

# HOUSING AUTHORITY OF JOLIET



## ***HOUSING QUALITY STANDARDS***

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## **OVERVIEW OF THE HOUSING AUTHORITY OF JOLIET'S HOUSING QUALITY STANDARDS**

### **Housing Quality Standards Purpose:**

*The goal of the Housing Choice Voucher Program is to provide “decent, safe, and sanitary” housing at affordable cost to lower income families.*

*To accomplish this, the U.S. Department of Housing and Urban Development (HUD) regulations (Section 882.109) set forth basic Housing Quality Standards which all units must meet before rental by program participants. The regulations stipulate that each unit placed under the Housing Choice Voucher Program shall meet basic “performance requirements” with respect to the following thirteen (13) key aspects of Housing Quality Performance requirements and acceptability criteria to meet each of the performance requirements.*

### **Performance Requirements:**

- Sanitary facilities
- Food preparation and refuse disposal
- Space and security
- Thermal environment
- Illumination and electricity
- Structure and materials
- Interior air quality
- Water Supply
- Lead-based paint

- Access
- Site and neighborhood
- Sanitary condition
- Smoke Detectors

*Further definition of HUD and the Housing Authority of Joliet's Housing Quality Standards is contained herein.*

*The U.S. Department of Housing and Urban Development's acceptability criteria set forth minimum acceptable conditions. That applies across the country to units in the Housing Choice Voucher Program. The development of more stringent Housing Quality Standards for Housing Choice Voucher Programs by HUD for nationwide usage would be difficult due to the diversity of housing stock characteristics. Because of those characteristics, HUD regulations permit Housing Authorities, such as the Housing Authority of Joliet, to develop a stringent set of Housing Quality Standards where justified by factors such as local climate; geographical conditions; or state, local or model codes.*

*Ever doubt the Housing Authority has adopted a high standard. These standards were developed as not to adversely affect the availability of acceptable housing to program participants.*

*The primary objective of the Housing Authority of Joliet's Housing Quality Standards is to provide “decent, safe, and sanitary” housing at affordable cost to program participants and to enforce consistency among the Housing Authority's HQS inspectors.*

## **RESPONSIBILITIES:**

### **Responsibilities of the Housing Authority:**

Ensure that all units in the Housing Choice Voucher Program meet the Housing Quality Standards.

Inspect unit in response to Request for Lease Approval. Inform potential tenant and owner of results and necessary actions.

Encourage tenants and owners to maintain unit up to standards.

Make inspection in response to tenant or owner complaint or request. Inform tenant or owner of necessary actions and time period for compliance.

Make annual inspection of the unit to ensure that it still meets the Housing Quality Standards. Inform the tenant and owner of the results, necessary actions, and time period for compliance.

### **Responsibilities of the Tenant:**

Live up to the terms of your lease.

Do your part to keep the unit safe and sanitary.

Cooperate with the owner by informing him or her of any necessary repairs.

Cooperate with the PHA for initial, annual, and complaint inspections.

### **Responsibilities of the Owner:**

Comply with the terms of the lease.

Generally maintain the unit and keep it up to the Housing Quality Standards outlined in this booklet.

Cooperate with the tenant by responding promptly to requests for needed repairs.

### **Initial Inspection:**

Once a certificate holder (prospective tenant) and prospective owner (landlord) have requested lease approval for a specific unit, the Housing Authority's Housing Quality Standard Inspectors are responsible for scheduling an initial inspection on the date as agreed by the Housing Authority Inspector and owner to determine if the unit meets the Housing Authority's Housing Quality Standards and if said unit will be accepted in the Section 8 Certificate Program.

### **Annual Reinspection:**

An annual inspection should be performed no more than one year after the date of the previous inspection.

A reminder notice in advance of the intended time period for the annual inspection is a useful way to prompt the owner to assure that the unit is in compliance with all aspects of the Housing Quality Standards. The inspection itself should be scheduled sufficiently far in advance of the date for lease renewal to provide time for necessary repairs to be completed before the lease anniversary date.

The inspection should be scheduled so that the tenant is present, if possible, since the tenant is an important source of information on the owner's provision of maintenance, services, and utilities.

