

Here are a few helpful hints to pass the annual Housing Quality Standards inspection:

- Units are to be thoroughly cleaned and organized before the inspector arrives. Pick up miscellaneous items, clothing and children's toys off the floor and put them away. It is a fail item if an inspector is not able to enter a room because items covering the floor and block his path or if the number of miscellaneous items and/or furniture is excessive and free movement throughout the unit is restricted.
- Pick up clothing and hang in the closet or put away in drawers.
- Thoroughly clean all kitchen appliances. This includes the oven, range top and drip pans. Grease build up can cause fires. Also clean under the refrigerator. Accumulated food spills and dirt around the edges of the refrigerator is a fail item.
- Wash the dishes regularly and put them away. This is a fail item when the inspector cannot see the sink or countertops because of dirty dishes and miscellaneous items. There must be room to prepare meals.
- Thoroughly clean the bathroom sink, toilet, and bathtub. Do not allow water to sit on the countertops or around the toilet and bathtub.
- A 14-inch clearance must be maintained around heaters at all times. This is a serious fire hazard. Keep furniture, drapes, bedding, clothing and children's toys away from the heaters.
- Windows cannot be blocked by items or furniture. This is a means of egress in case of an emergency. All windows must also have window coverings and must not be removed. This is a fail item. The only exceptions are for windows with obscured glass or sidelights that are high enough that no one can see through them.
- Carpets that have a couple stains are satisfactory. However if the carpets are heavily soiled they must be professionally cleaned.
- All light fixtures must have working light bulbs installed. It is the tenant's responsibility to replace burned out light bulbs.
- All smoke detectors must be properly installed and have working batteries. We also suggest replacing the batteries once a year just prior to the annual inspection. If a hard wired smoke detector is removed and a battery operated smoke detector is installed, the exposed wiring must be covered with a plate. Exposed wiring is an electrical hazard and a fail item.
- All electrical outlets and light switches are required to have cover plates. Cracked or broken plates must be replaced. This is an electrical hazard and a fail item.
- If there is a garage at the unit, it is preferred that vehicles be parked in the garage. However, garages may be used for storage if it is organized and stored neatly. Garages with an excessive number of items and/or furniture must be reduced or stored elsewhere. Garage doors are a means of egress in case of an emergency and must not be blocked. Tenants may not accumulate items for garage sales or store items for others.
- Trash or garbage must be removed from the unit regularly. Accumulation of garbage is not permitted and will cause a rodent infestation. This is a health hazard and a fail item.