MSHA HQS Inspection Outline

The following points are the aspects of every apartment building and individual unit that MSHA HQS inspectors look at to determine whether or not a unit passes. If any of these questions are answered negatively, then the unit will likely fail inspection.

**Exterior of Building:**

- Cracked shingles, chipping paint?

- Rotting wood?

- Missing/hanging siding?

- Loose belongings outside external ground level windows [Fire hazard]?

- Lack of fire escapes? (Only if a fire truck ladder cannot reach window)

\*Any work needed on outside of building--LL has until spring if it is discovered during the winter time.\*

**Interior Common Hallways:**

- Buildings with 3 or more units, are smoke detectors/CO detectors on each level (including basement)?

- Holes in the walls?

- Evidence of water damage/structural damage?

- Belongings left in hallways [Fire-Egress]?

**Basement:**

Furnace/Boiler

- has it been inspected within the last year?

Water Heater

- Any leaks?

- Exposed wires?

- Pressure release valves?

- Pressure relief discharge line?

Hot water tanks

- pressure release valves present?

General

- Loose belongings/stuff present in passageways? [fire-egress]

- Any external apartment doors connect to boiler/furnace area? Are doors hollow or solid? [fire safety]

- Any lightbulbs missing?

- Buildings with 3 or more units, is smoke detector present in basement?

**In Each Apartment**

**Kitchen**

Sink

- water runs/heats?

- disposal works if present?

Refrigerator/Freezer

- both working?

Stove/Oven

- both working?

Stove Hood/Fan

- turns on?

- is it clogged?

Lighting

- any lightbulbs out? Tenant or LL responsibility to replace?

Walls/Ceiling

- walls/ceilings cracked/damaged?

Visible Outlets

- Wired correctly?

- Outlets above counter tops—gfci outlets (outlets that have a trip button-break circuit when exposed to water)?

Floors

- tiles intact? Any broken?

- Floors creating a tripping hazard?

**Bathroom**

Bathtub/Shower

- hold water?

- turn on?

- water runs/heats?

- leaky shower head or shower knob?

- ceiling vent/fan turn on? clogged?

Sink

- water runs/heats?

- sink drain plug present?

Visible Outlets

- wired correctly?

- Outlets above counter tops—gfci outlets (outlets that have a trip button-break circuit when exposed to water)?

- can curcuit be cut and turned back on?

Toilet

- Flush properly?

- flusher stopper returning correctly?

General

- evidence of water damage?

- evidence of mold?

- walls/ceilings damaged/cracked?

Floors

- tiles moving if present?

- linoleum flooring popping up if present? damaged?

- Flooring creating a tripping hazard?

Lighting

- any missing? tenant or LL responsibility to replace?

**Bedroom**

Windows

- Is 1 accessible for fire egress?

- Crank/Slide windows: clearing width of 20”? clearing height of 24”?

- Egress to outside building/public way?

- do they lock?

Walls

- cracked or damaged?

Ceilings

- cracked or damaged?

- evidence of water damage?

Smoke Detectors

- present within 15 ft. of each bedroom?

- CO detector present?

Closet

- doors installed properly?

- lights in closet have globe protectors around them?

Visible Outlets

- wired correctly?

Flooring

- Flooring creating a tripping hazard?

**Living Room**

Visible Outlets

\*Do not move furniture to check outlets--simply ask tenant if outlets are working correctly.\*

- visible outlets wired correctly?

Walls/Ceilings

- cracks/damages?

- evidence of water damage?

Windows

- Is 1 accessible for fire egress?

- Egress to outside building/public way?

- Crank/Slide windows: clearing width of 20"? clearing height of 24"?

- do they lock?

Floors

- Floors creating a tripping hazard?

- damaged beyond normal wear and tear?

**General**

*Smoke Detectors*

- one on each level of unit?

- at least one within 15 ft. of each bedroom?

*Entrance Door*

- easy to open?

- opens/closes properly?

- locks?

- Possess double keyed lock? [requires a key to unlock it from inside and outside—not allowed]

- Storm/screen door installed properly? Damaged?

*1st Floor Windows*

- possess locking mechanism?

- do they lock?

*Elevator (If applicable)*

- Certificate expired?

*Sprinkler System (If Applicable)*

- Tag on sprinkler system valve—show that it has been inspected within the last 4 months?