**Special/Complaint Inspection:**

When a complaint is made by either tenant or owner as a result of the unsatisfactory condition of an item covered in the HUD Housing Quality Standards, and inspection must be made. The inspector should schedule the inspection as quickly as possible. The inspector should identify those complaints, which present an immediate danger thereby requiring an immediate inspection. Situations that would require an immediate inspection are conditions that immediately endanger the health and safety of the tenant (e.g., exhaust fumes from a heating system, no heat in winter months, no electricity, and no water). Where possible the inspection should be scheduled so that both parties are present. Said deficiencies shall be corrected within twenty-four (24) hours.

**Quality Control Inspection:**

The quality control inspections serve a number of purposes. First, they provide assurances that only those units which meet the Housing Quality Standards are approved for program subsidies. Secondly, the quality control inspections serve to catch inadvertent errors, which may have been made by the inspectors. Further, such inspections provide the inspection supervisor with information concerning the general level of competence and consistency of the inspection staff. Finally, a quality control program encourages higher performance by the inspectors since they are aware that their work is subject to periodic review.

In order to assure that these quality objectives are met, there must be a reinspection of some units originally inspected by each inspector. HAJ requires an inspection of a random sample of at least 10 percent of the

approved units; a larger sample may be necessary if inconsistencies are found.

**Reinspection:**

The inspector must reschedule an inspection of those units failing to meet the HAJ's HQS Standards as outlined in this manual. When the owner informs the Housing Authority that all required repairs are completed, a reinspection is scheduled. This sequence continues until the unit meets the Housing Quality Standards, the owner refuses to make the repairs, or the certificate holder is no longer interested in occupying the unit.

If the owner/landlord is unwilling to make the repairs, the certificate holder must be notified, so that he or she can again begin the search for an acceptable unit, or the owner/landlord HAP payment shall be abated until all unit deficiencies are corrected.

**Judgment Calls and Exceptions:**

Although the Checklist and this Manual have been developed in an attempt to reduce the amount of discretion needed to perform the inspection, there will obviously be numerous cases when an inspector's decision will be a "judgment call." In this case, it is recommended that the inspector record the reason for the decision and then review the particular decision with the inspection supervisor at the Housing Authority. In this manner, the inspection supervisor or outside expert can lend consistency to the outcome of difficult decisions rather than having each individual inspector making these decisions independently.



## **LIVING ROOM**

### **Interior surfaces:**

All interior surfaces including ceiling, trim, baseshoe, walls, windows, and doors shall be maintained in good clean and sanitary condition.

**Not acceptable** are large cracks or holes that allow drafts, peeling paint, loose plaster, decayed wood, and severe bulging. Peeling wallpaper must be re-glued and/or replaced. Loose paneling and other defective surface conditions shall be corrected.

It is **recommended** that semi-gloss or enamel paint be used on all walls to provide a better surface for cleaning. Unit must be freshly painted for new residents.

### **Electricity:**

Every occupied building shall be provided with an electrical system. The size and usage of appliances and equipment shall serve as a basis for determining the need for additional facilities in accordance with city code. Every dwelling shall be served by a main service that is not less than 100 amperes and three wires.

### **Required Receptacles:**

Every habitable space in a dwelling shall contain at least two (2) electric outlets, or one (1) outlet and one (1) permanent overhead or wall light fixture. GFCI receptacles are required within six (6) feet of any water source. All outlets need to be grounded.

### **Electrical Hazards:**

Where it is found that the electrical system has inadequate service, improper fusing, insufficient outlets, improper wiring or installation, hanging fixtures, missing or cracked cover plates, on switches, or outlets, over loaded circuits (refer to

tenant), electric cords under rugs or other floor coverings, no extension cords as part of permanent wiring, and deterioration or damage, or similar reason, the Housing Quality Standards Inspector shall require the defects to be corrected to eliminate the hazard.

### **Heat Source:**

All habitable spaces must have a direct heat source. A heat source capable of maintaining a room temperature of seventy degrees (70°F) during the period from October 15 to April 15. To maintain the room temperatures as specified above during the hours between 6:30 a.m. and 10:30 p.m. of each day and not less than sixty-five degrees (65°F) during other hours at a minimum.

### **Unsafe Heating Appliances:**

Stove and oven shall be prohibited as a heating source.

Unvented fuel burning space heaters are a health hazard and must be given a fail rating for heat source. Combustible material around the furnace is a fire hazard and must be removed immediately.

