

The checklist is used prior to anyone moving into a home or apartment. It is important all Independent Support Coordination agencies and residential providers are aware of these items so appropriate residences are selected for people. Some basic items that should be in place before a home or apartment is selected or occupied are:

- 1. **At least one smoke detector must be operable.
- 2. **Lights must have globe covers including those in closets.
- 3. **There is a second means of exit (window or door).
 4. **All outlets near a water source (i.e.: sink) must be GFCI.
- 5. **Handrails must be present on exterior steps and ramps.
- 6. **Windows made to open easily and stay open without props.
- 7. **A second floor bedroom can not be used for a person using an ambulation aid.

Inspection Codes:

Pass: Meets specified requirement acceptable for move in or continued occupancy.

**Fail: Does not meet specified requirement acceptable for move in or continued occupancy. The deficiency found would impact the health of the participant and/or safety of the unit and needs correction within 30 days.

	YES	
**Are there any leaks in the roof or ceiling?		
Are there any holes in the floor or walls?		
Are there any plumbing leaks or other plumbing problems?		
Are there any electrical problems?		
**Are there any cracks or breaks in any of your windows?		
Are there any locks on all of your windows in each room?		
**Will at least one window in each room remain up when raised?		
Do your oven and all 4 burners on your stove work properly?		
Does your freezer or refrigerator work properly?		
Do you have any bugs or mice?		
Do you have a key to unlock your doors?		
What kind of water do you have?	CITY	WELL
Do you have any problems with your water, such as leaks, rust or		
corrosion, odors or inadequate pressure?		
What kind of air conditioning do you have?	<u>Central</u>	
	None	
Is your heat?	GAS	ELECTRIC
If gas, is it	NATURAL	PROPANE
What kind of heat do you have?	Central	Ventless Gas
	Wood	Baseboard
	Radiant	Other
Are you having any problems with your heat?	YES	WHAT KIND
Do persons use a wheelchair or an ambulation aid?	YES	
If so, do any consumers self-propel?	YES	
If so, are all interior floors hard for easy ambulation/propelling?	YES	
If no, what rooms make it difficult to self-propel?		



