

The Housing Authority of Columbus  
HAPP/Section 8

1180 Martin Luther King Jr. Blvd.

Columbus, Georgia 31906

# GENERAL GUIDELINE FOR INSPECTIONS

09/18/2020

## **WELCOME**

The HAPP/Section 8 Department of the Columbus Housing Authority is providing information to assist you in having your unit comply with the Housing Quality Standards (HQS). We could not cover every possible condition in this summary, but if you are unsure about a situation or condition, please contact our inspection staff at: 706-571-2873:

**Angela Suggs - Ext 2833 [asuggs@columbushousing.org](mailto:asuggs@columbushousing.org)**

**Angel Reynolds - Ext 2875 [areynolds@columbushousing.org](mailto:areynolds@columbushousing.org)**

**Marcus Johnson – Ext 2874 [mjohnson@columbushousing.org](mailto:mjohnson@columbushousing.org)**

**Mon.-Fri. 7:30 AM to 4:30 PM**

**Lunch 12:00 PM - 1:00 PM**

## **CONTENTS:**

There are three principle areas to be covered in this booklet:

### **\*INTERIOR ROOM REQUIREMENTS**

(Electrical, Door, Windows, Burglar Bars, Storage & Preparations, General Plumbing, Bathroom Ventilation & Bedrooms)

### **\*MECHANICAL SYSTEM**

(Heaters, Water Heaters, Electrical Panels, & Smoke Alarms)

### **\*EXTERIOR REQUIREMENTS**

(Unit Exterior, Site Conditions, & Infestation)

## **INTERIOR ROOM REQUIREMENTS**

### **Electrical**

- \* All rooms except the bathroom must have at least 2 wall outlets (they must not be located on the same wall) or one permanent light fixture and one wall outlet.
- \* All light fixtures must have a cover or a globe. If it is a ceramic fixture, it must have a clip-on shade.
- \* All electrical covers must be in place and show good condition.
- \* All exposed electrical wires must be covered in conduit, EMT (electrical metal pipe), or wall molding.
- \* All three prong outlets must be properly wired and grounded.
- \* All light fixtures must have bulbs installed in each open socket.

### **Doors**

- \* All doors must operate freely, without visible deterioration and must latch into strike plate on door frame (jamb).
- \* All needed hardware must be present and in good working condition.
- \* An interior hollow core door shall not be used for an exterior door.
- \* Exterior doors must be completely weather sealed and have approved locking device.
- \* May not have double keyed dead bolt locks on any exit doors to include security doors/window bars

### **Windows**

- \* Every window in unit must operate as designed, with all necessary hardware (including locks) and be free from deterioration and cracks.

### **Burglar Bars**

- \* Bars are permitted when installed with this safety restriction: at least one window in a room used for sleeping this includes the living room must allow entry and exit in case of a fire (swing out bars or thumb turn locks).

### **Screens**

- \* Window screens will be a tenant preference if central a/c is provided. However, if screens are present, they must be in good condition. Screen material stapled or nailed to a window is not acceptable. If there is window unit a/c or no a/c screens ARE required on all windows designed to open and exterior doors must have properly operating screen doors.

### Walls/Ceiling's

- \* All interior surfaces must be free from cracking, flaking, peeling, buckling, rotting, or other deterioration (all baseboards and trim must be in place).

- \* For initial inspections (new move in's) all surfaces are to be freshly painted or be without blemishes or defects.

### Flooring

- \* The entire floor system must be in good condition. Floor coverings in all interior rooms must be properly installed and in good condition, free from damage, excessive wear, stains or soil.
- \* Kitchen **and** bathroom must have water resistant flooring. Indoor/outdoor carpet is not acceptable.

### Kitchen

- \* The kitchen must have properly working stove/microwave and refrigerator that are free from deterioration, rust, mechanical defects, missing parts, etc.

### Food Storage and Preparation

- \* Sufficient storage and counter space shall be provided to store and prepare food. It shall be cleaned or painted, and all defects and holes repaired

### Faucets/Sinks/Tubs>Toilets/General Plumbing

- \* All fixtures must be properly installed, have sufficient water pressure, operate properly and without leaks.