### **Floors:**

Finished floors or floor covering materials such as wood, vinyl, linoleum and other resilient floor covering materials must be in good condition. It is recommended that carpeting be installed in living room area. All carpets need to be shampooed not less than 25% worn.

**Not acceptable** are cracks or holes, missing or warped floor board in the floor surface, loose carpeting (must be restretched) or floor tile or any tripping hazard. Wood surfaces must be sanded to a smooth surface and be sealed. All

floors must be in a finished condition.  
(No plywood flooring.)

**Window(s):**

Every habitable space shall have at least one (1) operable window for the purpose of ventilation, other than a fixed window, shall be easily openable and capable of being held in position by window hardware. Have working window locks (first floor or other accessible window): must be weathertight to avoid any air or water infiltration. The total openable area of the window in every room shall be equal to at least 50 percent of the minimum glazed area.

**Not acceptable** are windows with cracked, broken, or missing panes and windows that do not shut, damaged or deteriorated sashes, peeling paint (must be scraped and painted) decayed wood, severe bulging, all glazing materials shall be maintained free from cracks and holes; and other defective surface conditions shall be corrected.

Windows that are nailed or painted shut are not acceptable.

**Screens:** Every storm door, window(s) and other outside opening utilized or required for ventilation purposes shall be supplied with approved tightly fitting screen and provide same for storm door.

**Storm Door:**

All storm doors shall be maintained in good condition, must have a locking device, weathertight with hinges. Kickplate and door sweep intact. Every storm door shall have a self-closing device in good working condition. (See screens for requirement.) All wooden exterior doors require a storm door.

**Exterior Doors Requirement:**

Must have a lock that works (deadbolt with an interior thumb latch and locking passage lock set); solid core; weathertight to avoid air or water infiltration; solid door jamb with a striker plate; trim and threshold intact; door stop(s) and must have viewer if no window within three (3) feet.

All exterior doors and hardware shall be maintained in good condition.

All means of egress doors shall be ready openable from the side from which egress is to be made without the need for keys.

**Not acceptable** are doors with peeling paint; holes; decayed wood; busted door jamb and other defective surface conditions shall be corrected.

## **KITCHEN:**

### **Interior surfaces:**

All interior surfaces including **ceiling, trim, baseshoe, walls, windows, and doors** shall be maintained in good, clean, and sanitary condition.

**Not acceptable** are large cracks or holes that allow drafts, peeling paint, loose plaster, decayed wood, severe bulging. Peeling wallpaper must be re-glued and/or replaced. Loose paneling and other defective surface conditions shall be corrected.

It is **recommended** that semi-gloss or enamel paint be used on all walls to provide a better surface for cleaning. Units must be freshly painted for new residents.

### **Food Preparation:**

All spaces to be occupied for food preparation purpose shall contain suitable space and equipment to store, prepare, and serve foods in a sanitary manner. There shall be adequate facilities and services for the sanitary disposal of food wastes and refuse, including facilities for temporary storage.

Cabinets, storage, and preparation area shall be maintained clear, dry, and free of defects, structurally sound and be capable of supporting the imposed loads.

### **Countertop Preparation Area:**

Provide plastic laminate countertop backsplash and endsplash or shall be constructed to maintain so as to be substantially impervious to water. Fasten countertop to base units into underside of countertop. Caulk all joints to conceal open space between countertop and walls so as to be substantially impervious to water.

**Not acceptable** are defective or broken drawer fronts, drawer-glide suspension or nylon rollers, damaged cabinet doors and hardware, exposed surface areas not impervious to water.

### **Electricity:**

Every occupied building shall be provided with an electrical system, the size and usage of appliances and equipment shall serve as a basis for determining the need for additional facilities in accordance with city code. Every dwelling shall be served by a main service that is not less than 100 amperes and three wires.

### **Required Receptacles:**

Every habitable space in a dwelling shall contain at least two (2) electric outlets, or one (1) outlet and one (1) permanent overhead or wall light fixture. Ground fault circuit interrupter (GFCI) receptacles must be installed in all kitchens to eliminate possible electrical hazard. Outlets within six (6) feet of faucet or any water source shall be replaced with GFCI receptacles.