Item #		Р	F	Repair required/Comments
101.00	Is there a living room?			
102.01	Are there at least two working outlets or one			
	working outlet and one working permanently			
	installed ceiling or wall light fixture?			
103.01	Are all outlets/switches flush with the wall and do			
	they have unbroken tight fitting cover plates?			
103.02	Are light fixtures/ceiling fans secured to wall or			
	ceiling?			
**103.03	Is room free from any frayed or exposed wiring and			
	is the wiring the proper type?			
**103.05	Do all permanently installed ceiling or walk light			
	fixtures have covers, if they were designed to have			
	covers?			
**104.01	Do all windows and doors that are accessible from			
	the outside have secure frames and acceptable			
	locks that work? NOTE: Padlocks are not allowed:			
	if door is partially glass then doubled keyed locks			
	are allowed (if there is not glass present, then the			
	"flip" type lock can be installed.)			
105.01	Is there at least one window? (which opens to the			
	exterior)			
**105.02	Are all windows airtight, free of breaks/cracks and			
	do sashes meet? Any other deterioration?			
105.03	If windows are made to open, will at least one			
	window open? (SEE ITEM 830.02) Does this			
	window have a screen, if no central A/C? Is screen			
	torn, missing, need to be replaced? NOTE: Props			
	are not allowed in any windows.			
105.06	Are exterior doors airtight, have adequate weather			
	stripping and sound threshold? If storm door is			
	present, is it properly installed?			
105.07	Are interior doors opening into rooms properly			
	installed and stay shut? Any hazardous			
	conditions? Doorknobs properly installed?			
105.08	Are closet doors properly installed and do they			
	shut? Any hazardous conditions? Doorknobs			
	properly installed?			
106.01	Is the ceiling sound and free from hazardous			
	defects, leaks, holes, bulges?			
107.01	Are the walls sound and free from hazardous			
	defects, or holes?			
**108.01	Is the floor sound and free from hazardous defects,			
	holes, bulges, soft spot or tripping hazards?			
109.01	Are all large interior painted surfaces (ceilings,			
	floors, doors, walls, etc.) free of deteriorated paint?			
118.02	Is there a direct or indirect heat source?			
119.04	Does the permanent heater have a knob, and			
	appear to be properly installed? (Wall units,			
	baseboards, vented gas, etc.)			
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Item #		Р	F	Repair required/Comments
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**202.01	Is there at least one working outlet or one working			
202.01	permanently installed ceiling or wall light fixture?			
	(All outlets near water source must have GFCI.)			
203.01	Are all outlet fixtures flush with the wall and do they			
	have unbroken, tight fitting cover plates?			
203.02	Are light fixtures/ceiling fans secured to the wall or			
	ceiling?			
203.03	Are stove and refrigerator plugged into an outlet?			
	NOTE: The stove or refrigerator cannot be			
	plugged in an extension cord.			
205.07	Are interior doors opening into rooms properly			
	installed and stay shut? Any hazardous			
	conditions? Door knobs properly installed?			
205.08	Are closet doors properly installed and stay shut?			
	Door knobs properly installed?			
209.01	Does the vent fan over the stove operate properly?			
**210.01	Is there a microwave or stove with an oven and all			
040.00	burners working?			
210.02	Is the oven door secure and knobs and handles			
**044.04	present? Is there at least one rack in the oven?			
**211.01	Is there a refrigerator that freezes and cools			
	properly? Check gaskets/seals. Are there any other safety hazards? Is there at least one shelf			
	present? Is grill present? If designed to have a			
	grill?			
**212.01	Is there a sink in the kitchen with hot and cold			
212.01	water? Are handles present? Does the water			
	drain properly? Is there adequate water pressure?			
212.02	Is the trap properly installed?			
212.03	Are all pipes and the faucet free from leaks or			
	drips?			
212.04	Are holes around the pipes covered?			
213.01	Is there a space to store and prepare food?			
213.02	Are cabinet doors and drawers properly installed?			
	Knobs or handles present?			
218.02	Is there a direct or indirect heat source?			
219.04	Does the permanent heater have a knob, and			
	appear to be properly installed? (Wall units,			
	baseboards, vented gas, etc.)			
**219.05	Is there a fire extinguisher in the kitchen?			
	BATHROOM			
**302.01	Bathroom has GFCI near water source/sink?			
305.05	Is there no operable window? Is there a vent fan			
	present?			
305.07	Does vent fan operate properly in bathroom?			
**312.01	Is there a sink in the bathroom with hot and cold			
	water? Are handles present? Does the water			
	drain properly? Is there adequate water pressure?			
314.01	Is there a flush toilet in an enclosed room?			
314.02	Does the toilet flush and shut off properly? Is it			
	free from leaks/cracks, and does it have a toilet			
	seat and tank top?			



