

**NORTH CHICAGO HOUSING AUTHORITY**  
**1440 JACKSON STREET, NORTH CHICAGO, ILLINOIS 60064**  
**Phone: (847) 785-4300 Fax: (847) 689-4489**

**THE TOP REASONS WHY UNITS FAIL HQS INSPECTION**

*Owners should pay particular attention to the following items when preparing their units for inspection. Use of this document will help you pass the HQS Inspection*

**Windows**

- Severe deterioration or windows allowing drafts and weather inside the unit.
- Broken and missing windowpanes or boarded up windows.
- No window in the living room.
- The bedroom doesn't have at least one window that opens.
- Bathroom does not have either a working vent fan or a window that opens.
- No locks on 1st floor windows or other windows accessible from the ground.

**Doors**

- Lack of weather-stripping.
- Inoperable locks or locks installed that require a key to open from the inside, including security doors.
- Doors that do not close properly preventing the lock from working.
- Lock must be opened by a key from the outside and by a turn piece, knob or handle, which does not require a key or special knowledge to operate.
- NO DOUBLE CYLINDER LOCKS ARE PERMITTED.

**Walls and Ceilings**

- Bulging plaster or wallboard, damp plaster from leaks, holes.

**Paint (units built before 1978 and occupied by child under age 6)**

- Peeling, chipping, flaking, chalking paint on any painted surface in unit, common areas or exterior.
- Rotting or deteriorated substrate under painted surface.

**Electricity**

- Outlets and overhead/wall mounted fixtures that do not work or were improperly installed.
- Missing covers on outlets and switches. Exposed, cracked, frayed wiring or wiring not properly secured.
- Electrical boxes missing knockouts or open spaces in boxes without breakers or blanks.
- Utilities are not turned on.

**Safety**

- Unit lacks an operable smoke detector in one or more sleeping room or other required spaces, such as common areas.
- Presence of gas leaks or fumes.

**Floors, Decks, Porches and Exteriors**

- Holes in floors allowing drafts or entry by vermin.
- Tripping hazards, such as protruding nails or holes in carpets.

- Roof leaks.
- Fences or garages that are unsound and have safety hazards.

### **Plumbing Leaks**

- Leaking faucets, toilets, or fixture drain pipes.

### **Appliances**

- Missing appliances that are listed as “provided by owner” in the lease.
- Stoves and refrigerators that do not work or are missing manual shut off for gas range.
- Stove burners that do not work or have missing knobs.
- Oven not working or oven door not closing properly.

### **Handrails and Guardrails**

- No handrails on steps with 4” or more risers or on 3 steps or greater
- No guardrails around decks or porches that are 30” or more inches off ground level.

### **Water Heaters and Heating Equipment**

- No pressure relief valve or no discharge line within 6” of ground on the hot water heater. No manual shut off valves on heating and hot water equipment fired by fuel.

### **General**

- Some fixtures or facilities within the unit are not clean.
- Trash and/or debris in yard or premises.
- No screens on windows and doors when refrigerated air is not available.