



## City of Phoenix Section 8 HQS Inspection Policy

### GENERAL:

- **1.1 Inspections:** There are only two chances for a unit to pass inspection.
- **1.2 Cancellations:** It is important to cancel an initial inspection one working day before the inspection is scheduled if the unit is not ready. Timely cancellations will not count as one of the two allowed inspections. Annual inspections cannot be rescheduled without with proof of need of reasonable accommodation and management approval.
- **1.3 Utilities:** All utilities (electricity, gas, and water) must be on and working at time of inspection. If any utility is not on at time of inspection, the unit will fail the inspection. **Section 8 Inspectors will not turn on utility supplies to a unit including main water valves and electrical breakers.**
- **1.4 Security:** All door and window frames shall be in sound condition. Workable locks must be on all exterior doors and windows. Doors, windows and all hardware must be in good operating condition. Exterior doors must have a lock and latch. Deadbolts may be thumb turn or double key type except where door or window is only fire egress out of a sleeping room (thumb turn only for fire egress). Arcadia doors must have a working lock system. Thumb locks, pin locks and Charlie bars will be acceptable for Arcadia doors when original hardware has failed. Security bars must be in decent operating order. Doors must have adequate weather stripping and door sweep where applicable.
- **1.5 Window Condition:** Working locks must be on all operable windows. All window hardware must be in good operating condition. (Note: windows that slide up and down must stay up on their own as designed.) No broken windowpanes. Windows must be generally weather tight. Screens are not required but must be in good condition if they are present.
- **1.6 Ceiling Condition:** Ceilings must be free from repair needs such as large holes, severe sagging or peeling. No large areas of chipped or peeling paint.
- **1.7 Wall Condition:** Walls must be free from large holes. Paint should be in good condition with no chipped or peeling paint. (Note: life expectancy of flat paint is only one year.)
- **1.8 Floor Condition:** Carpets must be free of holes and must not present a tripping hazard. Concrete floors must be smooth finished and painted, stained or covered. All vinyl flooring must be free of holes and must be stuck to floor so as not to present a tripping hazard. Must have transition strips where appropriate.

- **1.9 Lead Paint:** All interior surfaces should be free of cracking, scaling, peeling, chipping and loose paint or adequately treated and covered to prevent exposure of the occupants to lead-based paint hazards using safe work practices.
- **1.10 Smoke Detectors:** All units must have operable U.L. approved smoke detectors. There must be a minimum of one smoke detector per floor. Where bedrooms are split on opposite sides of the unit, there must be a working smoke detector in both halls or over both bedrooms doors depending on floor plan. Smoke detectors must be installed with a minimum of 9” from a wall or on a wall with the tip of the detector between 4” and 12” from the ceiling. (Hardwired units pass as built.) Hardwired smoke detectors shall not have any open or hanging wires. (Note: fire extinguishers are not mandatory for single family units, but are strongly recommended for the protection of tenants and property).
- **1.11 Purpose:** The inspection is to ascertain that the dwelling unit meets minimum housing safety standards and is to detect observable defects only.

#### **LIVING ROOM:**

- **2.1 Living room present:** The dwelling unit must have at least one living area with a minimum of 150 square feet.
- **2.2 Electricity:** All electricity must be on and working at time of inspection.
- **2.3 Electrical Hazards:** Living room must have at least two working outlets or one working outlet and one working light fixture. Be sure there are no missing or broken receptacles, switches, cover plates, junction boxes, or light fixtures. No extension cord wiring may be used as permanent wiring. See section 7.7 General Electric for further instruction.

#### **KITCHEN:**

- **3.1 Kitchen Area present:** A kitchen is an area used for preparation of meals. It may be either a separate room or an area of a larger room (for example, a kitchen area in an efficiency apartment). A kitchen must have all the following items to qualify as a kitchen: 1) a separate kitchen sink with piped hot and cold water for preparing food and washing dishes; 2) a stove for cooking food; ( A microwave may be accepted as a substitute for units with no stove/oven at tenant preference or in SRO type housing.) 3) a refrigerator to store perishable food 4) dry area for food storage.
- **3.2 Electricity:** All electricity must be on and working (see section 1.3 Utilities).
- **3.3 Electrical Hazards:** Kitchen area must have at least one working light and one convenience receptacle. If outlets within six feet of the kitchen sink are not grounded they must be GFCI protected at the outlet or in the main panel. No missing or broken receptacles, switches, cover plates, junction boxes or light fixtures. No extension cord wiring used as permanent wiring. No non-permanent lighting, all lighting must be hardwired. No open wires, all wires must be in approved conduit to code and properly covered in a junction box where appropriate.