Item #		Р	F	Repair required/Comments
**315.01	Is there a tub or shower with hot and cold running			
	water? Is there adequate water pressure?			
312.01	Is the tub or shower free from leaks or drips and			
	sharp objects, and does it drain properly? Are			
	handles and levers present? Is there a need for			
	caulking in or around the tub/shower area?			
316.01	Is there a door for privacy?			
318.02	Is there a direct or indirect heat source?			
319.04	Does the permanent heater have a knob, and			
	appear to be properly installed? (Wall units,			
	baseboards, vented gas, etc.)			
	BEDROOM(S)			
**405.01	Is there at least one window, which opens to the			
	exterior?			
418.03	Is the room free of a ventless gas heater?			
**432.02	Is there a smoke detector located outside the			
	bedroom?			
**432.03	Does the smoke detector operate properly?			
502.01	Is there a means of illumination e.g. light fixture,			
	wall outlet, windows in halls and living areas?			
532.02	If this room is used for sleeping, is there a smoke			
002.02	detector located outside the bedroom?			
**532.03	Does the smoke detector operate properly and one			
002.00	in the hallway?			
**632.01	If basement, is there a smoke detector present?			
638.05	Are all steps present, stable and secure?			
**638.08	If there are four or more steps, or the steps are 30"			
000.00	or higher and one side of the steps is exposed			
	(open), is there one secure handrail with slats,			
	lattice, etc. to prevent a person from falling			
	through?			
**638.09	If there are four or more steps, or the steps are 30"			
	or higher and both sides of the steps are exposed			
	(open), is there two secure handrails with slats,			
	lattice, etc. to prevent a person from falling			
	through?			
	PLUMBING AND HEATING			
718.01	TYPE OF HEAT: GAS OR ELECTRIC			
719.01	Is unit free of any unvented gas space heaters?			
719.02	If there are flues or gas or wood stoves, are they			
	properly installed with secure pipes?			
719.03	Are collars present and installed securely, with no			
	visible openings?			
	WATER HEATER			
720.01	Is water heater GAS OR ELECTRIC?			
**720.02	Is there a temperature pressure relief valve with a			
-	3/4" overflow pipe?			
720.03	Does the overflow pipe extend to within 6" of the		1	
	floor or to the exterior of the unit?			
720.04	Gas water heater: Is the flue secure?			
**720.05	Gas water heater: Is collar present and installed			
5.56	securely, with no visible openings?			
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720.06	Gas water heater: If located in living or sleeping			
	area, is it enclosed? (an acceptable enclosure is a			
	"shield" that is secured to the wall or floor, provides			
	ventilation, and is at least 6" higher than the water			
	heater)			
720.07	Electric water heater: If it is readily accessible to			
	the family, is the romex wire enclosed in protective			
	conduit?			
720.08	Are there any hazardous or combustible materials			
	stored on top of or near the water heater?			
720.09	Are cover panels present and securely installed?			
721.01	Specify water System: (Circle) Public or Well			
	Water			
721.02	If well water, is it tested every two years?			
721.03	Any leaks, rust or corrosion in water, odors,			
	adequate pressure, or other problems?			
722.01	Specify Sewer System: (Circle) Public or Septic			
	Tank			
**722.02	If septic system, is there any evidence of water,			
	sewage in the yard, or does tenant report a			
	problem?			
	GENERAL HEALTH AND SAFETY			
824.02	If there are security bars on windows, does at least			
	one in each room without an exterior door open			
	from the inside?			
824.03	If unit, is more than 2 stories in there a fire escape?			
**825.01	For interior stairs and common halls if there are			
	four or more steps or the steps, balconies, or			
	ledges are 30" or higher, is there a secure			
	handrail?			
838.05	Are all steps present, stable and secure?			
825.02	For interior stairs and common halls is there			
	adequate lighting?			
**825.03	For interior stairs and common halls is there any			
	hazardous or failing conditions in the walls, floors,			
	ceiling, windows or doors?			
826.01	Where local practice requires, do all elevators have			
	a current inspection certificate? Are elevators safe			
	and working?			
827.01	Is there evidence of insect, mice or rate			
	infestation?			
828.01	Is the unit free from garbage and debris?			
829.01	Is the unit free from any other hazards not			
	previously identified? Ex: protruding nails, broken			
000 00	soap dishes, etc.			
829.02	Are window air conditioners free of any exposed or			
200.00	frayed wiring, or any other hazardous conditions?			
829.03	Is cover present on window air conditioners?			
829.04	Is window air conditioner installed in such a			
	manner that daylight cannot be seen above or			
	around it?			



