

Landlord HQS Commonly Failed Items Inspection Checklist

Please use the below checklist to ensure units pass HQS inspections conducted by Opportunity Home San Antonio. Please be advised that this is not an all-inclusive list of every possible failed item. *Units must be in “make ready” status. “Make ready” status is defined as a unit that is ready for immediate move-in.*

☐ General

- ☐ All utilities on and operating in a safe manner and present no danger to occupants; for example, no electric hazards, plumbing leaks, gas leaks, missing P-traps, etc.
- ☐ No trash/debris on site.
- ☐ Working heating equipment. Equipment must be able to maintain an interior temperature of 65 degrees or warmer.
- ☐ Working cooling system (if provided). System must be able to maintain an interior temperature of 80 degrees or cooler.
- ☐ No roof leaks; indications of a leak include discolorations or stains on the ceiling.
- ☐ The hot water heater tank must have a temperature pressure relief valve with downward discharge pipe.
- ☐ All conversions/additions must pass HQS inspection and be properly permitted by City or local agencies having jurisdiction over the unit. Opportunity Home San Antonio may request copies of approved permits or the LL can provide a BEXAR CAD card.
- ☐ All security/burglar bars must have a quick release mechanism (Must not need a key, tool or special knowledge to open).
- ☐ Double-keyed deadbolts, also known as double cylinder locks, are not allowed at any location.

☐ Kitchen

- ☐ Working stove/refrigerator
- ☐ Clean stove/refrigerator

☐ Space and Security

- ☐ Windows must have a working, permanently attached locking device.
- ☐ Windows must be in good condition and able to remain open. Window pane(s) cannot be broken or cracked. Plexiglass is not an acceptable repair for glazed windows.
- ☐ Floor covering cannot be torn nor have holes/cracks that can cause a tripping/cutting hazard.
- ☐ Stairs and railings must be secure and handrails are required with four or more consecutive steps.
- ☐ A railing is required on unprotected heights (30 inches or higher above ground) such as around stairwells, balconies, walkways, etc.
- ☐ Smoke detectors are required in all bedrooms and adjacent hallways. If a hallway doesn't exist, then a smoke detector is required outside the bedroom.
- ☐ Carbon monoxide detection is required in dwelling units that contain a fuel burning appliance (ex: Gas stove/oven, water heater, space heaters) or fuel burning fireplace, as well as dwelling units with attached private garages.

☐ Common Areas

- ☐ All common areas will be inspected for safety hazards (Laundry room, pool area, etc.).
- ☐ There must not be any trip hazards such as gaps/cracks greater than 3/4 inch on sidewalk, walkways, driveways, common areas, etc.

☐ Units built pre-1978

- ☐ No chipping or peeling paint inside/outside of the unit.
- ☐ No chipping on exteriors of secondary buildings, playgrounds, railings, and common areas.