lead-based paint Owners Certification is required following stabilization activities.

## Interior Structure

- ✓ General – The interior structure shall be in good repair. All structural members shall be sound and capable of supporting all imposed loads, all areas shall be clean, safe and sanitary. All rooms shall have a minimum ceiling height of seven feet (7') (exceptions for bedrooms with sloped ceilings & basement rooms with beams), All habitable rooms shall have two separate and remote electrical receptacle outlets.
- ✓ Interior surfaces – All surfaces shall be clean, safe & sanitary including floors, windows, doors, walls, kitchen and bathroom fixtures & appliances, No deteriorated paint or plaster. (see lead-based paint below)
- ✓ Handrails & guardrails – Required as stated in “stairways” above.
- ✓ Infestation – All structures shall be kept free from rodent and insect infestation.
- ✓ Bathrooms - Shall have a window or exhaust fan for ventilation; shall contain at least one electrical receptacle (new installation must be GFCI), floors & walls shall be a nonabsorbent surface impervious to water.
- ✓ Bedrooms - Shall contain at least seventy (70) square feet of floor area, more than one occupant requires 50 square feet for each person, (2 persons = 100 sq. ft.), have a minimum width of seven (7) feet, have an openable window, have two separate & remote electrical receptacle outlet.
- ✓ Kitchens – Must be provided with stoves, ovens refrigerators, freezers (supplied by tenant or landlord) that are properly installed & maintained, cabinets countertops & drawers in sufficient quantity & condition that occupants can store, prepare & serve foods in a sanitary manner.
- ✓ Laundry or Utility rooms - Shall contain at least one grounded-type receptacle, clothes dryers shall be vented to the outside.
- ✓ Lighting fixtures – Every public hall, interior stairway, kitchen, bathroom, laundry room, boiler room, and furnace room shall contain at least one electric lighting fixture.
- ✓ Electrical – Electrical service to the unit shall be adequately sized to avoid overloading, All electrical fixtures, wiring, receptacles, panel boxes, fuses, breakers, splices, grounds, appliances and equipment shall be properly installed and maintained in a safe and approved manner.
- ✓ Smoke detectors – Shall be installed as follows: on the ceiling or wall outside of each separate sleeping area, in each bedroom, in each story within a dwelling unit including basements, shall be equipped with a battery backup.
- ✓ Plumbing – All plumbing fixtures shall be properly installed, free from leaks, defects, deterioration, must not have low pressure, inadequate venting, cross connections, all sinks and toilets must have shut off valves, backflow prevention assemblies where applicable.
- ✓ Water Heaters – Shall be capable of providing an adequate amount of water at every required plumbing fixture at a temperature not less than 110 degrees, Shall have a temperature & pressure relief valve and discharge pipe extending to within six (6”) inches of the floor, gas water heaters shall not be located in any room normally kept closed unless adequate combustion air is provided, exposed gas water heaters in living areas shall have safety dividers or shields.
- ✓ Heating Facilities – Heating systems shall be properly installed, maintained & capable of maintaining a room temperature of 65 degrees from October 15th through May 1st in all habitable rooms & bathrooms (measured 3 feet above the floor), No portable unvented fuel burning space heaters
- ✓ Chimney & vents – Must be capable of creating sufficient draft to properly vent the appliances served, shall be free of leaks, deterioration, loose bricks, creosote deposits, have adequate clearance from combustible materials.
- ✓ Lead-based paint (Interior) – All deteriorated paint surfaces must be repaired. This includes building components within the unit : walls, floors, ceilings cabinets, baseboards, doors, door frames and any part of the window system. Deteriorated paint includes any surface that is

peeling, chipping, chalking, damaged or otherwise separated from the substrate. If the unit was built prior to 1978 and a child under six (6) years of age will occupy the unit, the following will apply: All deteriorated paint surfaces more than 2 square feet in any one interior room or space, or more than 10% of the total surface area of an interior type component (window sill, baseboard or trim) must be stabilized (corrected) in accordance with CFR 24, Part 35 (all safe work practice requirements). This includes clearance testing from a certified person, licensed in Virginia. If the deteriorated paint surface is less than 2 square feet or less than 10%, only stabilization is required. Stabilization means the removal of deteriorated paint, repair of the substrate, and application of two (2) new protective coatings or paint. A lead-based paint Owners Certification is required following stabilization activities.