

## NSPIRE Self-Inspection Checklist

Major Areas of Unit		Questions to Ask	Yes or No	Repairs Needed
Mechanical Items	Electricity	1. Do all fixtures and outlets work?		
		2. Does the kitchen and bathroom each have a permanently installed light fixture?		
		3. Do all habitable rooms have either 2 outlets <b>OR</b> one outlet & one permanently installed light fixture?		
		4. Are all outlets within 6 feet of a water source GFCI protected?		
		5. If present or evidence exists that it was once present, is all auxiliary lighting present and functioning correctly?		
		6. Are all outlets, light switches and fuse boxes properly covered with no cracks or breaks in the cover plates/doors? Are all three-prong outlets grounded properly? Are there any exposed wires?		
		7. Have you arranged for all utilities to be on the day of the inspection?		
	HVAC	8. Is there adequate heat in all living spaces?		
		9. If there is an A/C in the unit, does it cool properly?		
Plumbing	Bathroom	10. Is toilet securely fastened with no leaks or gaps? Does it flush properly?		
		11. Sink & bathtub/shower - Is there hot and cold water, proper drainage and no leaks?		
		12. Is the bathroom vented with either an exterior window or exhaust fan?		
		13. Is the bathroom free of any sewer odor or drainage problem?		
	Kitchen	14. Stove – If gas operated, is there a hand-operated gas shut-off valve?		
		15. Cooking appliance – Does the cooking appliance used to cook or bake food produce a flame or heat in a specific area that the user can control? Are all knobs present? Are stove knob covers also present?		
		16. Does the refrigerator/freezer cool properly?		
	Other	17. Is refrigerator/freezer large enough for the size of the household?		
		18. Does the hot water tank work? Does it have a pressure release valve, a discharge pipe with fittings, and is the pipe made of a suitable material?		
		19. Does the tenant pay for a portion of the unit's utilities? One utility meter cannot serve more than one unit (unless all utilities are paid for by the landlord).		
Interior of Unit	Wall, Ceiling & Floor condition	20. Do radiators function with no leaks?		
		21. Are walls free of air and moisture leaks, large holes and cracks?		
		22. Are ceilings free of air and moisture leaks, large holes, and cracks?		
		23. Are floors free of weak spots or missing floorboards?		
	Storage / Food prep	24. Are floors free of tripping hazards from loose flooring or covering? Are they free of sharp edged ceramic tiles?		
		25. Is there space for food preparation and storage?		
	Security	26. Are cabinets securely fastened to the wall?		
		27. Is there free and clear access to all exits?		
		28. Do all doors have operational knobs?		
		29. Do all doors have operational locks on entry doors to the unit? Do they open with a key from the outside and a knob/latch from the inside?		
	Health and Safety	30. Do first floor windows & those opening to a stairway, fire escape, etc., have locks?		
		31. Is there at least one battery-operated or hardwired Carbon Monoxide detector present and functioning within 15 feet of every room used for sleeping and every source of carbon monoxide, and any area with a furnace and/or boiler?		
		32. Is there a working smoke detector present and functioning in each bedroom and in the hallway outside within 21 feet of every room used for sleeping? Are all of these smoke alarms either hard wired or include a 10 year sealed battery? Are they installed on a wall or ceiling following manufacturer instructions?		
		33. If your unit is occupied by a tenant that is hearing impaired, are the smoke detectors and carbon monoxide detectors designed for the hearing impaired?		

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Interior of Unit Cont'd	Health & Safety Cont'd	34. If a call for aid system exists or evidence of it exists, does it function properly and is the pull cord located no less than 6" from the floor?		
		35. If grab bars are installed, is there any movement when force is applied?		
		36. If present or evidence exists that one or more was once present, are all fire extinguishers undamaged, properly charged and include an unexpired service tag?		
		37. If a sprinkler system exists, are any sprinkler heads encased or obstructed? Are any assemblies damaged, corroded, inoperable, missing or contain evidence of foreign material such as paint?		
		38. Do all fire labeled doors self-close and latch? If the building has 3 or more units, are self-closing doors equipped pursuant to section 28-315.10 of the City of New York, and adopted by NYS HCR for statewide application?		
		39. Is the unit free of mold-like substance?		
		40. Is the unit and yard free of garbage?		
		41. Is the unit free from insect, rodent, or other pest infestation?		
Exterior of Unit	Windows	42. Do windows open, close and lock properly? If a window has bars, are those bars easily removable without any tools?		
		43. Is unit free of any cracked, broken or leaky windows?		
		44. Are there tamper screw secured window guards for all windows in your unit? This requirement applies to units where children age 10 or younger are present and the building has 3 or more levels.		
	Other	45. Does the building have proper address and signage visible?		
		46. Are gutters firmly attached? Are the roof and exterior surfaces weathertight and in a condition to prevent rodent infestation?		
		47. Is the chimney secure? Are all flues tightly sealed with no gaps? Is all heat and hot water equipment free of stored combustible materials?		
		48. If a dryer is present and connected, is the exhaust ventilation made of suitable materials, properly connected and functioning as designed?		
		49. Is the foundation sound?		
		50. Are openings around doors and windows weathertight?		
		51. Are sidewalks free of tripping hazards?		
		52. If present or evidence exists that one or more was once present, are all exit signs properly installed, adequately illuminated and clearly visible?		
		53. If one exists, is the parking lot/road/driveway free of large potholes and ponding?		
		54. If any retaining walls exist, are they leaning or collapsed in any way?		
		55. If a trash chute exists, does the door self-close and latch? Does the door open and is the chute free of blockages?		
Common Areas	Stairways & exterior	56. Is a handrail present when there are 4 or more consecutive steps? Are all handrails properly secured?		
		57. Are stairs free of loose, broken or missing steps or any other trip hazards?		
		58. If any walking surface is 30" or more above the floor or grade level, is it protected by a guard rail? Is the guard rail stable and in good repair?		
		59. If any ramp exists and has a rise greater than 6" or a horizontal projection greater than 72 inches, does it have handrails on both sides? Is there any movement in the anchors of the handrail? Is the handrail between 28" and 42" in height?		
General		60. Will the inspector have access to other areas of the premises (i.e. basement, cellar, water heater closet, boiler/furnace room, roof, exterior grounds, etc.)?		
		61. UNITS BUILT BEFORE 1978, rented to families with children under the age of six: is unit free of any chipping, peeling, flaking, chalking or cracking painted surfaces, including windows, window wells, door frames, walls, ceilings, porches, garages, fences or play equipment? <i>Defective paint must be corrected prior to inspection.</i>		
		62. Is the unit clean and ready for move in?		

**Disclaimer:** The criteria listed above is provided as a generalized checklist to determine if a unit is rent ready for Housing Choice Voucher Program Participants. This checklist is to be used as guide only as other items not listed may cause the unit to fail an NSPIRE inspection. In addition, all city, county and state codes must be followed. For multi-unit properties and cooperatives, common areas are the responsibility of the Property Owner/Manager. **Wherever NSPIRE and building codes and/or state requirements conflict, the owner is responsible for maintaining the unit in accordance with whichever requirement is more stringent.**