PHILADELPHIA HOUSING AUTHORITY

OPENING DOORS TO OPPORTUNITIES

HOUSING QUALITY STANDARDS (HQS) INSPECTION RESOURCE GUIDE FOR HCV OWNER

WELCOME

Dear Owner/Agent:

On behalf of the Philadelphia Housing Authority (PHA), I want to personally thank you for participating in the Housing Choice Voucher Program (HCV). Because of property owners like you, over 18,000 families, seniors and people with disabilities in the City of Philadelphia have safe, decent, sanitary and affordable housing.

As I have previously shared with you, PHA relies on like-minded people like you to make the HCV program a success for our clients and community. I hope you find the enclosed Housing Quality Standards (HQS) Inspection Checklist Resources Guide and the checklist helpful.

The HQS Inspection Resource Guide and checklist is designed to increase your understanding of how the HQS Inspection process works, your responsibilities as a participating HCV owner, and how to maintain your unit while under Contract with PHA. This Guide is intended to be used together with PHA's Standard Operating Procedures for the Lead Safe Housing Rule and Lead Disclosure Rule, referenced throughout this Guide.

Please also visit our Landlord Data Center at partnerportal.pha.phila.gov/partnerportal, where you can access all HQS inspection data for your HCV program units. The portal provides you with upcoming inspection dates, the status of the inspections and any HQS failure reports.

Please do not hesitate to contact PHA's HCV Inspections Department at 215-684-3860 or via email at hcvinspections@pha.phila.gov, with any questions.

On behalf of PHA's Board of Commissioners, Management and Staff, thank you for your partnership and participation in the HCV program.

Sincerely yours,

Kelvin A. Jeremiah
President & Chief Executive Officer
Philadelphia Housing Authority

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Overview

The objective of the Housing Choice Voucher (HCV) Program is to assist low income families in leasing decent, safe, and sanitary housing at an affordable cost.

The U.S. 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 HQS represent the minimum requirements for determining that the housing is decent, safe and sanitary. The Philadelphia Housing Authority (PHA) is responsible for ensuring that each unit occupied by a HCV Program Participant meets the HQS.

The PHA HQS Inspection Checklist Guide has been created to assist HCV Owners with conducting pre-inspections prior to the scheduled PHA HQS inspection. The items listed in this document does not contain all possible failures, however, it does cover items that fail frequently.

It is the owner, landlord, or property manager's responsibility to ensure that HQS repairs have been completed sufficiently and timely. Repairs determined to be insufficient, incomplete, or repairs completed with improper material will be issued a failed rating.

HQS Inspection Resource Guide

The following details the general requirements that apply to each unit, then a room-by-room PHA HQS Inspection Checklist Guide owners can follow to complete a pre-HQS Inspection. Each part of the checklist will be accompanied by an explanation of the item to be inspected.

The general requirements include:

A. Electrical Hazards
B. Doors
C. Windows
D. Ceilings
E. Walls
F. Floors

The HQS checklist includes:

1. Living Room
2. Kitchen
3. Bathroom
4. All Other room used for Living (dining rooms, bedrooms)
5. All Secondary Rooms not used for Living (basements, utility rooms)
6. Heating and Plumbing
7. Building Exterior
8. General Health and Safety

A short PHA HQS Inspection Checklist Guide that owners can use to complete a pre-inspection of their unit is attached at the end of the Guide as APPENDIX A: PHA HQS Inspection Checklist. Additional information about inspections may be found in APPENDIX B: Additional Inspection Information.

If you have any questions about any item on the checklist please contact our HCV Inspections Department at 215-684-3860 or via email at hcvinspections@pha.phila.gov.

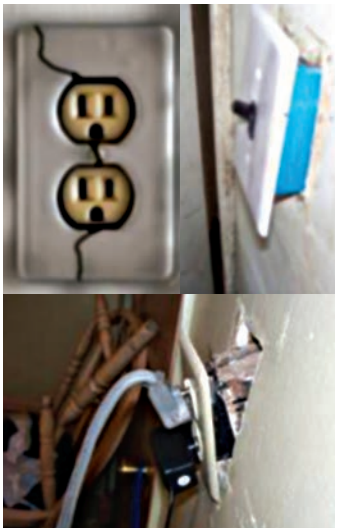
General Requirements

A. Electrical Hazards

The unit should be free of electrical hazards. Unacceptable conditions include (but are not limited to):

Wiring and Connections

- Exposed, uninsulated, frayed, or broken wires.
- Improper electrical connections.
- Improper insulation or grounding of any component of the system, including:
- Rubber or plastic coated electrical wiring mounted on the exterior surface of a wall or ceiling in the manner that could result in the wire being broken, cut, or otherwise damaged (wiring should be securely mounted).



- Wiring in traffic areas that is not in a conduit.
- Electrical cords running under rugs or carpet.
- Extension cords permanently being used in any room.

Outlets and Switches

- Malfunctioning outlet that is not permanently covered.
- Missing or broken outlet or switch that has exposed electrical connections or wires.
- Missing or badly cracked outlet or switch cover plates.
- Improperly wired receptacles.

Light Fixtures and Fans

- Light fixtures or fans not securely mounted to the wall or ceiling.
- Light fixture with a missing or broken bulb, readily accessible to the tenant during the day to day use of the unit.
- Lamp cord wired outlets.

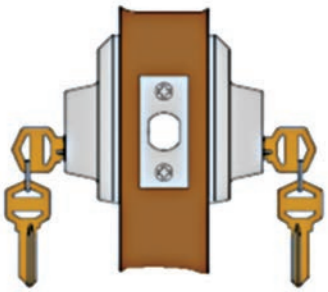
Circuits and Fuses

- Overloaded or over-fused circuits.
- Exposed fuse box connections.
- Open circuit breaker position not appropriately blanked off in a panel board, main panel board, or other electrical box that contains circuit breakers or fuses.
- Missing cover to any electrical device box, panel box, gear switch box, control panel, etc. and there are exposed electrical connections.
- Any condition resulting in openings in electrical panels or electrical control device enclosures.

Other Electrical Hazards

- Water leaking or ponding near any electrical device.
- Outlet or electrical heating appliance very close to a bathtub.
- Any other electrical hazard that could result in shock, fire, or immediate life-threatening condition.

B. Doors



- Door surfaces (including the frames) must be in sufficient condition to allow the door to allow the door to close securely; they must also support the installation and proper operation of locks.
- No double cylinder deadbolt locks (key-in, key-out locks) will be allowed on any dwelling unit door or gate. No exceptions!
- All entry doors (doors from the exterior or common areas) must be solid core.
- Side garage doors must function correctly, be able to be secured, and have a lock.
- Garage doors that allow immediate access to the unit must be fire rated.
- Storm doors are not required; however if present, they must open and close properly.
- All doors leading to the outside and common hallways, fire escapes, and porches or otherwise accessible from the ground must have locks.
  - Note that all exterior doors (including the door from the garage to the living area) must have a doorknob and a deadbolt lock.

C. Windows

- Window surfaces (including the frames) must be in sufficient condition to support the installation and proper operation of locks.
- All windows on the first floor, at basement level, on a fire escape, porch, or other outside space that can be reached from the ground (that is, windows with sills less than six feet from the ground) must have a working locking device.
  - Note that any windows leading to a fire escape or required to meet ventilation requirements may not be permanently nailed shut. Otherwise, traditional window locks, those provided by storm/screen combination windows, window pins, and nails are acceptable.
- Any window security bars must be equipped with a quick release system; security bars that require a key will not be approved.
- Any skylights present must close and lock as designed.
- Windows must be weather tight. No broken or loose panes, large cracks, or missing glass.
- The outside pane of a double pane window may be removed to remedy a crack or a broken pane. Small corner cracks may be corrected with silicone.
- Cracked window panes will be considered an emergency condition that must be repaired within 24 hours if they present a cutting hazard.
- Windows that open must be able to stay up on their own and close completely
- Storm windows are not required; however if present, they must open and close properly.

