



Jersey City Housing Authority
Housing Choice Voucher (Section 8) Program
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INITIAL SECTION 8 PRE-INSPECTION CHECKLIST

This checklist is to help the unit pass the Housing Quality Standards (HQS) inspection. Most of the items below are items that consistently fail HQS during our inspection. This checklist does not cover all possible situations incurred during an inspection. Please call for clarification or ask during the inspection.

General Requirements

- Front and rear exterior exit doors must seal, lock and work properly
- No dual-keyed double cylinder dead bolts on exit doors
- Good air tight doors and Windows
- Windows designed to open must operate properly can not be painted or nailed shut
- All Windows must have permanently attached working locks
- Windowpanes must not be cracked or broken, at least one screen per window per room
- All switches, receptacles and light fixtures must be working, and have secured covers with no cracks
- All three (3) prong electrical outlets must be grounded as required by code
- Light fixtures must tightened and have covers if designed that way
- No exposed or frayed electrical wiring, cable lines, extension cords or gas lines that can be a tripping hazard
- No plumbing leaks
- All staircases leading to living/sleeping areas must meet code requirements
- All walls and ceilings must be clean with no holes or large cracks.
- No loose, peeling, chipped, or cracked paint on interior or exterior surfaces
- No evidence of roaches, mice, bedbugs, etc.
- Carpet and floors must be clean, and in a finished state
- Carpet seams and edges must be secured and in good shape
- Bathrooms must have a window that opens or a powered vent fan

INITIAL SECTION 8 PRE-INSPECTION CHECKLIST

Kitchen

- Appliances must be in place, clean and working properly at the time of inspection
- Gas service line for range must have shutoff valve
- Disposal wiring must be secured with proper connection

Bedrooms

- Install window safety guards at tenants request, at least one window must open for egress and ventilation
- Security bars must be removed unless equipped with Factory installed panic release hardware
- Windows designed to open must operate properly
- Ceiling height throughout the entire area must be at least 7' 1"

Heating & Cooling Systems

- All gas heating sources must be vented and working safely
- All units must contain a thermostatically controlled primary heat source
- All heating systems must be able to provide adequate heat either directly or indirectly to each room. If present, the air conditioning system must provide adequate cooling to each room. (Note: window unit A/C's are not considered air conditioning under HQS).
- The heating and or A/C system must be in safe and proper operating condition
- Gas furnace closets must have upper cumulative and lower combustion air vents
- Vent tubes must be minimum of 5" diameter if only one appliance is in the closet. If closet contains both a gas furnace and a gas hot water tank, the tubes must be a minimum of 8" diameter
- Vent tubes must vent into the attic or to the outside. Vents in doors are unacceptable if the closet is located in a living area
- Non operational floor furnaces must be removed and the opening sealed
- Operational floor furnaces require a certificate of proper operation sealed
- Operational floor furnaces require a certificate of proper operation and code compliance by a licensed contractor
- Gas space heaters (vented or un-vented) are allowed on a temporary basis
- Heat/air combination window units are not considered a primary heat source

INITIAL SECTION 8 PRE-INSPECTION CHECKLIST

- All newly installed heating systems must have a passed city inspection

Hot Water Tanks

- Gas hot water tank closets must have upper cumulative and lower combustion air vents. On initial inspections gas tanks have upper cumulative and lower combustion air vents. On initial inspections gas tanks in garages must be raised 18" if required by code
- Gas hot water tanks are not allowed in bedrooms or bathrooms. Call for options or exceptions.
- Temperature and pressure (T&P) relief valve on hot water tanks must be present and probe must extend 4" in tank
- The drain line on the T&P valve must be constructed of $\frac{3}{4}$ ridged metal or CPVC and run within 6" of floor
- All newly installed gas hot water tanks must have a passed city inspection

Miscellaneous

- On each level of the dwelling unit including basements, but excluding spaces and unfinished attics, must have at least one battery-operated or hard-wired smoke detector in proper operating condition and must be installed near sleeping areas
- Smoke detectors installed on walls must be at least 4" from the ceiling and no more than 12" from the ceiling away from return air vents and bathrooms doors
- Smoke detectors installed on the ceiling must be at least 18" from any corners
- Smoke detectors must be installed in accordance with and meet the requirements of the National Fire Protection Standards (NFPA) 74 or its successor standards
- All owner-supplied amenities (dishwashers, disposals, ceiling fans, overhead door openers, attic fans, central air conditioning, etc.) must be in place at the time of the initial inspection and be in proper working order and maintained by the owner. If they become inoperable they must be repaired or replaced. They can not be removed.
- Properties without separately metered utilities (water, gas or electric) must be leased as all bills paid for the specific utility or utilities that are not separately metered.
- Handrails are required when four or more steps (risers) are present interior and exterior.
- Protective railings are required when porches, balconies, and stoops are 30" or more above ground level
- Empty slots in the breaker box must have covers

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- If a property was constructed prior to 1978, it may contain Lead-Based Paint. Contact the Inspection Department to see if certain conditions and requirements may apply.
- All utilities must be **on** during the inspection
- All fences and gates must be in good repair