



HAP CHECK NEWS

**THE HOUSING AUTHORITY OF THE CITY OF LONG BEACH
OWNER NEWSLETTER**

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---IMPORTANT INFORMATION---

Being Prepared -- Pre-Inspection Checklist

Here as a reminder, are the guidelines on preparing your unit for inspection. Your contract with the Housing Authority requires that your unit meet these requirements.

EXTERIOR

- Address and unit numbers must be visible for emergency identification.
- Roof, gutters and down spouts should be sound and free from hazards.
- Properties with four to sixteen apartments (where the owner does not reside on the premises) must have a notice stating the owner/agent's name and address posted in a conspicuous place on the premises.
- All exterior surfaces must be free of any peeling & flaking paint/stucco.
- All crawl and vent screens must be secure and intact.
- Exterior must be kept in every part clean, sanitary, and free from all accumulation of debris, abandoned or inoperable motor vehicles and vehicle parts, filth, rubbish, garbage, rodents, insects and other vermin, excessive vegetation and other offensive matter.
- All public hallways, stairs and other exit ways must be adequately lighted at all times.
- Mailboxes must be in proper working condition.

WATER HEATER

- Must be secured with rated earthquake straps.
- Must have a pressure relief valve with discharge line extending to within 2 feet above floor.
- Water heater cabinet must be intact and secure.
- All sections of exhaust vent must be properly installed and connected.

WINDOWS

- All cracked and broken glass must be replaced.
- Glazing, sashes and frames must be intact and working.
- Windows must be weather stripped as needed.
- All bedrooms and living rooms must have at least one operable window for ventilation. A bathroom does not require a window if it is equipped with an approved operative mechanical ventilation system.
- All windows require a screen and approved working lock.

STAIRWAYS

- Handrails are required on sections of four or more steps and must be secure

ELEVATORS

- Must have a current inspection permit.

FLOORS

- All wood floors must be sanded to a smooth surface and sealed.
- Bathroom and kitchen floor surfaces shall be constructed and maintained so as to be substantially impervious to water.
- All floors must be in a finished state (no plywood).
- On new leases when tenant has not yet moved in, all floors should be thoroughly cleaned.
- All floors should have some type of base shoe, trim or sealing for a finished look.
- All floors must be free of lumps, rips, tears, holes, and secured at seams.

ELECTRICAL

- The kitchen requires at least two working outlets and one working permanently installed light fixture.
- Most other rooms require at least one outlet and one permanently installed light fixture or two outlets.
- All electrical hazards must be eliminated, e.g., missing or cracked outlet cover plates, exposed wiring.
- Electricity must be on at time of inspection or inspection will be rated as fail.
- The bathroom requires one permanently installed light fixture and one outlet.

HEATING/COOKING

- All heat sources must be capable of maintaining an interior temperature of at least 70 degrees at all times.
- All gas heat sources must have a fuel shut-off valve.

- All heater fireboxes must be kept clean and free of debris.
- Pilot lights on stoves must be working properly.

INFESTATION

- Any infestation of rodents or vermin (roaches, ants, water bugs, etc.) in a unit or building must be eliminated

DOORS/EGRESS

- Egresses must be free of obstruction.
- All fire exits must be kept in good working condition.
- In bedrooms where the window is used for emergency exit, at least one window must be operable and sized for fire exit. If window security bars or security screens are present on emergency exit window, they must be equipped with a quick release system that does not require prior knowledge to open. The owner is responsible for instructing the family on the use of the quick release system.
- All exterior doors must be weather tight to avoid any air or water infiltration, have no holes, have all trim intact, and have a threshold.
- All exterior doors must be capable of being locked. Double cylinder deadbolt locks must be re-placed with single cylinder deadbolt locks. Locks must be of adequate strength to provide security for the unit. Chain locks are not adequate.
- Knobs and striker plates must be present and in good working condition.
- All doorframes must be intact.
- All interior doors must have no holes, have all trim intact, and be capable of being opened easily by tenant without use of a key.

WALLS & CEILINGS

- All ceilings and walls should be repaired to a like-new condition, including patching any holes or cracks, sanding all surfaces to a smooth finish and painting wall surfaces (excluding natural wood, paneling, wallpaper, etc.) on all new leases where tenant is not lease-in-place.
- All units must be painted every five years or more frequently if deemed necessary by the inspector.
- All walls in a tub or shower area must be covered with ceramic tile or a substitute material that is impervious to water to prevent water damage and eventual deterioration.

GAS

- Gas must be on at time of inspection with all pilots lit or inspection must be rated as fail.

KITCHEN

- Refrigerator must be present and in good working condition.
- Stove must be present and in good working condition with all knobs present.
- All other appliances must be in good working condition.

BEDROOMS

- A bedroom must have a floor area of not less than 70 square feet.
- Access to any required exits of a room or suite of rooms designated as bedrooms must be possible without passing through a bathroom or toilet room.

CLOSETS

- Rollers must be in good working condition.
- A clothes rod must be present (if designed for one.)

SMOKE DETECTORS/FIRE EXTINGUISHER

- Each dwelling unit must contain at least one battery-operated or hardwired smoke detector in proper working condition on each level of the unit. If the unit is occupied by hearing-impaired persons, smoke detectors must have an alarm system designed for hearing-impaired persons.
- A smoke detector must be installed in each sleeping area and in areas such as hallways that give access to sleeping areas.
- Tenants are responsible for providing and replacing batteries for battery powered units.
- Fire extinguisher must be present and in good working condition in all areas required by Long Beach Fire Code.
- It is recommended that a fire extinguisher be wall mounted in or near the kitchen area.

CABINETS

- Must be intact including all knobs, hinges, drawers and shelves.
- On new leases when tenant is not lease-in-place, cabinets and drawers should be thoroughly cleaned.

MANAGEMENT

- A janitor, housekeeper, or other responsible person shall reside upon the premises and shall have charge of every apartment house in which there are sixteen or more apartments.

SITE & NEIGHBORHOOD

- The property must be reasonably free of serious conditions, which would endanger the health or safety of residents:
 - Criminal activity
 - Hazardous or disruptive activity
 - Illegal drug usage and/or sale
 - Nuisance or harassment of the public –Excessive noise