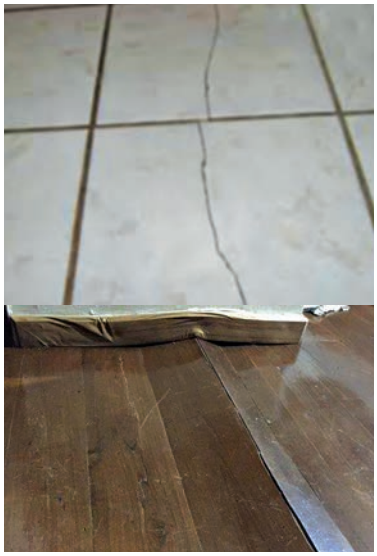
D. Ceilings

- Ceilings should not show signs of bulging, buckling, or cracking.
- Larges holes or falling material are not acceptable.
- Ceilings should be free of major leaks.
- Leaks and related damage must be corrected.
- All tiles in drop ceiling must be in place and properly secured.
- Ceilings must be clean, dry, and free from mold, mildew, and/or fungus.

E. Walls

- Exterior walls must be weather tight. Holes large enough to cause the unit not to be weather tight will be rated as an HQS FAIL.
- Gaps around pipes must be appropriately filled to prevent entrance by pests.
- Walls must be free from any serious defects such as large holes; severe bulging, leaning, sagging, and/or buckling; and/or loose or damaged structural members
- The resident is responsible for damages to the unit or premises caused by a household member or guest beyond normal wear and tear.
- Walls must be clean, dry and free from mold, mildew, and/or fungus.
- Doorstops are recommended to protect walls but not required.

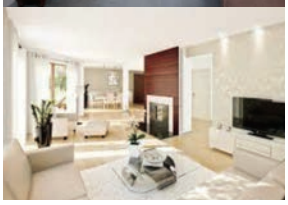
F. Floors



- Floors must be free of any serious defects including large holes, loose surface materials, buckling, or other serious damage (including major movement under walking stress).
- Floors must be free of any tripping hazards such as raised edges or open seams.
- There should be no exposed tack strips.
- There should be no ceramic tiles with sharp edges.
- Soft areas of flooring with a rebound greater than ½ inch will be rated as an HQS Fail.
- All living areas must have a standard floor and covering; bare or painted concrete is not acceptable.

Room-by-Room Guide

1. Living Room



1.1 Living Room

Is there a living room?

- If the unit is an efficiency apartment, owners can consider that the living space is a living room.

1.2 Living Room Electricity

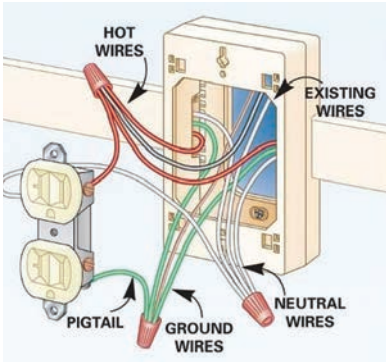
Are there at least two working outlets or one working outlet and one working light fixture? If additional outlets are present, do they work properly and, if not, are they permanently covered?

- There must be at least two working, properly installed outlets or one working, properly installed outlet and one permanently installed light fixture that is securely mounted on the wall or ceiling.
- If additional outlets are present in the room, they must be properly installed and either work correctly or be permanently covered.

1.3 Living Room Electrical Hazards

Is the room free from electrical hazards?

- See General Requirements, Electrical Hazards for unacceptable conditions.



1.4 Living Room Security

Are all windows and doors that are accessible from the outside lockable? If storm doors are present, do they open and close properly?

- See General Requirements, Doors.
- See General Requirements, Windows.

1.5 Living Room Window Condition

Is there at least one window? If the living room is to be used as a sleeping room, is the window operable and unblocked? Are all windows free of signs of severe deterioration or missing or broken out panes? If designed to do so, do windows open and close correctly?

› See General Requirements, Windows.
Additionally:
› A living room must have at least one window.
› If the room is to be used as a sleeping room, the window must be operable and unblocked. A large piece of furniture (headboard, dresser, etc.) or window air conditioner, which covers the only bedroom window constitute a failed HQS inspection. An emergency escape must be provided.

1.6 Living Room Ceiling Condition

Is the ceiling sound and free from hazardous defects? Is the ceiling free of leaks and/or leak damage?

› See General Requirements, Ceilings.

1.7 Living Room Wall Condition

Are the walls sound and free from hazardous defects?

› See General Requirements, Walls.

1.8 Living Room Floor Condition

Is the floor sound and free from hazardous defects? Is the room free of any tripping hazard present (loose carpet, raised floors, missing tiles etc.)?

› See General Requirements, Floors.

1.9 Living Room Lead-Based Paint

Are all painted surfaces free of deteriorated paint? If not, do the deteriorated surfaces exceed two square feet and/or more than 10% of a component?

› Please refer to PHA's Standard Operating Procedures for the Lead Safe Housing Rule and Lead Disclosure Rule.

2. Kitchen

2.1 Kitchen Area Present

Is there a kitchen in the unit?

› 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).
› For units that have additional amenities that are not required (dishwasher, garbage disposal, etc.) amenities will still be required to operational.

2.2 Kitchen Electricity

Is there at least one working outlet and one working, permanently installed light fixture? If additional outlets are present, do they work properly, and if not, are they permanently covered?

› There must be at least one properly installed and working outlet.
› There must be at least one working, permanently installed light fixture that is securely mounted to the ceiling or wall.
› Outlets cannot be substituted for a permanently installed light fixture.
› If additional outlets are present in the room, they must be properly installed and either work correctly or be permanently covered.

2.3 Kitchen Electrical Hazards

Is the kitchen free from electrical hazards?

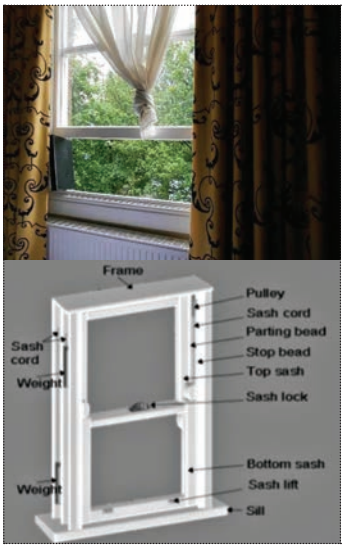
› See General Requirements, Electrical Hazards for unacceptable conditions.
Additionally:
› Outlets located in a wet area (within six feet of a water source) must be GFCI protected.

2.4 Kitchen Security

Are all windows and doors that are accessible from the outside lockable? If storm doors are present, do they open and close properly?

› See General Requirements, Doors.
› See General Requirements, Windows.

2.5 Kitchen Window Condition



If there are windows, are they free of signs of deterioration or missing or broken out panes?

› A kitchen window is not required to pass HQS; however, if present, it must meet the criteria under General Requirements, Windows.

2.6 Kitchen Ceiling Condition

Is the ceiling sound and free from hazardous defects? Is the ceiling free of leaks and/or leak damage?

› See General Requirements, Ceilings.

2.7 Kitchen Wall Condition

Are the walls sound and free from hazardous defects?

› See General Requirements, Walls.

2.8 Kitchen Floor Condition

Is the floor sound and free from hazardous defects? Is the room free of any tripping hazard present (loose carpet, raised floors, missing tiles, etc.)?

› See General Requirements, Floors.

2.9 Kitchen Lead-Based Paint

Are all painted surfaces free of deteriorated paint? If not, does the deteriorated surfaces exceed two square feet and/or more than 10% of a component?

› Please refer to PHA's Standard Operating Procedures for the Lead Safe Housing Rule and Lead Disclosure Rule.

2.10 Stove or Range with Oven

Is there a working stove or range with oven with top burners that work? If no stove or range with oven 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)? Is the stove or range with oven free from missing parts and/or hazards?

› All stove burners and the oven must work.
› Any gas oven or burner that requires a match to light due to soil, grease, or need of repair will not pass.
› The stove cook top, range hood filter, venting system and areas surrounding the oven must be clean and free from grease.
› Stove or range is free of gas leaks, hazardous gas hook-ups, and/or electrical hazards.
› Hot plates are not acceptable.
› All operating knobs must be present.
› Stove or range is not missing handles.
› Oven seals must present, intact, and in working order.

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? Is the refrigerator free from electrical hazards?

› The refrigerator must be provided by the owner or resident.
› It must work, be an adequate size relative to the needs of the family, and maintain a temperature low enough so that food does not spoil over a reasonable period of time (including some capability for storing frozen goods).
› It must not present an electrical hazard.
› Refrigerator seals/gasket must be present and intact, allowing the doors to close fully.