- **3.4 Stove/Range:** There must be a working stove, in safe condition regardless of whether the tenant or the owner is responsible for the appliance (note: microwaves are acceptable in SRO units, and may be acceptable as tenant preference where cooking appliance is provided by tenant). Hotplates are not acceptable substitutes for an oven, stove, or range. All burners must be in working order. All knobs must be present. Gas range, ovens, and dryers must have operable gas shut-off designed for the purpose, approved gas flex line (6' max. for range) and approved gas piping (3/4" min. size for range). All gas piping must be secure.
- **3.5 Refrigerator:** There must be a working refrigerator present that can maintain a temperature low enough so that food does not spoil over a reasonable period of time. (35-42 degrees main compartment / 0-10 degrees freezer) Refrigerator must have shelves and a freezer door. Refrigerator must be an obviously adequate size relative to the needs of the family. Unit must be free of excessive rust. Gasket must be intact and have a good seal.
- **3.6 Sink:** Permanently attached kitchen sink with hot and cold running water, proper drain and gas trap. A sink in the bathroom will not qualify as kitchen sink. The sink shall be free of large chips or rusted spots. The sink shall have an appropriate angle stop, supply line and p-trap. All plumbing must be free from leaks. Water pressure should be strong and drainage good and free of obstruction. (Note, a dishwasher or disposal is not mandatory but must be in good working order if present.)
- **3.7 Food Storage and Counter Tops:** Proper space to store food and prepare food must be provided. Countertops must be secure and in generally good condition.

#### **BATHROOMS:**

- **4.1 Bathroom(s) Present:** All units must provide a separate bathroom for the exclusive use of the occupant. In multi-bedroom unit, the common bathroom must be accessible from a common entrance. There must be a working, toilet, washbasin and tub or shower in good working order.
- **4.2 Electrical Hazards:** Bathroom must have one working, permanently installed light fixture. If the outlets in the bathrooms are not grounded, they must be GFCI protected at the outlet or in the main panel. (Exception - light fixtures original to unit are ok as-built if they include an ungrounded outlet.) No missing or broken receptacles, switches, cover plates, junction boxes or light fixtures. No extension cord wiring used as permanent wiring. No non-permanent lighting. All lighting must be hardwired. No open wires. All wires must be in approved conduit to code and properly covered in a junction box where appropriate.
- **4.3 Flush toilet/Privacy:** There must be a working toilet in the unit for exclusive private use of the tenant. Water closets must be properly sealed and secured with no leaks. The fixture shall be provided with an approved angle stop and supply line. The fluid master should be in good working order and not allow water to escape and cause the toilet to run continuously.

- **4.4 Washbasin:** A working permanently installed washbasin with hot and cold running water must be present. A kitchen sink cannot serve as the bathroom washbasin. Washbasin must be adequately supported. Washbasin must be free of large chips or rusted spots. The washbasin must be provided with an appropriate angle stop, supply line and p-trap. All plumbing must be free from leaks.
- **4.5 Tub/Shower:** A working tub or shower with hot and cold running water must be present. Water resistant material required for showers and tub shower to 6' above shower floors and 4' above tub rim. The caulking must be free of excessive mold or mildew. A shower curtain rod is required. Hinged shower doors shall open outward, move smoothly and fit securely. Tub and shower must be free of large chips or rusted spots. Walls must also be free of excessive mold or mildew.
- **4.6 Ventilation:** If the bathroom has no openable window there must be a working exhaust vent system. If the bathroom has means of ventilation, it must be in working order. No gas fired appliances permitted in bathrooms.

