

SARASOTA HOUSING AUTHORITY

Initial Inspection Checklist

Listed below are the most common reasons that units fail inspections. This list is meant as an overview and does not encompass the entirety of possible deficiencies. Please make sure to review this checklist and to correct any deficiencies prior to your Initial Inspection.

After reviewing this check list, if you feel the unit is not ready to pass the Initial Inspection, please email arock@sarasotahousing.org, or dkirce@sarasotahousing.org to reschedule the inspection.

INITIAL INSPECTION CONCEPT. Safe, Sanitary, and Secure

1. ***"Move-in Ready"*** – at the time of the Initial Inspection and the unit is "passed," the family can move in as the inspector is walking out. This means the Landlord/ Management should have used this checklist and made repairs and the unit should be safe, sanitary, and secure, and lawn cut **before the inspector arrives**.
 2. ***"Function as it was designed"*** – at the time of the Initial Inspection, appliances, windows in bedrooms, smoke detectors, sinks, toilets, showers and tubs, garage door, electrical outlets and GFCI outlets must work as designed.
- All exterior doors and windows must be weather-tight. Each door and window must have sufficient weather stripping.
 - GFCI outlets are needed within six feet of a water source (sink, tub, and washing machines, etc.).
 - Exterior outlets must be GFCI outlets and have protective covers.
 - Toilet floor bolts must have a caped to avoid cutting. Toilets are to be securely fastened to the floor. All cracked toilet seats and tank lids must be replaced. Lids must fit properly.
 - The unit must be free of roaches, rodents, or any other infestations and not have any heavy accumulation of garbage or debris, either inside or outside.
 - All smoke detectors must be either hardwired or have a 10-year sealed battery.
 - All smoke detectors must be in working condition and installed in each bedroom at the proper locations and outside of sleeping rooms.
 - Carbon Monoxide detectors must be installed.

- Keyed locks on interior doors are prohibited. Double-key locks on exterior doors are prohibited.
- The entire unit, both inside and outside, including window frames, must be free of any cracking, scaling, peeling, chipping, and loose paint. This prevents exposure to possible Lead-based paint hazards.
- The interior and exterior of the unit must be free from electrical hazards. Any loose, hanging, or exposed wires must be addressed. All outlets and switches must work and have secure plate covers installed that are free of any cracks and or breaks.
- The hot water tank's pressure relief valve must have a discharge line extending down to six inches from the floor. The discharge line must keep its diameter.
- All window screens must be in good condition. Window screens may not have holes, torn or bent frames.
- All windows and doors that are accessible from the outside must have working locks.
- All bedroom windows must work properly, including remaining open on their own when raised.
- Air conditioners provided at the time of contract must be in working condition, remain in working condition, and be in the unit during the contract term.
- All ceilings, walls, and floors must be strong and sturdy without any holes.
- Where there are four or more consecutive steps, handrails must be present and securely attached. This applies to both the interior and exterior of the unit.
- Closet doors must be in working condition.
- If the unit has a third floor sleeping room(s), and the family is eligible to use this room for sleeping; the owner must provide a safe method of escape in case of fire. Example: chain ladder
- The bathroom will have an operable window or an exhaust fan for ventilation or another ventilation system.
- All outlets in bathrooms must be GFCI outlets.
- The flue pipe leading from the air handler and hot water tank must be properly sealed. Also, the flue pipes connected to the furnace and hot water tank must be installed correctly.

- Every room used for living must have an adequate heat source. If the source is gas, it must be vented to the outside. If the source is electric, it must be permanently installed and controlled by a separate thermostat.
- All sinks and commode water lines must have shut-off valves unless faucets are wall mounted.
- Downspouts and gutters may not be damaged, causing interior damage to the unit. Damaged downspouts and gutters can either be removed, replaced, or repaired. Any damage to the interior of the unit due to the damaged downspouts or gutters must be repaired by the landlord (gutters are not needed).

NSPIRE INSPECTION RESOURCES:

https://www.hud.gov/sites/dfiles/PIH/documents/NSPIRE_Checklist.pdf

https://www.hud.gov/program_offices/public_indian_housing/reac/nspire/inspectable-areas

https://www.hud.gov/program_offices/public_indian_housing/reac/nspire/standards

<https://www.hud.gov/sites/dfiles/PIH/documents/NSPIRE-Standards-TEMPLATE-GUIDE.pdf>