2.12 Kitchen Sink

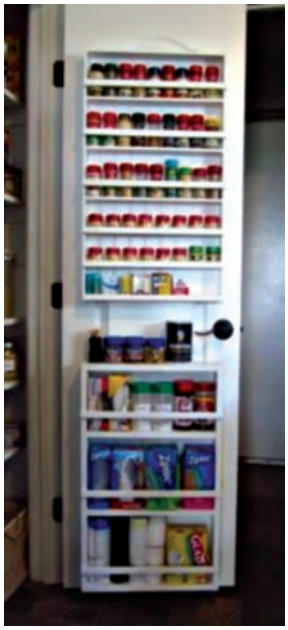
Is there a kitchen sink that works with hot and cold running water? Is the sink properly connected with a working drain that has a gas trap? Is the sink and hardware free from major defects?

- There must be a permanently attached sink in the kitchen area.
- The sink must have running hot and cold water that is properly connected with a working drain (connected to an approved water and sewer system) that has a gas trap.
- The sink must be free of major leaks which can result in water loss and damage to the unit.

2.13 Kitchen Space for Storage, Preparation and Serving of Food

Is there space to store, prepare, and serve food? Do the countertops and cabinets have finished surfaces that are free from defect?

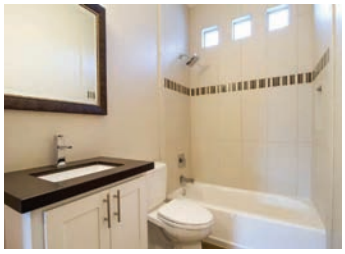
- The unit provides space for storage and preparation of food.
- Space is defined as pantries or cabinets with shelving.
- If there is no built in space, a portable storage cabinet and table can be provided.
- The space is adequate based on family size.
- Countertops and cabinets must have finished surfaces that are free from defect.



3. Bathroom

3.1 Bathroom Present

Is there a bathroom? Is it in proper working condition and adequate for personal cleanliness and disposal of human waste? Are the sanitary facilities usable in privacy?



- At a minimum each unit must have a toilet, washbasin (with a gas trap), and tub/shower
  - The toilet must be a flush toilet and in operating condition
  - Both the washbasin and the tub/shower must have running hot and cold water
- and be connected to an approvable disposal system
- The bathroom must be in the unit, free of health and sanitary problems, afford privacy (generally a door, but no lock is required) and be for the exclusive use of the unit's occupants.
- Most units have easily identifiable bathrooms (i.e., a separate room with toilet, washbasin and tub or shower). In some cases, units may have scattered bathroom facilities (i.e., toilet, washbasin, and tub or shower located in separate parts of the unit).

3.2 Bathroom Electricity

Is there at least one permanently installed light fixture? If additional outlets are present, do they work properly, and if not, are they permanently covered?

- There must be at least one working, permanently installed light fixture that is securely mounted to the ceiling or wall.
- Outlets cannot be substituted for a permanently installed light fixture.
- Any outlet present in the room must be properly installed and either work correctly or be permanently covered.

3.3 Bathroom Electrical Hazards

Is the bathroom free from electrical hazards?

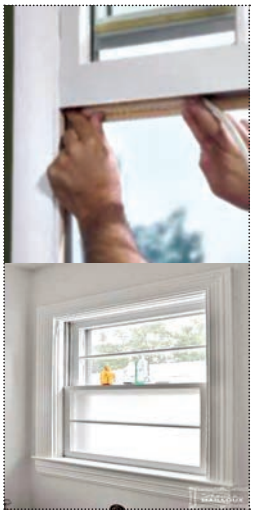
- See General Requirements, Electrical Hazards for unacceptable conditions.
- Additionally, outlets located in a wet area (within six feet of a water source) must be GFCI protected.
- This includes bathroom light fixtures with an outlet.

3.4 Bathroom Security

Are all windows and doors that are accessible from the outside lockable? If storm doors are present, do they open and close properly?

› See General Requirements, Doors.
› See General Requirements, Windows.

3.5 Bathroom Window Condition



Is there at least one window or properly working ventilation system, and if present, are all windows free of signs of severe deterioration or missing or broken out panes? Do windows open and close properly?

› Absence of a window in a bathroom does not fail unless there is no other working ventilation system; however, if it is present, it must meet the criteria under General Requirements, Windows.

3.6 Bathroom Ceiling Condition

Is the ceiling sound and free from hazardous defects? Is the ceiling free of leaks and/or leak damage?

› See General Requirements, Ceilings.

3.7 Bathroom Wall Condition

Are the walls sound and free from hazardous defects?

› See General Requirements, Walls.

3.8 Bathroom Floor Condition

Is the floor sound and free from hazardous defects? Is the room free of any tripping hazards (raised floors, missing tiles, etc.)?

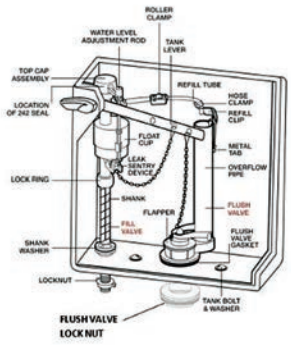
› See General Requirements, Floors.

3.9 Lead-Based Paint

Are all painted surfaces free of deteriorated paint? If no, do the deteriorated surfaces exceed two square feet and/or more than 10% of a small component (door frame, window sills, handrail, etc.)?

› Please refer to PHA's Standard Operating Procedures for the Lead Safe Housing Rule and Lead Disclosure Rule.

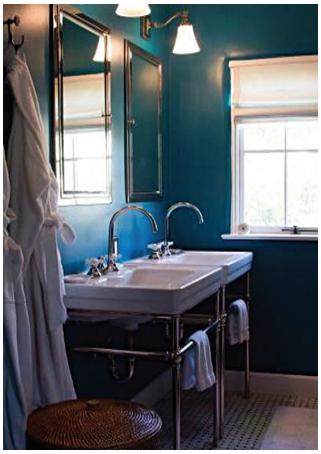
3.10 Flush Toilet in Enclosed Room



Is there a working toilet in the unit for the exclusive, private use of the tenant?

› Toilet is located in a separate room inside the unit
› Tenant has exclusive use of the toilet. Shared facilities, which are used by other occupants are not acceptable.
› Toilet is free of clogging.
› Toilet properly flushes and shows no signs of leakage.
› Toilet is connected to an acceptable drainage system.
› Toilet is free of chips or broken pieces that can result in a cutting hazard.
› Toilet is secured to the floor.

3.11 Fixed Wash Basin



Is there a working, permanently installed wash basin with hot and cold running water in the unit? Is the sink properly connected with a working drain that has a gas trap? Does the sink show no signs of leaking?

› Must be permanently installed.
› Can be located separate from bathroom facilities but is present within the unit; however, a kitchen sink is not acceptable for this purpose.
› Must be connected to a system that delivers hot and cold water and properly connected to a drainage system.
› Must contain a gas trap.
› Show no signs of leakage.

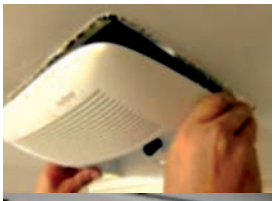
3.12 Tub and Shower

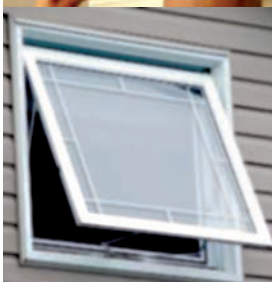
Is there a working tub or shower with hot and cold running water in the unit? Is the tub or shower properly connected to a drainage system? Is the tub or shower surface free of deterioration? Are the faucets free of leaks, and do they work properly?

› Unit must contain tub or shower.

› If the unit features both shower and tub, all features must work correctly.
› Tub/shower must be connected to a system that delivers hot and cold water and properly connected to a drainage system.
› Tub/shower can be located outside the bathroom facilities but must be private.
› Tubs are free of chips, breaks or any cutting hazards.
› Tubs glaze is not heavily worn and/or deteriorated.
› Faucets should be free of leaks and work properly.

3.13 Ventilation





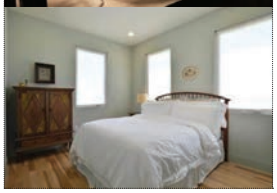
Are there operable windows or a working vent system? If a skylight is present, is it able to be opened?

› If there are no operable windows or skylights, the bathroom must include a working ventilation system (non-mechanical vents, electric fans).
› Windows and skylights must meet the criteria under General Requirements, Windows.