## **BEDROOMS:**

- **5.1 Room:** All sleeping rooms shall have access from common areas, such as a hall within the dwelling. It shall not be necessary to travel outdoors or through another bedroom to enter a sleeping room. To qualify as a bedroom for Phoenix Section 8 Program, the room must be a minimum of 70 square feet (not including closet). The room must have a closet, a window (min. 20x24) and a door for privacy. The room must have working heat and air conditioning. The room must have adequate fire egress. **Important note: be sure the actual number of bedrooms in your unit based on the criteria above, matches the voucher size listed on the searching papers.** The tenant has a **maximum** number of bedrooms on their searching papers. Be sure this number matches the actual number of bedrooms in your unit based on the above criteria or the tenant will not qualify for your unit. This does not effect how many or how large a den or family area you may have.
- **5.2 Electrical Hazards:** Bedroom must have at least two working outlets or one working outlet and one working light fixture in room. The room must be free from electrical hazards. No missing or broken receptacles, switches, cover plates, junction boxes or light fixtures. No extension cord wiring used as permanent wiring. See section 7.7 General Electric for further instruction.
- **5.3 Security:** All door and window frames shall be in sound condition. Workable locks on all exterior doors and windows. Doors, windows and all hardware in good operating condition. Exterior doors must have a lock and latch. Deadbolts may be thumb turn or double key type on doors leading to the exterior except where door or window is only fire egress out of a sleeping room (for fire egress thumb turn only). Arcadia doors must have a working lock system. Thumb locks, pin locks and Charlie bars will be acceptable for Arcadia doors when original hardware has failed. Security bars must be in decent operating order with an interior release requiring no use of tools and no

special knowledge to operate. Doors must have adequate weather stripping and door sweep where applicable.

- **5.4 Window Condition:** Every sleeping room below the fourth floor shall have at least one operable window or exterior door for emergency egress or rescue. Such unit shall be of minimum size allowed by building codes when built and operable from the inside, without the use of tools or any special knowledge to operate for fire egress. See handout for Emergency Escape and Rescue Windows for conversion chart. Window bars, grilles, grates, blinds, or similar devices may be installed in bedrooms on emergency egress or rescue windows and doors provided such devices are equipped with **approved and operable interior release** that require no special knowledge or effort. If windows do not meet minimum requirements in bedrooms the room cannot be considered a bedroom / sleeping room. (Exception - windows slightly smaller than required by current standards may be acceptable as-built only.)
- **5.5 Closets:** All bedrooms must have a closet with clothes rods. (Armoire<sup>7</sup> will qualify as a closet provided it has rod and shelf.) Doors on the closet are not required but if present must be in good working order. If the bedroom closet does not meet minimum requirements the room cannot be considered a bedroom / sleeping room.
- **5.6 Other / Misc:** Every dwelling unit and guest room shall be provided with heating and cooling facilities capable of maintaining a room temperature of 73 degrees Fahrenheit at a point three feet above the floor in all habitable rooms. No gas fired appliances permitted in sleeping rooms. (Example, furnace, water heater.)

## **SECONDARY ROOMS:**

- **6.1 Secondary Rooms:** Inspectors will also note the condition of all storage rooms, garages, accessory rooms, laundry rooms etc. All of the aforementioned rooms must be separated from the attic space with a ceiling and or wall, (min. 5/8 inch drywall minimum). Storage units of all types at single family homes or attached to units shall be exclusively for the use of the tenant unless otherwise agreed to by tenant in the lease. Minimum landlord items specific to the tenant's unit maintenance is all that should be stored at the property during the life of the lease.
- **6.2 Electrical Hazards:** The rooms must be free from electrical hazards. No missing or broken receptacles, switches, cover plates, junction boxes or light fixtures. No extension cord wiring used as permanent wiring. See section 7.7 General Electric for further instruction.
- **6.3 Other Hazards:** No storage of flammables next to gas fired appliances. If electric service panel is mounted on exterior wall of secondary room, the conductors coming from the service panel through the wall must be protected by sheet rock or plywood covering on interior of wall. Floors shall be structurally sound with no tripping hazards. Top and bottom of exterior posts shall be fastened with approved positive connections to transmit wind uplift forces, from the roof to the foundations. Approved straps or framing anchors must be used.

