



HQS COMMONLY FAILED ITEMS INSPECTION CHECKLIST

The following Housing Quality Standards (HQS) Commonly Failed Items Checklist is intended to provide guidance to landlords to ensure units HQS inspections conducted by San Antonio Housing Authority (SAHA). Please note this is not an all-inclusive list of every possible failed item.

Commonly Failed Item	YES	NO	N/A
Units must be in "made ready" status only. "Made ready" status is defined as a unit that is ready for immediate move-in; for example, by having all utilities on, a working stove/refrigerator, no trash/debris on site, and working heating equipment (regardless of time of year).			
Units built pre-1978 cannot have any chipping or peeling paint inside or outside the unit. This also applies to exterior of secondary buildings, playgrounds, railings, and common areas of the property.			
Stove/Refrigerator must be clean and in working order (no missing kick plates, torn door seals, etc.).			
Cooling System, if provided, must be functioning properly.			
Heating System must be functioning properly regardless of the time of year.			
Electric, plumbing, and gas services must be operating in a safe manner and present no danger to occupants; for example, no electric hazards, plumbing leaks, gas leaks, missing P-traps, etc.			
All windows must have a working, permanently attached locking device.			
All windows must be in good working condition and able to remain open. Window pane(s) cannot be missing, broken, or cracked (cutting hazard.) Plexiglas is not an acceptable repair for glazed windows.			
All common areas will be inspected for safety hazards (Laundry room, pool area, etc.).			
The roof must not be leaking; 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.			
Floor covering cannot be torn nor have holes/cracks that can cause a tripping/cutting hazard.			
Stairs and railings must be secure.			
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, balcony, walkways, etc.			
There must not be any trip hazards such as gaps/cracks greater than 3/4 inch on sidewalk, walkways, driveways, common areas, etc.			
Smoke detectors are required in all bedrooms and adjacent hallways. If no hallway exists, a smoke detector must also be placed outside each bedroom or there must be one (1) smoke detector placed within 30 feet of the bedroom(s). See manufacturer's specifications for proper installation.			
All conversions/additions must pass HQS inspection and be properly permitted by City or local agency having jurisdiction over unit. SAHA may request copies of approved permits.			
All security/burglar bars must have a quick release mechanism (Must not need key, tool or special knowledge to open).			
Double-keyed deadbolts, also known as double cylinder locks, are not allowed at any location.			

Signature

Date



The following person has been designated to coordinate compliance with the nondiscrimination requirement contained in HUD's regulations implementing Section 504: **Michaëlle Finch, 818 S. Flores, San Antonio, Texas 78204.**

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