4. Other Rooms Used for Living

(Bedrooms, Dining Rooms, Dens)

4.1 Bedrooms or Other Rooms used for Living



› Bedrooms must have a separate entrance (cannot pass through one room to reach another).
› Every bedroom in the unit must contain at least one, operable window.
› Other Rooms used for living may include:
  • Dining Room or Dining Area or center of the unit. Second Living Room, Family Room, Den, Playroom, TV Room
  • Entrance Halls. Corridors, Halls, Staircases

4.2 Other Rooms: Electricity/Illumination

Are there at least two working outlets or one working outlet and one working, permanently installed light fixture? If additional outlets are present, do they work properly, and if not, are they permanently covered?

› There must be at least two working, properly installed outlets or one working, properly installed outlet and one permanently installed light fixture that is securely mounted on the wall or ceiling.
› If additional outlets are present in the room, they must be properly installed and either work correctly or be permanently covered.
› If room is NOT a bedroom, is there a means of illumination?

4.3 Other Rooms: Electrical Hazards

Is the room free from electrical hazards?

› See General Requirements, Electrical Hazards for unacceptable conditions.

4.4 Other Rooms: Security

Are all windows and doors that are accessible from the outside lockable? If storm doors are present, do they open and close properly?

› See General Requirements, Doors.
› See General Requirements, Windows.

Additionally:

› Please note closet doors are not required; however if present, they must open and close properly.

4.5 Other Rooms: Window Condition

Are all windows free of signs of severe deterioration or missing or broken-out panes?

› See General Requirements, Windows.
› Additionally:
› There must be at least one window in each sleeping room
› If there is only one window, it should be free of blockage.
› Sleeping room windows must open and closed if designed to do so.

4.6 Other Rooms: Ceiling Condition

Is the ceiling sound and free from hazardous defects? Is the ceiling free of leaks and/or leak damage?

› See General Requirements, Ceilings.

4.7 Other Rooms: Wall Condition

Are the walls sound and free from hazardous defects?

› See General Requirements, Walls.

4.8 Other Rooms: Floor Condition

Is the floor sound and free from hazardous defects? Is the room free of any tripping hazard present (loose carpet, raised floors, missing tiles, etc.)?

› See General Requirements, Floors.

4.9 Lead-Based Paint

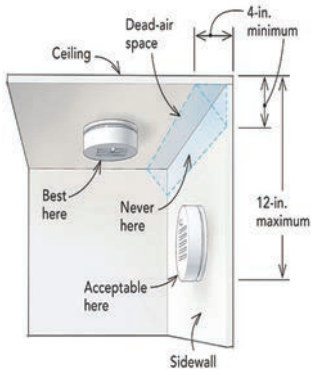
Are all painted surfaces free of deteriorated paint? If no, do deteriorated surfaces exceed two square feet and/or more than 10% of a small component (door frame, window sills, handrail, etc.)?

› Please refer to PHA's Standard Operating Procedures for the Lead Safe Housing Rule and Lead Disclosure Rule.

4.10 Smoke Detectors

Is there a working smoke detector on each level? Do the smoke detectors meet the requirements of National Fire Protection Association (NFPA) Standard 74 or its successors (currently NFPA 72)? In units occupied by the hearing impaired, is there an alarm system connected to the smoke detector?

› At least one battery-operated or hard-wired smoke detector must be present and working on each level of the unit, including the basement.
› Smoke detectors placed on wall must be placed between 4" to 12" from ceiling.
› Smoke detectors on ceilings must be placed more than 4" from wall.
› Do not place smoke detectors in or near kitchens, bathrooms, or supply registers of a forced air heating or cooling system.
› Place smoke detectors in hallways adjacent to bedrooms.
› In rooms with ceiling slopes more than one foot of rise per eight feet, the detector must be on the high side of the room.
› A smoke detector in a stairwell must be placed to ensure that smoke rising in the stairwell cannot be prevented from reaching the detector because of an intervening door or obstruction.
› A smoke detector placed in a basement must be in close proximity to the stairway leading to the floor above.
› In basements, if joist are exposed, smoke detectors must be placed on the underside of the joist, not in between.



› Each detector must make an alarm that is clearly audible in all bedrooms over background noise with all intervening doors closed. Audibility is based upon the noise created by all household equipment that would be in operation at night (such as window air conditioners and room humidifiers).
› In new construction, if more than one detector is required, they must be arranged so that the operation of any detector will cause all other detectors to alarm.
› Hardwired smoke detectors must be on an unswitched portion of a branch circuit or on a dedicated branch circuit.
› If the unit is occupied by persons with hearing disabilities, smoke detectors must have an alarm system, designed for persons with hearing disabilities (strobe light smoke detector), in each bedroom occupied by persons with hearing disabilities.

5. All Secondary Rooms Not Used For Living

(Basements, Utility Rooms)

5.1 Basements

Should be free of debris and owners belongings. Handrails shall reach from top to bottom step (full length of the stairs).

› If beams are exposed smoke detector should be placed on the bottom of the beam.

5.2 Security

Are all windows and doors that are accessible from the outside lockable? If storm doors are present, do they open and close properly?

› See General Requirements, Doors.
› See General Requirements, Windows.

5.3 Electrical Hazards

Are all these rooms free from electrical hazards?

› See General Requirements, Electrical Hazards for unacceptable conditions.
› Additionally:
› Owners should thoroughly check ceiling for open junction boxes and/or outlets
› Owners should verify junction box or electrical boxes are not missing components, such as knockout plugs and connectors.
› Any outlet present in the room must be properly installed and either work correctly or be permanently covered.

5.4 Other Potential Hazards

Are all of these rooms free of any other potentially hazardous features?

› Walk surfaces pose no tripping hazards.
› Space is free of holes or entry points for pests.
› Space is free of major leaks or drain blockage.
› Space is free of standing water or flooding.
› Space is free of protruding nails or other objects in walls, floors, and/or ceilings.
› Any windows or doors are not in seriously deteriorated condition.
› There is no evidence of imminent structural collapse.
› Falling large section of missing concrete will require parging.

6. Building Exterior

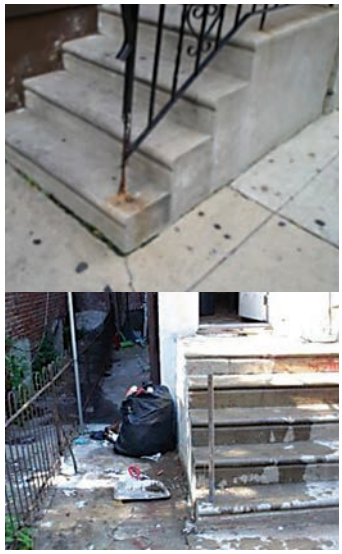
6.1 Condition of the Foundation

Is the foundation sound and free from hazards?

› Inspectors may ask for engineers report for structural damage.
› The foundation must not have any serious defects such as serious leaning, buckling, sagging, large cracks or holes, or defects that may result in air infiltration or vermin infestation.
› Foundation has no large sections of crumbling brick, concrete, or stone.
› There are no signs of structural instability indicated by evidence of major recent settling
› There are no undermining of footings, walls, posts, or slabs.
› There is no major deterioration of wood support members resulting from water damage or termites.
› Unit shows no signs significant entry of ground water.

6.2 Conditions of Stairs, Rails, Porches

Are all the exterior stairs, rails, and porches sound and free from hazards?



› Stairways: Handrails are required on sections of four or more steps. Handrails must be secure. No broken, rotting, or missing steps or boards.
› A balcony or porch 30 inches or more above the ground requires a railing around it.
› Porch Roof shows no signs of sagging.
› Handrails and guardrails are secured and graspable.
› Exterior stairs should be free of faults that can result in tripping or falling.
› Porch should be free of rotted joist.
› Porch columns must be sound and secure.

6.3 Condition of Roof and Gutters

Are the roof, gutters, and downspouts sound and free from hazards?

- The roof must be structurally sound and weather-proof (no leaks or holes).
- The roof has no serious buckling or sagging, indicating the potential for structural collapse.
- The roof has no large holes or other defects that would allow significant amounts of water or air to enter the unit.
- There is no water damage to interior ceiling (indicating leaks).
- Gutters and downspouts are not required to be present, however, if they are, they must work correctly and be free from hazards; also, downspouts must be present if a gutter is installed).
- Bargeboards, fascia boards, soffits and other components are secured and free of decay, which can result in water infiltration.

6.4 Condition of Exterior Surfaces

Are exterior surfaces sound and free from hazards? Are all meter covers in place?

