

HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO

The Housing Quality Standard (HQS) Inspection

The information below is a partial list of items that are covered during an HQS inspection. To view a copy of the *HQS Inspection Report*, go to smchousing.org and click on the *Forms* tab.

1. **Smoke detector:** All smoke detectors will be tested.
 - a. Smoke detectors must be in place (not on the table, countertop, etc.).
 - b. Each floor must have a working smoke detector, including the basement, if applicable.
2. **Heater:** The pilot light for gas heaters must be on for the inspection, *even if the tenant chooses not to use the heater.*
3. **Hot Water Heater:** If the hot water heater is in a secured/locked room, *arrange for the room to be opened for the inspection.*
 - a. The water heater must be braced, anchored or strapped.
 - b. A discharge relief pipe made of a rigid pipe material is required and it must be directed toward the floor or outside of the living area.
4. **Entry Door Locks:** Entry doors must have an operable *single cylinder dead bolt lock* (you should not need a key to open door from the inside).

Note: Entry doors include the front door, back door, door from the unit to the garage, and any door that allows direct access to the unit.
5. **Stove/Oven:** All stovetop burners and the oven must be in working condition, and free of grease build-up.
6. **Bathroom Ventilation:** If the bathroom has a fan instead of an openable window, the fan must work, *even if the tenant chooses not to use it.*
7. **Window Locks:** All openable windows accessible from the outside must have a working lock.
8. **Electrical Outlet and Light Switch Covers:** Must not be broken, loose, cracked or damaged. There should be no exposed electrical wires.
9. **Heavy Accumulation of Debris or Miscellaneous Items** (interior/exterior): Items that cannot be cleared within an hour or two may be considered a safety and/or health hazard.
10. **Elevators:** The current elevator permit must be displayed in the elevator.

Note: Expired permit with proof of renewal in progress will be acceptable. A copy of the renewal application must be provided to the inspector. (Multi-unit buildings)
11. **Fire Extinguisher:** Service tags must be in place. (Multi-unit buildings)

Note: The inspection is to include all rooms in the unit, including the basement/garage, if applicable.