



HOUSING AUTHORITY OF JACKSON COUNTY

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GUIDE TO HQS INSPECTIONS

The following guide will help you prepare your home for an HQS Inspection. Making sure that you check off each item will help ensure that your unit passes inspection the first time. If you have any items in need of repair, please notify your landlord immediately so repairs can be made prior to your inspection if possible.

This inspection is extremely important because if you fail your inspection and the items are not corrected, you may be in jeopardy of losing your voucher. Missing your inspection appointment will count as a missed appointment and is a violation of your family obligations under the Section 8 program. Please make sure you do not miss this appointment.

GENERAL INFORMATION:

1. All rooms, personal possessions, yard and outbuildings must be reasonably clean and in order to allow inspector to move about from room to room with ample walking space so that windows, electrical outlets, outbuildings and the entire premises can be properly inspected.
2. Small children should not be allowed to follow inspector or observe testing of electrical fixtures.
3. All dogs must be confined. NO EXCEPTIONS!
4. Child safety caps MUST be removed from ALL electrical outlets in ALL rooms.
5. Stovetops must be free of pots, pans, teapots, and beauty covers.
6. All sinks basins and tubs must be free of standing water (e.g. no dishes soaking.)
7. Raise up ALL mini-blinds and open ALL curtains to bare windows and locks.
8. Unlock all garages, sheds, etc.... Before inspector arrives. Many units fail due to inability to locate a key at the last minute. We cannot pass it if we cannot inspect it.
9. THIS IS ONE OF THE MOST COMMON FAIL ITEMS: LOOSE OUTLETS! Shut off breaker or work carefully. Do this room by room. Remove cover plates and use a screwdriver to tighten all outlets and switches. Call landlord if you need assistance.

COMMON FAIL ITEMS THAT SHOULD BE PROMPTLY REPORTED TO LANDLORD

1. Any plumbing leak or drip from faucets, spouts, valves or flushed toilets that continue to run. Also, report any slow drains or water seepage from base of toilet.
2. Broken, cracked or scorched electrical outlet covers plates or light switch plates.

3. Broken or ineffective door & window locks. Severely split doorjambs. You may use a wooden dowel as a window lock ONLY if it is sturdy and cut to fit securely.
4. ANY electrical fixture that has been knocked or bumped loose from walls, ceiling or exterior siding.
5. Loose, frayed or holes in carpet or floor vinyl or tile.
6. Non working Range top elements (burners), all must be present and working. Bake and broil elements must be in working order and all knobs must be present (Usually 6 knobs.)
7. IF UNIT WAS BUILT BEFORE 1978 AND YOU HAVE CHILDREN UNDER THE AGE OF SIX (6), ANY PEELING PAINT WILL FAIL YOUR UNIT. Exterior peeling paint MUST be scraped down to bare wood unless it is repainted. HUD does NOT accept pressure washing as a suitable removal of peeling paint. Interior peeling paint must be scraped and repainted with two (2) coats of new paint.

COMMON FAIL ITEMS THAT ARE DIRECTLY UNDER TENANTS CONTROL

1. Smoke alarm not working. Battery must be pushed tight against terminals if your unit is battery operated. Two Story units now require TWO (2) smoke alarms.
2. Ineffective freezer door due to ice build-up. If the freezer door will not close to the normal position IT FAILS.
3. Natural gas service has been disconnected. A base rate for gas appliances has been figured into your utility allowance for 12 months. Shutting off your gas for the summer is fraud and you are willfully causing your dwelling to fail the HQS inspection.
4. Excessive lint/dirt buildup and laundry buildup around the washer and dryer electric and plumbing. If your dryer is inside your unit, it MUST vent to the outside. Check your flex hose and all connections.
5. Unsanitary food preparation surfaces (kitchen). Common fail items are unsanitary refrigerators, cabinetry, under the kitchen sink and floors.
6. Unsanitary hygiene areas (bathroom). Common fail items are unsanitary sinks, tub, toilet, and base of toilet and floor around toilet.
7. ANY broken glass. This includes windows, mirrors, light fixture lenses/sconces, and any other cutting hazard such as a sharp chip broken off the toilet tank lid.
8. Exterior debris, litter, tall dry weeds, unwanted furniture, non-working appliances, and more than one non-running automobile or "project vehicle".

If you have any questions, please contact your Caseworker. Thank you for taking the time to make sure everything is done prior to our arrival, we appreciate your efforts.