### **Electrical Hazards:**

Where it is found that the electrical system has inadequate service, improper fusing, insufficient outlets, improper wiring or installation, hanging fixtures, missing or cracked cover plates, on switches, or outlets, overloaded circuits (refer to tenant), electric cords under rugs or other floor coverings, no extension cords as part of permanent wiring, any deterioration or damage, or similar reason, the Housings Quality Standards Inspector shall require the defects to be corrected to eliminate the hazard.

### **Heat Source:**

All habitable spaces must have a direct heat source. A heat source capable of maintaining a heat source capable of maintaining a room temperature of

seventy degrees (70°F). During the period from October 15 to April 15 to maintain the room temperatures as specified above during the hours between 6:30 a.m. and 10:30 p.m. of each day and not less than sixty-five degrees (65°F) during other hours at a minimum.

**Unsafe Heating Appliances:**

Stove and oven shall be prohibited as a heating source.

Unvented fuel burning space heaters are a health hazard and must be given a fail rating for heat source. Combustible material around the furnace is a fire hazard and must be removed immediately.

**Floors:**

Finished floors or floor covering materials such as wood, vinyl, linoleum, terrazzo, and other resilient floor covering materials must be in good condition.

**Not acceptable** are cracks or holes, missing or warped floor board in the floor surface, loose carpeting (must be restretched) or floor tile or any tripping hazard. Wood surfaces must be sanded to a smooth surface and be sealed. All floors must be in a finished condition (No plywood). It is recommended that carpeting be installed in living room area.

Kitchen floor surface shall be constructed and maintained so as to be substantially impervious to water which also allows surface to be easily kept in a clean and sanitary condition.

**Window(s)**

Every habitable space shall have at least one (1) operable window for the purpose of ventilation, other than a fixed window shall be easily operable and capable of being held in position by window hardware. Have working window locks

(first floor or other accessible window); must be weathertight to avoid any air or water infiltration.

The total operable area of the window in every room shall be equal to at least 50 percent of the minimum glazed area.

**Not acceptable** are windows with cracked, broken, or missing panes and windows that do not shut, damaged or deteriorated sashes, peeling paint (must be scraped and painted) decayed wood, severe bulging, all glazing materials shall be maintained free from cracks and holes; and other defective surface conditions shall be corrected.

Windows that are nailed or painted shut are not acceptable.

**Screen/Ventilation:**

Window(s) and other outside opening utilized or required for ventilation purposes shall be supplied with approved tightly fitting screen and provide same for storm door.

The absence of a window does not fail this item in the kitchen. However, in the absence of a window, a rangehood shall be vented to the outdoors by a single-wall pipe constructed of galvanized steel, stainless steel, copper or other material approved by the Housing Authority of Joliet's Housing Quality Standards Inspector for the use intended. Vents serving rangehoods shall not terminate in an attic or crawl space or any area inside the building. Labeled un-vented rangehoods shall be installed in accordance with the terms of their label.

**Storm Door:**

All Storm doors shall be maintained in good condition must have a locking device, weathertight with hinges. Kickplate and door sweep intact. Every storm door shall have a self-closing device in good working condition. (See screens for requirement.)

**Exterior Doors Requirement:**

Must have a lock that works (deadbolt with an interior thumb latch or locking passage lock set); solid core; weathertight to avoid air or water infiltration; solid door jamb with a striker plate; trim and threshold intact; door stop(s) and must have viewer if no window within three (3) feet.

All exterior doors and hardware shall be maintained in good condition.

All means of egress doors shall be readily openable from the side from which egress is to be made without the need for keys.

**Not acceptable** are doors with peeling paint; holes; decayed wood; busted door jamb and other defective surface conditions shall be corrected.

**Kitchen Sinks:**

All plumbing fixtures shall be properly installed and maintained in working order and shall be kept free from obstructions, leaks and defects and be capable of performing the function for which such plumbing fixtures are designed.

The kitchen sink shall be supplied with hot or tempered and cold running water.

The water supply system shall be installed and maintained to provide a sufficient volume and at pressures adequate to enable the fixtures to function properly, safely, and free from defects and leaks. (A bathroom sink will

not satisfy this requirement.) It is recommended that all sinks and water closet water lines have shut-off valves.

**Sanitary Drainage System:**

All plumbing fixtures shall be properly connected to either a public sewer system or to an approved private sewage disposal system. Every plumbing stock vent, waste, and sewer line shall function properly and be kept free from obstructions, leaks, and defects.