## **BUILDING EXTERIOR:**

- **7.1 Foundation:** Foundations must be sound and free of unsound or hazardous conditions. Unsound or hazardous means severe structural defects that indicate the potential for structural collapse, or foundations that allow significant entry of ground water. The following conditions are also considered indicative of structural instability, evidence of major recent settling, large cracks or holes, severe leaning, large sections of crumbling brick, stone, or concrete, undermining of footing, walls, posts or slab, major deterioration of wood support members due to water damage or termites. Units must have a continuous perimeter stem wall, units on pier blocks are not acceptable. Accessible under floor areas shall be provided with an 18"x24" access crawl hole. Under floor areas shall be ventilated by openings in the foundation walls.
- **7.2 Stair/Rails/Porches:** All stairs, rails and porches, balconies, or decks must be sound and free from hazards and severe structural defects such as broken, rotting, or missing steps, absence of a handrail, insecure railings around a porch or balcony which is approximately 30 inches or more above the ground. A handrail is required for 4 or more steps. 36" minimum guardrail height at balconies with 9" maximum spacing at bars. Minimum stair tread width 9". Maximum riser height 8". There must be approved joist hangers and framing anchors to secure patio roof to fascia.
- **7.3 Roof/Gutters:** Roof, gutters and downspouts must free from hazards. No serious buckling or sagging that may result in the potential for of structural collapse, or large holes or other defects that would allow significant air or water infiltration. The roof cannot have missing or curled shingles and must be free from water leakage. (Note: Be aware that evaporative coolers or air conditioner condensate lines that drain onto roof will cause roof damage and severe interior water damage. These lines must be directed off the roof and away from the unit.) Gutters and downspouts must channel water way from the exterior walls and foundation and be free of rot, peeling paint, or excessive rust. There must be approved joist hangers and framing anchors to secure carport roof rafters to fascia.
- **7.4 Exterior Surfaces:** Exterior walls and trim must be painted and free from repair needs or hazards. No excessive buckling, bowing or leaning. Exterior surfaces must not contain large cracks, falling or missing masonry, rotten, splintered or split woodwork or peeling and flaking paint. Exterior surfaces may not be deteriorated to the point that would expose occupant to water, serious drafts, or structural collapse.
- **7.5 Chimney/Heat Vents:** Chimney must be sound and free from hazards. Assure that the chimney is capable of safely carrying smoke, fumes and gasses from the unit to the outside. Ducts and vents shall be tightly sealed. Chimney must not be seriously leaning and not missing bricks or mortar. Approved vent pipes must be present. Single wall vent piping not allowed in attics. 1" minimum vent clearance for double wall vent piping from combustibles. 6" minimum clearance for single wall. U.L approved vent cap.

- **7.6 Mobile Home:** Mobile homes must rest on a perimeter stem wall or be placed and tied down using F.H.A. approved tie down straps only.
- **7.7 General Electrical:** The main electrical service panel must be adequate for the residence. Remember, upgrading from gas appliances to electric, or adding rooms changes the load demand on the main electrical panel. This is a very important consideration. There must be proper grounding of the main electrical service panel. There must be properly sized (**type s only**) fuses and adapters for all Edison base fuse holders. Exterior receptacles must have rain tight outlets, boxes, and covers. Exterior washer must have GFCI protection.

### **1. Main/Sub-Electric Panel**

- A. Main/Sub panel must be of adequate size for the load. Only approved equipment and materials shall be used.
- B. Outside (rain tight) and inside (dead front) covers are in place. The use of existing non-rain tight electrical service equipment may continue unless it is badly rusted.
- C. When outdoors, equipment needs to be weatherproof.
- D. Empty spaces in service panel, must be filled by breaker-hole covers (knockouts).
- E. Properly sized fuse or circuit breaker for circuit conductors.
- F. Properly brace/support service riser. One and one-half inch minimum conduit size required.
- G. Properly terminated unused wiring at main/sub panels.