- The exterior wall structure and surface must not have any serious defects such as serious leaning, buckling, sagging, large holes or cracks, falling or missing pieces of masonry, or defects that may result in air and/or water infiltration or vermin infestation.
- Exterior drain caps and vent caps are not missing.
- Concrete driveways, sidewalks, and patios should not have large cracks or uneven surfaces. Uneven surfaces are a tripping hazard. A gradual slope from the lower to the higher section, which effectively eliminates the tripping hazard, would normally be an acceptable remedy.
- Lighting: All public hallways, stairs, exit ways must have adequate lighting at all times.

6.5 Condition of Chimney

Is the chimney sound and free from hazards?

- Chimney shows no signs of leaning.
- Chimney is free of blockage.
- There are no missing bricks and/or mortar or deterioration of the chimney.
- Chimney should be free of falling bricks.
- Any metal chimney parts must fit tightly and/or be properly attached

6.6 Lead-Based Paint-Building Exterior

Are all painted surfaces free of deteriorated paint? If no, do deteriorated surfaces exceed 20 sq. ft. of total exterior surface area?

- Please refer to PHA's Standard Operating Procedures for the Lead Safe Housing Rule and Lead Disclosure Rule.

7. Heating and Plumbing

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?

- Heating equipment must be capable of maintaining a room temperature of 68 degrees in all habitable rooms, directly or indirectly. Portable space heaters will not be approved as a primary heating source.
- Example of acceptable indirect heating: Shared heating register between the living room and dining room with a large opening arch way connecting both.
- Furnace filters must be clean at the time of inspection.
- Missing furnace door will be rated as an HQS fail.
- For owner controlled heat, heating season for Philadelphia is from October 1 through April 30.
- Owner provided heat will also be required when the outside temperature is below 60 degrees.

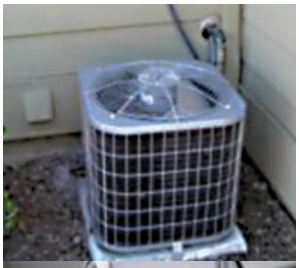
7.2 Safety of Heating Equipment

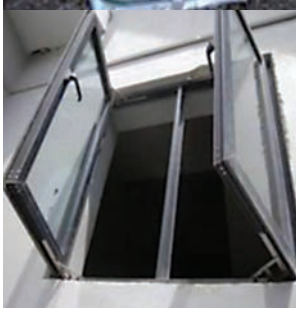
Is the unit free from unvented fuel burning space heaters or any other types of unsafe heating conditions? Are all flues free of deterioration?

- Improper operating conditions, including all conditions that may be unsafe, such as broken or damaged source vents, flues, exhausts, gas or oil lines that create a potential fire hazard or threats to health and safety are not permitted.
- There are no escaping gases from disconnected or broken vent pipes.
- There are no unvented fuel burning space heaters (electric heaters are acceptable).
- There are no improper fuel storage and supply lines.
- Fuel storage tanks must be raised off the floor and have a shut-off valve located at the base of the tank.
- Fuel lines running across floors that must be protected.
- There are no fuel leaks (check for excessive fuel oil stains).
- Fuel tanks must be vented and filled from outside the unit.
- Gas burning furnace has a manual shut-off device.
- There is no combustible material around furnace.
- There is a proper vent, and no improper flue or chimney.
- A flue pipe and collar fits tightly against the wall.
- There is adequate clearance of combustible materials around the flue.
- The flue properly directs from furnace to a chimney.
- Heating equipment is properly installed and maintained.
- There is no heavy build-up of soot and creosote around the chimney or flue.
- There is an adequate source of clear return air in the forced warm air system.
- Return air must be drawn from an area separate from the furnace area.
- There are no major leaks in radiators or duct work that may promote heat loss and affect the heating device's capability to satisfactorily heat all habitable rooms in the unit. A gap in duct work of one inch or more would constitute a FAIL rating.
- There must be combustion air provisions for a gas water heater or gas furnace located in an enclosed space.

7.3 Ventilation and Cooling

Does the unit have adequate ventilation and cooling by means of openable windows or a working cooling system?





- Any current cooling equipment (fan, air conditioning, central air) must work correctly and safely, and be free of leakage
- If unit contains central air, the disconnect box must be fastened closed and locked.
- Window air conditioners are not allowed in sleeping rooms with one window.
- If no cooling or ventilation system is present, all windows must open and meet the requirements under General Requirements, Windows.
- Air conditioning is not required but is considered an amenity. Owners are responsible to maintain the any air conditioning they provide in working order throughout the contract.

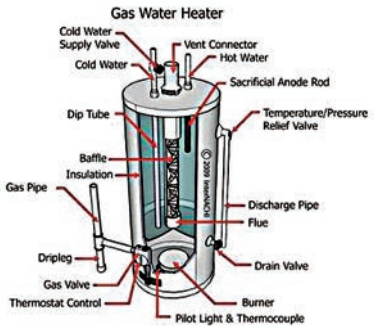
7.4 Water Heater

Is the water heater accessible (required during inspection)? Is the water heater located, equipped, and installed in a safe manner? Does the water consist of a TPR and discharge pipe? Is the water heater free from leaks?

Whether gas or electric, a water heater must have:

- A temperature pressure relief (TPR) valve.
- A discharge pipe constructed of an approved material, such as CPVC, copper, polyethylene, galvanized steel, polypropylene or stainless steel.
  - The discharge pipe shall extend from the valve downward to not less than 6 inches or more than 12 inches above the floor or ground or extend to the exterior.
  - The discharge pipe must be the same size as the TPR valve outlet, example ¾".
- No valve, restriction or reducer coupling of any type should be installed between the
- TPR and the tank or in the discharge pipe.

Gas water heater requirements:



- No gas water heaters are allowed in bedrooms or other living areas unless properly enclosed; vented to code to supply combustion air; and have an enclosure door.
- Gas water heater closet doors must be in reasonably good condition, with tight hinges, and door must be properly vented.
- Water heater area must be free of debris and combustible material and liquids.
- Storage of any items in the gas heater closet is not allowed.
- Do not install insulation blankets at the bottom of gas water heaters or allow them to sag, restricting the combustion air to the bottom of the heater. This could result in an unsafe operating condition.
- There must be a 6" clearance around the vent hood (vent connector) from combustible material.
- Water heater flue should be on an upward pitch.
- There must be no gas and/or water leakage.
- The water heater must not present a flooding danger.
- There must be no seriously cracked or broken vent pipes on gas-fired water heaters that allow by-products of combustion gases to escape into the unit.
- There must be proper flues (with clearance from combustible materials) for venting exhaust gases.
- There must be no tag by the utility company indicating an unsafe condition.

Electric water heater requirements:

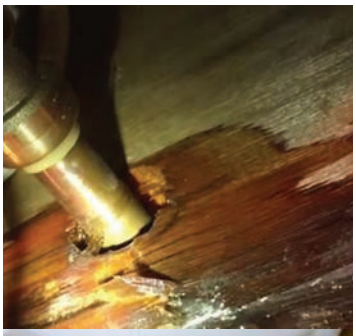
- Water heater closet doors must be in reasonably good condition, with tight hinges.
- Storage of any items in the heater closet is not allowed unless the heater was designed and listed or approved for installation adjacent to combustible materials.
- There must be no water leakage or flooding danger.
- There must be no tag by the utility company indicating an unsafe condition.

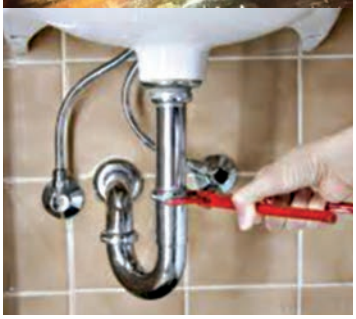
7.5 Water Supply

Is the unit served by an approvable public or private sanitary water supply?

- The unit is connected to a municipal water system
- Private water supplies require approval by the Philadelphia Water Department

7.6 Plumbing



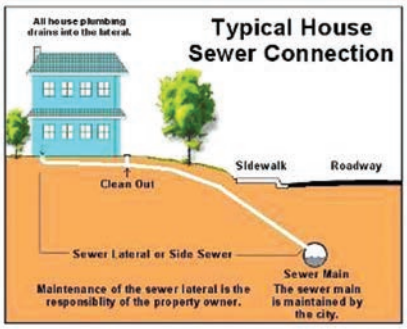


Is plumbing free from major leaks or corrosion that causes serious and persistent levels of rust or contamination of the drinking water?