**Stove or Range with Oven:**

Both an oven and a stove (or range) with top burners must be present and working. If either is missing, the Housing Quality Standard Inspector shall check "Fail." The Housing Quality Standard Inspector shall check "Inclusive" if the tenant is responsible for supplying the appliances and he or she has not yet moved in. The Housing Quality Standard Inspector shall contact the tenant or prospective tenant to gain verification that facility will be supplied and is in working condition. Hot plates are not acceptable substitutes for these facilities.

An oven is not working if it will not heat up. To be working a stove or range must have all burners working and knobs to turn them off and on. Under "working condition," the Housing Quality standard Inspector shall look for hazardous gas hook-ups evidenced by strong gas smells; these should fail.

If both an oven and a stove or range are present, but the gas or electricity are turned off, check "Inconclusive." Contact owner or manager to get verification that facility works when gas is turned on. If both an oven and a stove or range are present and working, but defects exist, check "Pass" and note these to be right of the form. Possible defects are marked, dented, or scratched surfaces; cracked

burner ring; limited size relative to family needs.

three feet (3') between counterfronts and walls.

A microwave oven may be substituted for a tenant-supplied oven and stove (or range).

A microwave oven may be substituted for an owner-supplied oven and stove (or range) if the tenant agrees and microwave ovens are furnished instead of ovens and stoves (or ranges) to both subsidized tenants in the building or premises.

**Refrigerator:**

If no refrigerator is present the Housing Quality Standard Inspector shall use the same criteria for marking either "Fail" or "Inconclusive" as were used for the oven and stove or range.

A refrigerator is not working if it will not maintain a temperature low enough to keep food from spoiling over a reasonable period of time. If the electricity is turned off, mark "Inconclusive." Contact owner (or tenant if unit is occupied) to get verification of working condition.

If the refrigerator is present and working but defects exist, note these to the right of the form. Possible minor defects include: broken or missing interior shelving, dented or scratched interior and exterior surfaces, minor deterioration of door seal, and loose door handle.

**Prohibited Occupancy:**

Kitchen, non-habitable spaces, and interior public areas shall not be occupied for sleeping purposes.

**Minimum Room Widths and Ceiling**

**Height:** A habitable room, other than a kitchen, shall not be less than seven feet (7') in any plan dimension. Kitchens shall have a clear passageway of not less than

## **BATHROOM:**

### **Interior surfaces:**

All interior surfaces including **ceiling, trim, baseshoe, walls, windows, and doors** shall be maintained in good, clean and sanitary condition.

**Not acceptable** are large cracks or holes that allow drafts, peeling paint, loose plaster, decayed wood, and severe bulging. Peeling wallpaper must be re-glued and/or replaced. Loose paneling; and other defective surface conditions shall be corrected.

It is **recommended** that semi-gloss or enamel paint be used on all walls to provide a better surface for cleaning. Units must be freshly painted for new residents.

### **Electricity:**

Every occupied building shall be provided with an electrical system. The size and usage of appliances and equipment shall serve as a basis for determining the need for additional facilities in accordance with city code. Every dwelling shall be served by a main service that is not less than 100 amperes and three wires.

### **Required Receptacles:**

Every bathroom shall contain at least one (1) receptacle and at least one (1) electric lighting fixture. Ground Fault Circuit Interrupter (GFCI) receptacles must be installed within six (6) feet of a water source.

### **Electrical Hazards:**

Where it is found that the electrical system has inadequate service, improper fusing, insufficient outlets, improper wiring or installation, hanging fixtures, missing or cracked cover plates, on switches, or outlets, overloaded circuits (refer to

tenant), electric cords under rugs or other floor coverings, no extension cords as part of permanent wiring, any deterioration or damage, or similar reason, the Housing Quality Standards Inspector shall require the defects to be corrected to eliminate the hazard.

### **Water Closet, Shower, Bathtub, Wash Basin, or Lavatory:**

Every dwelling unit shall contain its own bathtub or shower, wash basin, or lavatory and water closet which shall be maintained in a sanitary, safe, working condition. The lavatory or wash basin shall be placed in the same room as the water closet or located in close proximity to the door leading directly into the room in which such water closet is located.

At least one (1) water closet, lavatory, or wash basin and bathtub or shower shall be supplied for each four (4) rooming units.