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830.01	Unit free from abnormally high levels of air pollution			
	from vehicular exhaust, sewer gas, fuel gas, dust,			
	or other pollutants?			
830.02	Does unit have adequate ventilation? NOTE:			
	Consider availability of air conditioning in each			
	room, number of operable windows in each room,			
	type of unit, etc., when making this decision.			
831.01	Is there an emergency evacuation plan available in			
	the unit?			
**832.01	Is there a smoke detector or fire alarm on each			
	level of the unit (including the basement)?			
	SMOKE DETECTORS FOR THE HEARING			
	IMPAIRED			
832.04	Does the smoke detector have lights, and is the			
	detector installed in the bedroom of the hearing			
	impaired tenant?			
**832.05	Is there at least one fire extinguisher available on			
	every floor?			
832.06	Is there a ventless gas heater being used in the			
	unit? Is there a carbon monoxide detector			
	present?			
832.07	Is the carbon monoxide detector currently			
	operating (power on)?			
	BREAKER BOX			
833.01	Is there a metal cover over fuse/breaker box?			
**833.02	Are there any hazardous conditions inside or			
	around the fuse/breaker box? Ex: exposed or			
	frayed wiring of any type. Openings or holes			
	around the box, etc.			
833.03	Are there any openings inside the fuse/breaker			
	box? NOTE: "knock-out" caps or "dead" fuses are			
	required. If openings are present inside.			
	GENERAL HEALTH AND SAFETY: Exterior			
934.01	Are the grounds free of garbage and debris?			
935.01	Are the covered trashcans or dumpsters for the			
	tenants' use?			
936.01	Are the site and immediate neighborhood free			
	from conditions which would seriously endanger			
	the health and safety of the residents such as			
	uncovered wells, deep holes, abandoned			
	appliances, abandoned cars, broken glass, etc.			
936.02	Are all "out buildings" in sound condition?			
	BUILDING EXTERIOR (front, rear, and sides)			
**1003.05	Do all permanently installed light fixtures have			
	covers, if designed to have covers? Front, Side,			
	Rear of unit			
1009.02	Are all large exterior painted surfaces free of			
	deteriorated paint?			
1037.01	Is the foundation free from large cracks, and does			
	it appear stable?			
1037.02	Are all vents and crawl spaces covered?			
**1038.01	Are all stairs, rails and porches secured?			
**1038.05	Are steps present stable and secure?			



Item #		Р	F	Repair required/Comments
**1038.08	If there is a porch, balcony, carport, or any other			
	exposed area 30" or higher, is there a secure rail			
	with adequate protection (such as slats, lattice,			
	etc.) to prevent a person from falling through?			
**1038.07	If there are four or more steps 29" or less in height,			
	is there at least one handrail?			
**1038.09	If there are four or more steps, or the steps are 30"			
	or higher, and one side of the steps is exposed			
	(open), is there one secure handrail with adequate			
	protection (such as slats, lattice, etc.) to prevent a			
	person from falling through?			
1038.10	If there is a sidewalk present, is it free from large			
	cracks or holes, and does it appear stable? (This			
	includes the driveway to the unit.)			
1039.01	Any sign of roof damage or leaks?			
1039.02	If gutters, downspouts, and shutters are present,			
	are they sound/secure?			
1039.03	Any signs of leaks or drips from hydrants?			
1040.01	Is exterior free from holes, missing siding, and			
	does it appear airtight?			
1041.01	Is chimney sound, stable, and free from hazards?			
1043.01	Do plumbing vent pipes extend above the roofline?			
1043.02	Do gas or wood stove flues extend above the			
	roofline?			
1043.03	Does the gas water heater flue extend above the			
	roofline?			
**1044.01	Are there any loose, frayed, or exposed wires that			
	could be hazardous?			
1045.01	If unit has window air conditioners, are they			
	installed securely?			
	MOBILE HOMES			
**1146.01	Are there tie downs? NOTE: If tie downs are			
	inaccessible by the inspector, please note in			
	comments.			
1146.02	Is underpinning present: Is it installed securely			
	with no large openings?			
**1146.03	Is unit free of ventless gas heater?			
1148.04	If there is a wood burning stove present, is there a			
	permanently installed, primary source of heat?			
	NOTE: Wood burning stoves are not allowed as			
	the primary source of heat in a mobile home.			