- \* Fixtures shall not have cracks, chips, worn or missing parts

- \* All worn or cracked toilet seats and tanks lids shall be replaced, they must fit properly.

### Bathroom

- \* Each bathroom must have proper ventilation. An operable window or an electric exhaust fan is required.

- \* Shower Rods, towel bars and toilet paper holders are required.

### Bedroom Qualifications

- \* A bedroom is defined as a room with 70 square feet or larger, located off a common area (hall, kitchen, den, living room).

- \* It must have a constructed closet with at least 4 square feet of space and a rod for hanging clothes, no door is required.

- \* All bedrooms must have a door that meets door requirements and must afford **absolute privacy** to the occupant(s). Connecting rooms without a common area access are considered sleeping areas and will affect the unit's bedroom size rating.

- \* All bedrooms must allow natural sun light to come through the room. (window that opens, picture window or a sky light).

## **MECHANICAL SYSTEMS**

### Heaters

- \* A permanent primary heating device must be properly installed, capable of sufficiently heating the **entire** unit during minimum winter conditions to at least **65** degrees F. It must operate safely, without defects or missing parts.

- \* Un-vented gas burning heaters and portable fuel burning heaters are **NOT** acceptable.

- \*\* A space heater is not acceptable as the primary source of heat

### Water Heaters

- \* Must be in good condition, properly located and installed according to the latest codes and ordinances established.

- \* A temperature and pressure relief valve must be present and a  $\frac{3}{4}$  inch drain line from the pressure relief valve to the exterior of the home, apartment, etc and the ground.

- \* All gas water heaters located in living areas such as a living room, bathroom, kitchen, bedroom, or a common hallway shall have a barrier around the unit that extends at least 6" above the top of the heater.

### Electrical Panel

- \* All breakers or fuses required shall be present and in good condition, free from any damage or defects and capable of supplying adequate service for anticipated load.

- \* No spaces can be left open in the electrical panel. A cover plate must be over spaces.

### **Alarms**

- \* A properly working battery operated smoke alarm must be present and located near each sleeping area(s) and on each floor (story).
- \* If there is gas a properly working battery operated carbon monoxide detector must be present and located near each sleeping area(s) and on each floor (story).

### **EXTERIOR REQUIREMENTS**

#### **EXTERIOR**

- \* Street number shall be located on the unit, near the entrance and be visible from the street.
- \* Exterior of the structure(s) including detached storage building and garages shall be free from all visible defects, peeling, flaking, cracking, rotting or missing components.
- \* Handrails are required on 4 or more steps (risers), this means if you pick your feet up 4 or more times a handrail down one side will be required.
- \* A safety rail is required on any porch, retaining wall, or drop off over 30 inches high.
- \* Baluster spacing shall be no more than 4 inches on railing 36 inches or higher above ground level.

#### **Site Conditions**

- \* Yards and premises shall be routinely maintained and free from excessive growth or various trash, rubbish, disabled vehicles, old appliances, etc.

#### **Infestation**

- \* The property owner is responsible for pest control prior to occupancy and should consult the lease agreement for responsibility during occupancy.

#### **The following are considered life threatening conditions and will be 24-hour emergencies except on initials (new move-ins)**

- \* Any condition that jeopardizes the security of the unit.
- \* Major plumbing leaks or flooding, waterlogged ceiling or floor in imminent danger of falling.
- \* Natural, LP gas or fuel oil leaks or fumes.
- \* Any electrical problem or condition that could result in shock or fire.
- \* Absence of a working heating system when outside temperature is below 45 degrees Fahrenheit.
- \* Conditions that present the imminent possibility of injury.
- \* Obstacles that prevent safe entrance or exit from the unit.
- \* Inoperable or missing smoke detectors or carbon monoxide detectors.

<<<<REMINDER>>>

**ALL UTILITIES (Power, Water & Gas)**

**MUST BE ON BEFORE ANY INSPECTION CAN BE PERFORMED.**

#### **Before HAPP payments can begin:**

1. The unit must pass HQS inspections.
2. The rent for the unit must be established between the owner/manager and the agency, we must be able to justify the rent by finding 3 similar units in the same area that rent for at least the amount proposed.
3. The resident must occupy the unit on or after the inspection complies.

**Thank you for supporting the HAPP Program**