Toilet rooms and bathrooms shall provide privacy and shall not constitute the only passage to a hall or other space or the exterior.

All plumbing fixtures shall be properly installed and maintained in working order and shall be kept free from obstructions, leaks, and defects and be capable of performing the function for which such plumbing fixtures are designed.

Each bathroom sink, lavatory, bathtub or shower shall be supplied with hot or tempered and cold running water. The water supply system shall be installed and maintained to provide a sufficient volume and at pressures adequate to enable the fixture to function properly, safely and free from defects and leaks.

All plumbing fixtures shall be properly connected to either a public sewer system or to an approved private sewage

disposal system. Every plumbing stock vent, waste and sewer line shall function properly and kept free from obstructions, leaks and defects.

**Floors:**

Finished floors or floor covering materials such as wood, vinyl, linoleum, and other resilient floor covering materials must be in good condition.

**Not acceptable** are cracks or holes, missing or warped floor board in the floor surface, loose carpeting (must be restretched) or floor tile or any tripping hazard. Wood surfaces must be sanded to a smooth surface and be sealed. All floors must be in a finished condition. (No plywood flooring.) It is recommended that carpeting be installed in living room area.

Bathroom(s) floor surface shall be constructed and maintained so as to be substantially impervious to water which also allows surface to be easily kept in a clean and sanitary condition.

**Interior Doors:**

All interior doors and hardware shall be maintained in good condition, i.e., door handles, pulls, latches, passage locks, and other operating devices shall be at a maximum height of forty-eight (48) inches above the finished floor. The operating devices shall be capable of operation with one hand and shall not require tight grasping, tight pinching or twisting of the wrist to operate. All means of egress doors shall be readily openable from the side from which egress is to be made without the use of a key or special knowledge or effort.

**Window/Ventilation:**

The owner of the structure shall provide and maintain proper ventilation.

Every bathroom and toilet room shall comply with the ventilation requirement for habitable spaces.

Every window utilized or required for ventilation purposes shall be supplied with approved tightly fitting screen.

In lieu of window(s) for natural ventilation, a mechanical ventilation fan(s) complies with requirement. Air exhausted by a mechanical ventilation system from a bathroom shall be exhausted to the exterior without recirculation to any space or shall be recirculated where the system is provided with effective absorption and filtering equipment.

**Other Unacceptable Conditions:**

Outhouses or facilities shared by occupants of other units. Dripping faucets, minor leaks, cracked porcelain, slow or clogged drains.



## **BEDROOM(S)**

### **Other Rooms:**

"Other rooms" that are lived in include dens, halls, and finished basements or enclosed, heated porches. The requirements for other rooms that are lived in a similar to the requirements for the living room as explained below.

Every room occupied for sleeping purposes by one (1) occupant shall contain at least seventy (70) square feet of floor area, and every room occupied for sleeping purposes by more than one (1) person shall contain at least fifty (50) square feet of floor area for each occupant, and must have a closet with doors. (Wardrobes are acceptable).

### **Exception:**

Dwelling units that contain fewer than two (2) bedrooms.

### **Minimum Room Width:**

All bedrooms shall not be less than seven (7) feet in any plan dimension.

### **Exceptions:**

Kitchen(s) from these requirements.

### **Minimum Ceiling Heights:**

Habitable spaces, bathrooms, toilet rooms, and habitable basements. Areas shall have a clear ceiling height of not less than seven (7) feet.

### **Interior Surfaces:**

All interior surfaces including **ceiling, trim, baseshoe, walls, windows, and doors** shall be maintained in good clean and sanitary condition.

**Not acceptable** are large cracks or holes that allow drafts, peeling paint, loose plaster, decayed wood, and severe bulging. Peeling wallpaper must be re-

glued and/or replaced. Loose paneling and other defective surface conditions shall be corrected.

It is **recommended** that semi-gloss or enamel paint be used on all walls to provide a better surface for cleaning. Unit must be freshly painted for new residents.

### **Electricity:**

Every occupied building shall be provided with an electrical system. The size and usage of appliances and equipment shall serve as a basis for determining the need for additional facilities in accordance with city code. Every dwelling shall be served by a main service that is not less than 100 amperes and three wires.

### **Required Receptacles:**

Every habitable space in a dwelling shall contain at least two (2) electric outlets, or one (1) outlet and one (1) permanent overhead or wall light fixture. GFCI receptacles are required within six (6) feet of a water source.