- Determine that the plumbing is free from major leaks or corrosion that causes serious and persistent levels of rust or contamination of the drinking water.
- 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.
- All plumbing fixtures (sinks, tubs, toilets, washers, etc.) must be equipped with a trap.

7.7 Sewer Connection

Is plumbing connected to an approvable public or private disposal system, and is it free from sewer back-up?



- Verify the structure is connected to the city sewage system.
- Property shall be free of sewage backup.
- Owners shall check areas around the house to see if it shows signs of a backup.
- Strong gas or sewage odor is considered evidence of a backup.

8. General Health & Safety

8.1 Access to the Unit

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

› The resident must have direct access to his/her own unit. Units which can only be accessed by passing through another dwelling unit will not pass an HQS inspection.

8.2 Exits

Is there an acceptable fire exit from this building that is not blocked?

› The Building must have an alternative means of exit that meets local or state regulations in case of a fire, which can include:
- An openable window if the unit is located on the first or second floor.
- Back door opening on the porch that leads to the ground.
- A fire escape, fire ladder, or fire stairs for multi-family buildings.

› Blocked means of egress will fail. Ensure belongings do not block egresses (e.g.,
› window air conditioning units, dressers, and/or head boards blocking windows).

8.3 Infestation

Is the unit free from rats or severe infestation by mice or vermin?

› The unit must be free from infestation of roaches or other vermin. The owner is responsible even if the infestation is caused by the family's living habits. However, if such infestation(s) are serious and/or repeated it may be considered a lease violation and the owner may terminate the lease agreement.
› If a unit fails due to bed bug infestation and rat infestation, a receipt from a license exterminator must be left to show proof of extermination.
› Rat infestation is considered an emergency failure and will have to be corrected within 24 hours of the inspection.

8.4 Garbage and Debris

Is the unit free from heavy accumulation of garbage or debris inside and outside?

› Whether inside or outside, any amount of heavy accumulation of garbage or debris that is designated by the Inspector as a hazardous condition must be removed. Heavy accumulations means larges piles of trash, garbage, discarded furniture, and/or debris which cannot be picked up within one to two hours.
› A hazardous condition would endanger the health or safety of the resident.
› Certain types of materials are hazardous such as old batteries or containers of car oil; or items that could attract pests such as old tires, old appliances, unused oil tanks, and/or inoperative vehicles that the Inspector designates a blight or trash.

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?

› Unit shall contain adequate cover facilities, such as trash cans with lids, garbage chutes, dumpsters with lids.

8.6 Interior Stairs and Common Halls

Are interior stairs and common halls free from hazards to the occupant (e.g. loose, broken, or missing steps on stairways; absent or insecure railings; inadequate lighting; or other hazards)?

› There are no loose, missing or broken steps.
› Handrail is extending from bottom step to top step where there are four or more steps, and guardrails/handrails are present on open side.
› The handrail does not have a large number of missing sections of vertical railing (balusters).

› There is no falling hazard (such as ripped, torn, or frayed stair coverings) or accumulation of objects or debris on stairs.
› The stairway has adequate lighting for treads and risers.
› There are no electrical hazards.
› Floor surface is free of cutting and tripping hazards.
› Cracked or damaged stringers must be repaired or replaced.

8.7 Interior - General

Is the interior of the unit free from any other hazard not specifically identified previously?

› Walk surfaces pose no tripping hazards.
› Space is free of broken fixtures with jagged edges.
› Space is free of doors in danger of falling due to broken hinges.
› Space is free of holes or entry points for pests.
› Space is free of major leaks or drain blockage.
› Space is free of standing water or flooding.
› Space is free of protruding nails or other objects in walls, floors, and/or ceilings.
› Any windows or doors are not in seriously deteriorated condition.
› There is no evidence of imminent structural collapse.

8.8 Elevators

If there is one or more elevators, do all elevators have a current inspection certificate? Are they working and safe?

8.9 Interior Air Quality

Is the unit free from abnormally high levels of air pollution from carbon monoxide, vehicular exhaust, sewer gas, fuel gas, dust, or other harmful pollutants?

› The inspector may have question regarding air quality. Owners should ensure that air is free of fumes and gases, as well as dangerous air pollution levels from carbon monoxide and other harmful pollutants.
› Smoke smells from past fires can result in failed HQS inspections.
› Adequate ventilation is required.

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?

› The site should not be subject to serious adverse environmental conditions such as dangerous walks or steps; instability; flooding; poor drainage; septic tank back-ups or sewer hazards; abnormal air pollution, smoke, or dust; excessive noise, continuous or excessive vibration caused by vehicular traffic; excessive accumulations of trash, vermin, or rodent infestations, or fire hazards.
› The site should not be near other buildings, on or near the property, that pose serious health or safety hazards (e.g., a dilapidated shed or garage with a potential for collapse).

8.11 Lead-Based Paint

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?

› Please refer to PHA's Standard Operating Procedures for the Lead Safe Housing Rule and Lead Disclosure Rule.

Acronyms

CNE . . . . . .Can Not Enter
CNE . . . . . .NET Can Not Enter Not Enough Time
EBLL . . . . . .Elevated Blood Lead Level
HAP . . . . . .Housing Assistance Payment
HCV . . . . . .Housing Choice Voucher
HQS . . . . . .Housing Quality Standards
LP . . . . . .Liquefied Petroleum
NFPA . . . . . .National Fire Protection Association
TPV. . . . . .Temperature Pressure Relief

Glossary

24-Hour Approve-Routine Fail: For emergency items that have been corrected and approved, remaining repairs must be completed within 30 days of the initial fail.

24-Hour Repair: Items which endanger family health and well-being, such as the emergency conditions listed above, must be abated (subsided/stopped) or repaired within 24 hours after notification. PHA will not grant an extension to this time frame. Once an HQS emergency has been abated (subsided/stopped), if further repair is still needed, the repair item will be treated as a non-emergency repair. If the emergency conditions are not abated or repaired within 24 hours or any PHA-approved extension, PHA will stop Housing Assistance Payments no later than the first of the month following the specified correction period or terminate the HAP contract, or in the case of family-caused HQS failures, take prompt and vigorous action to enforce the family's obligations.

Abatement (rent): The ending of housing assistance payments while a unit does not comply with HQS. No retroactive payments will be made to the owner for the period of time the rent was abated and the unit did not comply with HQS. HAP abatements start the first day following a failed or inclusive re-inspection.

Above Minimal: A paint failure where deterioration is above the De Minimis level.

Annual Inspection: PHA will inspect each unit under lease at least biennially to confirm the unit continues to meet HQS. Biennial inspection frequency means that the unit must be inspected at least once in a 24-month period. Annual inspection means that the unit must be inspected at least once in a 12-month period. When the term "regular inspection" is used it refers to annual and biennial inspections.

Can Not Enter (CNE): Occurs when the inspector visits the subject unit but is unable to gain access to complete the inspection. Multiple CNE's can result in abatement or termination of client assistance.

Can Not Enter, Not Enough Time (CNE NET): Occurs when the inspection was scheduled for a specific time, but due to other factors, the inspector could not make it to the unit.

Clearance Examination: An activity conducted following lead-based paint hazard reduction activities to determine that the hazard reduction activities are complete and that no soil-lead hazards or settled dust-lead hazards exist in the dwelling unit or worksite. The clearance process includes a visual assessment and collection and analysis of environmental samples.

Common Area: A portion of a residential property that is available for use by occupants of more than one dwelling unit. Such an area may include, but is not limited to, hallways, stairways, laundry and recreational rooms, playgrounds, community centers, on-site day care facilities, garages, and boundary fences.

Complaint Inspection: A special inspection that may be requested by the owner, the family, or a third party as a result of problems identified between annual inspections.

De Minimis Levels: Safe work practices are not required when maintenance or hazard reduction activities do not disturb painted surfaces that total more than:

- 20 square feet (2 square meters) on exterior surfaces;
- 2 square feet (0.2 square meters) in any one interior room or space; or
- 10 percent of the total surface area on an interior or exterior type of component with a small surface area. Examples include window sills, baseboards, and trim.

Deteriorated Paint: Any interior or exterior paint or other coating that is peeling, chipping, chalking, or cracking, or any paint or coating located on an interior or exterior surface or fixture that is otherwise damaged or separated from the substrate.

Dwelling Unit: A single-family dwelling, including attached structures such as porches and stoops, or a housing unit in a structure that contains more than one separate housing unit, and in which each such unit is used or occupied, or intended to be used or occupied, in whole or in part, as the home or separate living quarters of one or more persons.