### **2. Wiring, Receptacles, Switches, and Light Fixtures**

- A. Exterior outlets subject to moisture shall be weather tight.
- B. Electrical equipment shall be properly secured.
- C. Replace any missing or broken receptacles, switches, coverplates and light fixtures.
- D. Remove improperly used extension cords – no permanent installation of extension cord.
- E. 3-prong, grounded receptacles are required for refrigerator, evaporative cooler, laundry, bathroom, garage, furnace, and outside receptacle. If receptacles not grounded must be GFCI protected.
- F. No receptacle permitted within 10 feet from inside walls of pool. Exception: a re-circulating pump motor receptacle is permitted no less than five feet from inside walls of pool.
- G. There must be correct polarity at receptacles.
- H. At Inspectors discretion, in the case of a undefined electrical problem the Inspector may require certification from a licensed contractor.

- I. Outlets with 3 prong capability must be grounded or GFCI protected. (2 prong interior outlets, not close to water areas do not need grounding to pass.)

### 3. Appliance (Electrical Requirements Only)

- A. Grounded or GFCI protected plug and/or cord for clothes washer, clothes dryer, cooler, window air conditioners, furnace, disposal and dishwasher.
  - B. Disconnecting Means: Disconnecting means required, and shall be provided adjacent to or on space heating or cooling units, which will disconnect all sources of power to the unit as follows:
    - The unit is mounted on a roof, in an attic, in other remote locations, or out of sight from other disconnects means.
    - The unit is located outside the building and the branch circuit disconnecting means is located inside.
    - The unit is located inside the building and the branch circuit disconnecting means is located outside the building.
- **7.8 Gas Hazards:** Water heaters shall not be located closer than three feet from a gas meter unless an approved permanent wall is erected. Gas meters shall not be located within six feet horizontally from or within ten feet below forced air intake, or within three feet from source of ignition. Gas meters shall be protected from possible vehicular damage. No water heater or furnace which depends on the combustion of fuel for heat shall be installed in any room used or designed to be used for sleeping purposes, bathroom, closet, or in other confined space opening into a bath or bedroom.

#### A. **Gas Piping, Meter Location, Other Venting Requirements:**

- Gas piping must be properly secured.
- Gas supply riser encased in concrete must be wrapped or 1 inch gap around pipe (no rust or damage).
- Gas piping/gas meters are not in prohibited locations. (Gas piping shall not be located in elevator shafts, air ducts, clothes chute, vertical chutes, chimney or gas flue, or under a building or structure, assuming piping is in or on the ground.)
- Install a permanent wall between the water heater and the gas meter that is not separated by at least three feet.
- A readily accessible and identified shut-off valve controlling the flow of gas to entire gas piping system shall be installed near the point of delivery.
- Appliances generating a glow, a spark, or a flame capable of igniting flammable vapors may be installed in a garage provided the pilots and burners, or heating elements and switches are at least

18 inches above the floor level. Exception: Sealed combustion system appliances may be installed at floor level.

- A readily accessible approved shut-off valve shall be installed on the fuel piping outside of each appliance and ahead of the union connections. Such valve shall be within the same room and within three feet of the appliance it serves.

**B. Combustion air:**

- Combustion air shall be provided if the water heater, heater or any gas appliance is located within an enclosure. Must have upper and lower combustion air vents minimum 10”x 10”. Lower combustion air vent must be minimum 14 inches from any return air vent. Combustion air cannot be drawn from a bathroom or bedroom.

**C. Clearances:**

- All appliances designed to burn gas shall be rigidly connected to the gas supply outlet in an approved manner and with approved clearances and materials.
- Exception: An approved, listed, semi-rigid flexible metal tubing connector may be used to connect a gas appliance provided:
  1. The connector does not exceed three feet in length, except range connectors, which may not exceed six feet.
  2. An approved shut-off valve is used between the gas supply outlet and the connector.
  3. No part of the connector shall be concealed within or run through any wall, floor or partition.

**HEATING/PLUMBING:**

- **8.1 Heating Adequacy:** There must be heating equipment capable of providing adequate heat (either directly or indirectly) to all rooms used for living. Directly means that each room used for living has a heat source. Indirectly means that if there is no heat source present in the room, heat can enter the room easily from a heated adjacent room with no door. Adequate heating must be capable of delivering enough heat to assure a healthy living environment in the unit appropriate to the climate. (Must be able to maintain 73 degrees 3 feet above the floor.) Portable electric room heaters as the primary source of heat in a unit are not acceptable. A kitchen stove with a built-in space heater is not considered adequate for primary heat.
- **8.2 Heating Safety:** Heating units must have a thermostat control. Furnace plenum, ductwork, and vent pipe joints must be properly sealed. Furnace certification required if problems are evident or unit is inaccessible for inspection. No un-vented fuel burning space heaters.