### **Electrical Hazards:**

Where it is found that the electrical system has inadequate service, improper fusing, insufficient outlets, improper wiring or installation, hanging fixtures, missing or cracked cover plates, on switches, or outlets, overloaded circuits (refer to tenant), electric cords under rugs or other floor coverings, no extension cords as part of permanent wiring, any deterioration or damage, or similar reason, the Housing Quality Standards Inspector shall require the defects to be corrected to eliminate the hazard.

### **Heat Source:**

All habitable spaces must have a direct heat source. A heat source capable of maintaining a room temperature of seventy degrees (70°F). During the period from October 15 to April 15 to

*maintain the room temperatures as specified above during the hours between 6:30 a.m. and 10:30 p.m. of each day and not less than sixty-five degrees (65°F) during other hours at a minimum.*

**Unsafe Heating Appliances:**

*Stove and oven shall be prohibited as a heating source.*

*Unvented fuel burning space heaters are a health hazard and must be given a fail rating for heat source. Combust material around the furnace is a fire hazard and must be removed immediately.*

**Floors:**

*Finished floors or floor covering materials such as wood, vinyl, linoleum, terrazzo, and other resilient floor covering materials must be in good condition.*

**Not Acceptable** *are cracks or holes, missing or warped floor board in the floor surface, loose carpeting (must be restretched) or floor tile or any tripping hazard. Wood surfaces must be sanded to a smooth surface and be sealed. All floors must be in a finished condition. (No plywood.) It is recommended that carpeting be installed in living room area.*

**Window(s)/Ventilation:**

*Every habitable space shall have at least one (1) operable window for the purpose of ventilation, other than a fixed window, shall be easily openable and capable of being held in position by window hardware. Have working window locks (first floor or other accessible window); must be weathertight to avoid any air or water infiltration.*

*The total operable area of the window in every room shall be equal to at least 45 percent of the minimum glazed area.*

*Every window utilized or required for ventilation purposes shall be supplied with approved tightly fitting screen.*

**Original Design/New Construction Basement Bedroom:**

*All bedrooms located in a basement shall abide by the standards set forth above for all other bedrooms.*

*All bedrooms located in a basement shall have at least one operable window.*

**Not acceptable** *are windows with cracked, broken, or missing panes and windows that do not shut, damaged or deteriorated sashes, peeling paint (must be scraped and painted) decayed wood, severe bulging, all glazing materials shall be maintained free from cracks and holes; and other defective surface conditions shall be corrected.*

**Other Unacceptable Conditions:**

*Access from sleeping rooms: Sleeping rooms shall not constitute the only means of access to other sleeping rooms or habitable spaces.*

*Water closet accessibility: Every bedroom shall have access to at least one water close and one lavatory without passing through another bedroom.*

## **BUILDING ENVELOPE (Exterior)**

The building exterior shall be maintained in good repair, structurally sound, and sanitary so as not to pose a threat to the public health, safety, or welfare and maintained weatherproof and properly surface coated where required to prevent deterioration.

### **Exterior Surfaces:**

All painted wood and metal surfaces, including but not limited to windows, frames, doors, door frames, porches, and painted decks, shall be free of peeling, flaking, and chipped paint.

Not acceptable are exterior walls with holes, breaks, and loose or rotting materials.

### **Address Numbers:**

Street numbers assigned to units(s) or properties shall display in a position easily observed and readable. All numbers shall be Arabic numerals at least three (3) inches high.

### **Foundation Walls:**

The foundation walls shall be maintained plumb and free from open cracks and breaks and shall be kept in condition to prevent the entry of rain, drainage water, vermin, insects, and rodents.

### **Roofs, Gutters, and Downspouts:**

The roof and flashing shall be sound, tight, and not have defects that admit rain. Roof drainage shall be adequate to prevent dampness or deterioration in the interior walls. Roof drains, gutters, and downspouts shall be maintained in good repair and free from obstructions. Roof water shall not be discharged in a manner that creates a nuisance for neighbors.

### **Overhang Extension:**

All canopies, metal awnings, fire escapes, standpipes, exhaust ducts and similar overhang extensions shall be maintained in good repair and be properly anchored so as to be kept in a sound condition. When required, all exposed surfaces of metal or wood shall be protected from the elements and against decay or rust by periodic application of weather-coating materials, such as paint or similar surface treatment.