Elevated Blood Lead Level (EBLL): A confirmed concentration of lead in whole blood of a child under age six (6) equal to or greater than the concentration in the most recent guidance published by the U.S. Department of Health and Human Services (HHS), which recommends the threshold at which an environmental investigation must be conducted.

Housing Assistance Payments (HAP): A housing subsidy is paid to the landlord directly by the PHA on behalf of a family participating in the HCV program. The family then pays the difference between the actual rent charged by the landlord and the amount subsidized by the program.

Housing Assistance Payments Contract (HAP Contract): The written agreement between PHA and the owner of a unit occupied by a housing choice voucher program participant.

Housing Choice Voucher (HCV): A document issued by PHA to a family selected for admission to the voucher program.

Housing Choice Voucher Program (HCV Program): A federally funded program administered by PHA for assisting very low-income families, the elderly, and the disabled to afford decent, safe, and sanitary housing in the private market.

Housing Quality Standards (HQS): Standards and criteria by which PHA determines that a rental unit is in decent, safe, and sanitary condition. All units must meet the standards before assistance can be paid on behalf of a family and at least biennially throughout the term of the assisted tenancy. HQS regulations provide performance requirements and acceptability criteria to meet each performance requirement.

Initial Inspection: An inspection conducted in response to a request from the family to approve a unit for participation in the HCV program. The unit must pass the HQS inspection before the effective date of the HAP Contract.

Lead-Based Paint: Paint or other surface coatings that contain lead equal to or exceeding 1.0 milligram (0.7 milligrams per square centimeters in Philadelphia) per square centimeter or 0.5 percent by weight or 5,000 parts per million (ppm) by weight.

Liquefied Petroleum Gas (LP Gas): Gas that is in liquid form when stored under pressure.

National Fire Protection Association (NFPA) 72: Code that covers the application, installation, location, performance, inspection, testing, and maintenance of fire alarm systems, supervising station alarm systems, public emergency alarm reporting systems, fire warning equipment and emergency communications systems (ECS), and their components.

Parging: A thin coat of a cementitious or polymeric mortar applied to concrete or masonry for refinement of the surface.

Temperature Pressure Relief (TPR) Valve: Safety device installed on water heating appliances that is designed to automatically release water in the event that pressure or temperature in the water tank exceeds safe levels.

Unit Not Ready: There are no utilities on to complete the inspection, or the unit had 12 or more HQS violations.

Work as Designed or Functions as Designed: Equipment or features installed should operate the intended way of the manufacture. Aspects of the unit that are not functioning the way it was intended to will result in a failure. Example: *if a house window can only be left opening my placing a book underneath because the window cannot otherwise stay open on its own, it does not operate as it was designed.*

APPENDIX A: PHA HQS Inspection Checklist Guide

Room/Description	What to check?	Yes	No?
LIVING ROOM			
1.1 Living Room	› Is there a Living Room?	❑	❑
1.2 Electricity	› Are there at least two working outlets or one working outlet and one working light fixture? › If additional outlets are present, do they work properly and, if not, are they permanently covered?	❑ ❑	❑ ❑
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? › If storm doors are present, do they open and close properly?	❑ ❑	❑ ❑
1.5 Window Condition	› Is there at least one window? › If the living room is to be used as a sleeping room, is the window operable and unblocked? › Are all windows free of signs of severe deterioration or missing or broken out panes? › If designed to do so, do windows open and close correctly?	❑ ❑ ❑ ❑	❑ ❑ ❑ ❑
1.6 Ceiling Condition	› Is the ceiling sound and free from hazardous defects? › Is the ceiling free of leaks and/or leak damage?	❑ ❑	❑ ❑
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? › Is the room free of any tripping hazard present (loose carpet, raised floors, missing tiles etc.)?	❑ ❑	❑ ❑
1.9 Lead-Based Paint	› Are all painted surfaces free of deteriorated paint? › If no, do the deteriorated surfaces exceed two square feet and/or more than 10% of a small component (door frame, window sills, handrail, etc.)?	❑ ❑	❑ ❑
KITCHEN			
2.1 Kitchen Area	› Is there a kitchen?	❑	❑
2.2 Electricity	› Is there at least one working outlet and one working, permanently installed light fixture? › If additional outlets are present, do they work properly, and if not, are they permanently covered?	❑ ❑	❑ ❑
2.3 Electrical Hazards	› Is the kitchen free from electrical hazards?	❑	❑

Room/Description	What to check?	Yes	No?
2.4 Security	› Are all windows and doors that are accessible from the outside lockable? › If storm doors are present, do they open and close properly?	❑ 	❑
2.5 Window Condition	› If there are windows, are they free of signs of deterioration or missing or broken out panes?	❑	❑
2.6 Ceiling Condition	› Is the ceiling sound and free from hazardous defects? › Is the ceiling free of leaks and/or leak damage?	❑ ❑	❑ ❑
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? › Is the room free of any tripping hazard present (loose carpet, raised floors, missing tiles, etc.)?	❑ ❑	❑ ❑
2.9 Lead-Based Paint	› Are all painted surfaces free of deteriorated paint? › If no, do deteriorated surfaces exceed two square feet and/or less than 10% of a small component (door frame, window sills, handrail, etc.)?	❑ ❑	❑ ❑
2.10 Stove or Range with Oven	› Is there a working stove or range with oven with top burners that work? › If no stove or range with oven are present, is there a microwave oven? › If microwave is owner-supplied, do other tenants have microwaves instead of a stove or range with oven? › Is the stove or range with oven free from missing parts and/or hazards?	❑ ❑ ❑ ❑	❑ ❑ ❑ ❑
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? › Is the refrigerator free from electrical hazards?	❑ ❑	❑ ❑
2.12 Sink	› Is there a kitchen sink that works with hot and cold running water? › Is the sink properly connected with a working drain that has a gas trap? › Is the sink and hardware free from major defects?	❑ ❑ ❑	❑ ❑ ❑
2.13 Space for Storage, Preparation, and Serving of Food	› Is there space to store, prepare, and serve food? › Do the countertops and cabinets have finished surfaces that are free from defect?	❑ ❑	❑ ❑
BATHROOM			
3.1 Bathroom	› Is there a bathroom? › Is it in proper working condition and adequate for personal cleanliness and disposal of human waste? › Are the sanitary facilities usable in privacy?	❑ ❑ ❑	❑ ❑ ❑
3.2 Electricity	› Is there at least one permanently installed light fixture? › If additional outlets are present, do they work properly, and if not, are they permanently covered?	❑ ❑	❑ ❑

Room/Description	What to check?	Yes	No?
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? › If storm doors are present, do they open and close properly?	❑ ❑	❑ ❑
3.5 Window Condition	› Is there at least one window or properly working ventilation system, and if present, are all windows free of signs of severe deterioration or missing or broken out panes? › Do windows open and close properly?	❑ ❑	❑ ❑
3.6 Ceiling Condition	› Is the ceiling sound and free from hazardous defects? › Is the ceiling free of leaks and/or leak damage?	❑ ❑	❑ ❑
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? › Is the room free of any tripping hazard present (loose carpet, raised floors, missing tiles, etc.)?	❑ ❑	❑ ❑
3.9 Lead-Based Paint	› Are all painted surfaces free of deteriorated paint? › If no, do the deteriorated surfaces exceed two square feet and/or more than 10% of a small component (door frame, window sills, handrail, etc.)?	❑ ❑	❑ ❑
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? › Is the sink properly connected with a working drain that has a gas trap? › Does the sink show no signs of leaking?	❑ ❑ ❑	❑ ❑ ❑
3.12 Tub or Shower in Unit	› Is there a working tub or shower with hot and cold running water in the unit? › Is the tub or shower properly connected to a drainage system? › Is the tub or shower surface free of deterioration? › Are the faucets free of leaks, and do they work properly?	❑ ❑ ❑ ❑	❑ ❑ ❑ ❑
3.13 Ventilation	› Are there operable windows or a working vent system? › If a skylight is present, is it able to be opened?	❑ ❑	❑ ❑
Supplemental for Other Rooms Used for Living and Halls			
4.1 Rooms	› **Bedroom** › Bedroom or Any Other Room Used for Sleeping (regardless of or center of the unit. type of room) › Other Rooms • Dining Room or Dining Area or center of the unit. • Second Living Room, Family Room, Den, Playroom, TV Room • Entrance Halls. Corridors, Halls, Staircases	❑ ❑ ❑ ❑	❑ ❑ ❑ ❑