- Inspector may require a certification by a licensed serviceman stating the furnace is in a safe operating condition if problems are evident; if furnace is inaccessible; and/or owner/manager refuses to demonstrate furnace operable.
  - No downdraft type vent-caps.
  - Approved vent piping only.
  - Operable gas shut-off designed for the purpose.
  - Approved AGA approved gas cock and gas-flex line.
  - Upper and lower combustion air provided. (Minimum 10"x 10" vents.)
  - Combustion air screens in place, clean and unobstructed. Wire mesh of not less than ¼ inch in any dimension. Furnace plenum, ductwork, and vent pipe joints are properly sealed.
  - Return air must be drawn from an approved location. Check to see if the return air may affect any other appliance. Return air must be at minimum 14 inches from lower combustion air vents.
- **8.3 Vent/Cooling Adequacy:** The unit must have adequate ventilation and cooling by means of a working cooling system. (See 8.1 Heating Adequacy for acceptable climate temperature.)
  - **8.4 Water Heater:** There must be a water heater or boiler located on the premises, equipped and installed in a safe manner. Gas units must have a vent cap and vent pipe, sufficient combustion air and a gas cock and gas flex line. There should be no combustible materials piled up against the water heater. The water heater must not be corroded, leak or have an excessive amount of mineral buildup inside or outside of unit. There must be a cold-water shut off valve.
    - **Pressure Relief Valve and Discharge Line.** All water heating appliances, when installed, shall be provided with a new approved valve. The combination temperature and pressure relief valve shall be installed with its sealing element immersed in the water in the top six inches of the heater or tank served and shall be set to operate at 210 degrees F. or less. The relief valve shall be sized and designed to prevent any further rise in temperature. The temperature and pressure relief valves shall be installed in the locations provided by manufacturer.
    - Relief Valves shall be provided with full size 3/4" drain of copper, galvanized steel, or CPVC tubing and fittings. (Note: Do not to confuse PVC piping for CPVC. CPVC has been heat treated and PVC has not and will not pass inspection in this application. CPVC is clearly marked and is even a different color (off white) to help tell them apart.) The Discharge line must run continuously downward or dead level (never trapping water at any point) from the valve to the outside of the building or enclosure with the end of the pipe not more than 2 feet or less than 6 inches above the ground and pointing downward. Such drain may terminate at other approved locations such as a drain in floor (french drain) or

laundry basin but there must be a 1' minimum air gap from end of pipe and top of drain or sink. The piping cannot run into any drain directly that may come in contact with wastewater. The terminal end of the drainpipe shall not be threaded.

Appliances generating a glow, a spark, or a flame capable of igniting flammable vapors may be installed in garage provided the pilots and burners, or heating elements and switches are at least 18 inches above floor level.

- **8.5 Water Supply:** The unit must be served by an approvable public or private sanitary water supply. All piping in connection with a plumbing system shall be installed so the piping or connection will not be subject to undue strains or stresses.
  - **Materials:** Water pipe and fittings shall be made of brass, copper, cast iron, galvanized wrought iron, galvanized steel, or other approved materials. Asbestos-cement, PE, or PC water pipe manufactured to recognized standards may be used for cold water distribution systems outside of a building.
  - **Main Gate Valve:** A full-way gate valve controlling all outlets shall be installed on the discharge side of each water meter. Water piping supplying more than one residence shall be equipped with a separate fullway gate valve to each living unit. This will not be construed to apply to accessory buildings, such as storerooms, etc.
  
- **8.6 Plumbing:** Water and drainage piping connections shall be of compatible materials. There shall be an approved main cold water gate valve, vents, standpipe and drain for clothes washer. No excessive leaking swing sets for kitchen sink, center set for lavatory, shower, tub faucets and exterior hose bibs. No leaking or severely corroded drain piping under kitchen sink or lavatory. All water closets shall be properly sealed and secured. Plumbing fixtures must have approved vents traps and drains. Minimum trap and trap arm size of 1 1/2". Stand pipe receptor not more than thirty inches or less than eighteen inches above its trap. Vent pipe or stack shall extend through its flashing and terminate not less than six inches above roof or one foot from vertical surfaces.
  
- **8.7 Sewer Connection:** The plumbing must be connected to an approvable public disposal system, and be free from sewer back-up. Septic tanks in good working order are acceptable.

**GNL HEALTH/SAFETY:**

- **9.1 Access to Unit:** The unit must have entry without having to go through another unit. The tenant shall have direct access to his or her own unit assuring privacy of living quarters.
- **9.2 Exits:** In addition to main entrance, there must be an acceptable unblocked alternate fire exit from the unit. Refer to section 5.4 Window Condition for additional information.
- **9.3 Evidence of Infest:** Unit must be free of infestation by insects or rodents. If unit is found to have infestation, it must be exterminated. The Inspector should see not live or dead bugs to pass inspection. Extermination is the responsibility of the Landlord. Tenant is responsible for responding to all requirements requested by pest control Technician. Tenant must assist in the extermination effort by keeping unit clean and free from standing water, food, and piles of laundry or garbage in or around the unit.
- **9.4 Garbage/Debris:** The unit needs to be free from excessive accumulation of garbage or debris inside or outside. Weeds and grass dried to the point of being a fire hazard must be removed. Remove excessive glass, trash, junk cars, discarded furniture, appliances and other debris from your property and alleyways.
- **9.5 Refuse Disposal:** Tenant must have adequate means of storage and disposal of garbage and refuse. Adequate covered facilities include trash cans with covers, garbage chutes, dumpsters and trash bags (if approvable by local public agency).
- **9.6 Interior Stairs/Common Halls:** All interior stairs and common halls must be free from safety hazards to the occupant, such as: loose, broken or missing steps on stairways, absent or insecure railings, ripped, torn or frayed stair coverings, missing sections of vertical railings, inadequate lighting, or other unnamed hazards. A handrail is required on extended sections of stairs (four or more consecutive steps). A railing is required on unprotected heights such as stairwells. In assessing stairway lighting, all treads and risers must be illuminated.
- **9.7 Other Hazards:** The unit must be free from any other hazards not specifically identified previously. Types of hazards may include, but not to be limited to, a protruding nail in a doorway, a broken bathroom fixture with a jagged edge at a level where someone could be cut, a door that might fall because it is partially broken off its hinges.
  1. **Pools/ Spas:** Check for adequate enclosure either surrounding the property or pool area. Fencing, measured on the exterior side, shall be not less than five feet above ground. Gates shall be self closing and self-latching and swing away from the pool itself. Latches shall be at least 4 ½ feet above the underlying ground or otherwise made inaccessible from the outside to small children. Construction materials and design of gates shall be such that any openings will not allow a spherical object of four inches in diameter to pass through. When using the house as any part of the barrier, all window and door locks leading to the water area must have locks 52” from ground and all doors leading to water area must be self closing and self latching and swing in away from pool. (1 ½ inch chain link is the only approved chain link for pool enclosure.) Please see Pool safety handout.
- **9.8 Elevators:** All Elevators must have current inspection certificate posted.

- **9.9 Interior Air Quality:** The unit must be free from abnormally high levels of air pollution from vehicular exhaust, sewer gas, fuel gas, dust or other pollutants. Abnormally high, means that the levels of noxious gasses or other pollutants are consistently present in amounts that would constitute a continuing health hazard to the occupant. Air quality can be affected by external sources such as refineries, pulp or paper plants, chemical industries, proximity to heavy traffic or proximity to truck or bus busses garages. It can also be affected by internal sources such as sewer or cooking gas or fumes from improperly operating furnaces.
- **9.10 Site/Neighborhood:** The tenant should not be exposed to any dangerous site or neighborhood conditions. Examples of conditions that would seriously and continuously endanger the health or safety of the residents might be: other buildings on or near the property that pose serious hazards (e.g., open vacant or potential for structural collapse); evidence of flooding or major drainage problems, proximity to open sewage, fire hazards, abnormal air pollution or smoke which continues throughout the year, continuous or excessive vibration or vehicular traffic. Inspectors will also look for broken or dangerous electrical. Walls in infirm or damaged condition and graffiti.
- **9.11 Access Within Unit:** Personal items must be organized so there are clear paths to all areas of the unit.
- **9.12 Paint:** All interior and exterior surfaces must be free of excessive cracking, scaling, peeling, chipping and loose paint or adequately treated and covered, using safe work practices, to prevent exposure of the occupants to lead-based paint hazards. City of phoenix Housing Department must have signed Disclosure of Information on Lead-Based Paint and Lead-Based Paint Hazards on file if unit is constructed before 1978. Refer to HUD web sight at [www.HUD.gov](http://www.HUD.gov).