Room/Description	What to check?	Yes	No?
4.2 Electricity/ Illumination	› › If Room is a bedroom are there at least two working outlets or one working outlet and one working, permanently installed light fixture? › If Room is a bedroom, is there at least one operable window? › If Room is not a bedroom, is there a means of illumination? › If additional outlets are present, do they work properly, and if not, are they permanently covered?	❑ ❑ ❑ ❑	❑ ❑ ❑ ❑
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? › If storm doors are present, do they open and close properly?	❑ ❑	❑ ❑
4.5 Window Condition	› 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? › Is the ceiling free of leaks and/or leak damage?	❑ ❑	❑ ❑
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? › Is the room free of any tripping hazard present (loose carpet, raised floors, missing tiles, etc.)?	❑ ❑	❑ ❑
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 small component (door frame, window sills, handrail, etc.)?	❑ ❑	❑ ❑
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?	❑	❑
Supplemental for Other Rooms Used for Living and Halls			
5.1 None ❑ Go to Part 6			
5.2 Security	› Are all windows and doors that are accessible from the outside lockable? › If storm doors are present, do they open and close properly?	❑ ❑	❑ ❑
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?0	❑	❑
Building Exterior			
6.1 Condition of Foundation	› Is the foundation sound and free from hazards?	❑	❑

Room/Description	What to check?	Yes	No?
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? › Are all meter covers in place?	❑ ❑	❑ ❑
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?	❑ ❑	❑ ❑
Heating and Plumbing			
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? › Are all flues free of deterioration?	❑ ❑	❑ ❑
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 accessible (required during inspection)? › Is the water heater located, equipped, and installed in a safe manner? › Does the water consist of a TPR and discharge pipe? › Is the water heater free from leaks?	❑ ❑ ❑ ❑	❑ ❑ ❑ ❑
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?	❑	❑
General Health and Safety			
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 buildingthat is not blocked?	❑	❑

Room/Description	What to check?	Yes	No?
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 (e.g. 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	› If there is a one or more elevators, do all elevators have a current inspection certificate? › Are they working and safe?	❑ ❑	❑ ❑
8.9 Interior Air Quality	› Is the unit free from abnormally high levels of air pollution from carbon monoxide, vehicular exhaust, sewer gas, fuel gas, dust, or other harmful 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 "no".	❑ ❑	❑ ❑

APPENDIX B:
Additional Inspection Information

TYPES OF INSPECTIONS

PHA conducts the following types of inspections. Each type of inspection is discussed in more detail in the paragraphs that follow.

1.Initial Inspections: PHA conducts initial inspections in response to a request from a family to approve a unit for participation in the HCV program. The unit must pass the HQS inspection before the effective date of the HAP Contract.

2.Annual and Biennial Inspections – Regular Inspections: PHA will inspect each unit under lease at least biennially to confirm the unit continues to meet HQS. Biennial inspection means that the unit must be inspected at least once in a 24-month period. Annual inspection means that the unit must be inspected at least once in a 12-month period. When the term regular inspection is used, it refers to annual and biennial inspections. Inspection frequencies may be based on past inspection outcomes.

3.Special/Interim Inspections: A special inspection may be requested by the owner, the family, or a third party as a result of problems identified between regular inspections.

4.Quality Control Inspections: Quality control inspections are re-inspections completed by a supervisor or other qualified individual on a sample of HCV program units to ensure that HQS are being enforced correctly and uniformly by all inspectors.

TIME STANDARDS FOR REPAIRS

If an owner fails to correct HQS deficiencies by the time specified, PHA will abate housing assistance payments. Time frames for repairs differ based on whether the inspection is an initial or regular inspection, and whether the repair is of an emergency or routine nature.

Emergency Repairs: "Emergency" HQS violations cover those situations that are determined to be exigent health and safety issues, i.e. those situations that pose an immediate threat to the life, health, or safety of tenants or that are related to fire safety hazards. When emergency HQS violations are identified, PHA will immediately notify both the owner and household. The notice will specify who is responsible for correcting the violation. The corrective actions must be taken within the required time period per PHA's notice.

Once an HQS emergency has been abated (subsided/ stopped), if further repair is still needed, the repair item will be treated as a non-emergency repair. If the emergency conditions are not abated or repaired within 24 hours or any PHA-approved extension, PHA will stop Housing Assistance Payments no later than the first of the month following the specified correction period and/or terminate the HAP contract, or in the case of family-caused HQS failures, take prompt and vigorous action to enforce the family's obligations. Emergency violations include but are not limited to:

- Major plumbing leaks or flooding, waterlogged ceiling or floor in imminent danger of falling;
- Natural or liquefied petroleum (LP) gas or fuel oil leaks;
- Any electrical problem or condition that could result in shock or fire;
- Absence of a working heating system when outside temperature is below 60
- degrees Fahrenheit;
- Utilities not in service, including no running hot water;
- Obstacles that prevent safe entrance or exit from the unit;
- Absence of a functioning toilet in the unit; and
- noperable smoke detectors.

All Repairs - Initial Inspection: PHA generally requires non-emergency repairs for an initial inspection to be made within 15 business days, unless PHA has approved an extension to this time frame.

Non-Emergency Repairs – All Other Inspections:
PHA generally requires non- emergency repairs for annual/ biennial/interim inspections to be completed within 30 days after notification, unless PHA has approved an extension to this time frame. If the non-emergency repairs are not corrected within the 30 day time frame or any PHA- approved extension, PHA will stop Housing Assistance Payments no later than the first of the month following the specified correction period and/ or terminate the HAP contract, or in the case of family-caused HQS failures, take prompt and vigorous action to enforce the family's obligations.

ENFORCING OWNER COMPLIANCE

If the owner fails to maintain the dwelling unit in accordance with HQS, PHA will take prompt and vigorous action to enforce the owner obligations.

HAP Abatement

› If an owner fails to correct HQS deficiencies by the time specified, PHA will abate housing assistance payments no later than the first of the month following the specified correction period and/or terminate the HAP contract.

› PHA will inspect abated units within a reasonable time period after the owner's notification that the work has been completed. Payment will resume effective on the day the unit passes inspection. No retroactive payments will be made to the owner for the period of time the assistance payments were abated.

› During any abatement period, the family continues to be responsible for its share of the rent. The owner must not seek payment from the family for abated amounts and may not use the abatement as cause for eviction.

Issuing Vouchers to Move when HAP is Abated

› PHA will issue a transfer voucher when the unit has been in abatement for 30 days or sooner if the owner communicates his intention not to make the repairs.

› Once a transfer request has been initiated, PHA will contact the household and issue a transfer voucher to move.

› Where the HAP is abated and emergency HQS violations exists, PHA willevaluate the emergency HQS condition on a case-by-case basis and initiate the transfer consistent with the safety and well-being of the family.

HAP Contract Termination

› If the HAP has been abated for 60 days, and the unit continues to fail to meet HQS requirements, PHA will issue a 30-day notice of termination of the HAP contract.

› If the owner completes corrections and notifies PHA before the termination date of the HAP contract, PHA may rescind the termination notice if (1) the family still resides in the unit and wishes to remain in the unit and (2) the unit passes inspection.

› Generally, PHA will not terminate the contract until the family finds another unit, provided the family does so in a reasonable time (generally 60 days from the time the unit is abated). PHA will issue a voucher to permit the family to move to another unit. On a case-by-case basis, PHA may allow abatement past sixty days when the family has made reasonable efforts to find a new unit but has not been successful.

Enforcing Family Compliance

› PHA will pursue prompt and vigorous action against the family for family- caused HQS violations. Families are responsible for correcting any family caused HQS violations. If the family fails to correct a violation within the period allowed by PHA (and any extensions), PHA may terminate the family's assistance.

› When the family moves out of the dwelling unit, the owner, subject to State and local law, may use the security deposit, including interest on the deposit, in accordance with the lease, as reimbursement for any unpaid rent payable by the family, damages to the unit or for other amounts the family owes under the lease. The owner must give the family a written list of all items charged against the security deposit and the amount of each item. After deducting the amount, if any, used to reimburse the owner, the owner must refund the full amount of the unused balance to the family.

› PHA will not reimburse owners for the cost of damages or other unpaid amounts owed by the tenants under the lease. The owner must collect damage payments from the tenant.

› If the owner carries out a repair for which the family is responsible under the lease, the owner may bill the family for the cost of the repair.


PHA
PHILADELPHIA HOUSING AUTHORITY
OPENING DOORS TO OPPORTUNITIES