## The Ten Most Commonly Failed Items:

### 1. Utilities not turned on.

All utilities must be on for both Annual and Initial Inspections. This includes, but may not be limited to, water, electric, gas. Any utility not on will cause the unit to **fail without the benefit of a full inspection**. This will count as one of the two inspections. For Initial Inspections, if utilities are not on, please call and cancel the inspection until they are all on. **Section 8 Inspectors will not turn on utility supplies to a unit including main water valves and electrical breakers.** If canceled at least one working day prior to the day of inspection, it will not count against the two inspections.

### 2. Ungrounded outlets.

In many older rental units, single family homes and apartments, the electrical system or part of the electrical system is ungrounded. If the unit is a two wire system, be sure GFCI protection is installed in all water areas and for major appliances such as window A/C, washer/dryer, bathrooms, laundry, kitchen counter line, pools and all exposed exterior locations. This can be accomplished at the outlet itself with a GFCI outlet or a GFCI breaker in the service panel. If unit was built on a two wire system and not grounded all areas that do not require GFCI protection need to have 2 prong outlets. All 3 prong outlets must be grounded or GFCI protected.

### 3. Main Service Panel is not sufficient for the updated electric load in the unit.

This is a common problem among older units that have replaced gas appliances with electric appliances and/or added living space. If the service panel is deemed insufficient by the inspector, the landlord will be required to upgrade the service panel to the appropriate size. The upgrade will require permits, and the work must be performed by a licensed electrician.

### 4. Smoke alarm missing, misplaced or not working.

Smoke alarms must be working at time of inspection. Please check all alarms to be sure they are operational prior to inspection! Section 8 requires a sufficient number of smoke alarms to cover all sleeping areas. If the unit has two or more levels, an alarm is required on each level. If the ceilings are vaulted and the alarms are located above where an average arm can reach, please install an additional alarm the inspectors and tenants can reach to test regularly. **Be sure batteries are fresh and all alarms are working prior to inspection.**

### 5. Window Bars on bedroom windows bar fire egress.

Window bars and security doors on bedrooms **must have interior releases that require no keys or special knowledge to operate.**

**6. No T&P Discharge line installed or installed incorrectly.**

The T&P Discharge line very often has been removed, or changed and reinstalled incorrectly. See water heater diagrams at: <http://phoenix.gov/CITZASST/sect8hou.html> for more information.

**7. No upper or lower combustion air vents for gas appliances.**

Combustion air vents are missing, changed, or covered. Interior gas appliances must have upper and lower combustion air vents minimum 10”x 10” installed in the closet, room or garage to draw fresh air from. This includes but is not limited to appliances such as a gas water heater, heater etc.

**8. Bugs in unit.**

The Inspector should not see bugs of any kind, either live or dead. If the unit has been vacant, eggs could hatch that were unseen and infestation can occur in a very short period of time. Check prior to the inspection for dead bugs if the unit has been exterminated as bugs continue to crawl out and die for some time. If the unit has failed for roaches, be absolutely certain all the bugs have been abated. Don’t be surprised by a new batch just hatched on the second and final inspection

**9. UNIT NOT READY FOR INSPECTIONS.**

The unit must be completely ready for move-in at time of inspection.

**10. NO SHOW APPOINTMENTS.**

Anyone 18 or over can meet the inspector to let them in the unit. A landlord representative is strongly advised to attend the inspection as the tenant cannot make decisions or commitments for the landlord. Landlords that do not attend an inspection forfeits any rights to grievance