### **Chimneys:**

All chimneys, smoke stacks, and similar appurtenances shall be maintained structurally safe and sound, and in good repair.

### **Stairs and Railings:**

All interior stairs and railings shall be maintained in sound condition and good repair.

### **Mailboxes and Street Numbers - Recommendations:**

#### **Residential Single Mailboxes:**

Traditional brass mailboxes coated in a durable lacquer finish. Available in vertical or horizontal styles with detachable magazine hooks, or for multi-family mailboxes specify rack ladder or standard installation system.

#### **Rural:**

Made of ¼" steel. Can be mounted on the optional post or a base with adjustable red signal flags.

Consult with your local postmaster for mailbox specifications.

**Street Numbers:**

*Each structure to which a street number has been assigned shall have such number displayed in a position easily observed and readable from the public right-of-way. All numbers shall be in arabic numerals at least three inches (3") high and one-half inch (1/2") stroke.*

**Site and Neighborhood Conditions:**

**Hazardous Conditions:** *The site and neighborhood must be free from hazardous and unsafe conditions including, but not limited to, trash, debris, weeds, broken glass, dog waste, and broken fences.*

**Vehicles:** *Vehicles must be operable, not abandoned, without broken glass or excessive damage. Repair work to vehicles must be done inside the garage, and no hazardous condition should result from the repair work.*

**Garages:** *Garages excluded from lease agreements are considered part of the site and should be included in the inspection report. All garages must be maintained in a decent, safe, and sanitary condition, and must not have accumulation of trash and debris.*

**GFCI Receptacles:**

*Ground Fault Circuit Interrupter (GFCI) receptacles must be installed within six (6) feet of any water source – this includes basements, utility rooms, janitorial closets, mud rooms, laundry rooms, etc. ALL exterior electric outlets must be GFCI outlets with weatherproof covers.*

## **BASEMENT/UTILITY ROOMS**

### **Basement hatchways:**

Every basement hatchway shall be maintained to prevent the entrance of rats, rain, and surface drainage water.

### **Guards for basement windows:**

Every basement window that is openable shall be supplied with ratproof shields, storm windows, or other approved protection against the entry of rodents (Windows must have a screen if designed for one.)

### **GFCI Receptacles:**

Ground Fault Circuit Interrupter (GFCI) receptacles must be installed within six (6) feet of any water source – this includes basements, utility rooms, janitorial closets, mud rooms, laundry rooms, etc.

### **Water Heaters:**

All units must have a source of hot water. The water heater must be as the following:

- Be of sufficient size to provide adequate hot water for the tenant's needs;
- Be operating properly;
- Be vented properly;
- Have an operating pressure relief valve with piping down to six inches (6") above the floor;
- Have fuel shut-off valve (if natural gas); and
- Have a cover to conceal pilot light housing area and when so required, are properly vented to an

approved chimney or flue, are properly connected to waterlines and maintained in a safe and good operating condition. The water heating facility shall be capable of heating water to such a temperature as to permit an adequate amount of water to be drawn at every required kitchen sink, lavatory sink, and bathtub or shower at a temperature of not less than 120°F, and not more than 140°F. No water heating facility using solid, gaseous, or liquid fuel shall be installed in any room used or designed for sleeping purposes, bathroom, toilet room or garage, or in any room not properly ventilated; and

- Gas supply lines must have solid gas pipe with drip leg and shut off valve.

### **Water Supply:**

All water should come from City water lines and be connected properly. Private wells are allowable as long as the water has been tested and approved by Local or State Health Authorities.

### **Sewer System:**

All waste lines must be vented properly and connected to a public sewer system. A private sewer system is allowable if it has been approved by Local or State Health Authorities. No open vent lines are allowed.

### **Furnaces/Heating:**

All habitable rooms must have a direct heat source (source in room). Acceptable heat sources are: forced air furnaces, gravity fed furnaces, boilers (radiators), or electric panel heating.

*All heat sources must be capable of maintaining an interior temperature of at least seventy degrees (70°) at all times.*

*All heating units are to be kept in good operating condition, be vented properly, and be free from any possible fire hazards.*

*All heat sources should have fuel shut-off valves and a pressure relief valve is required for all boilers.*

*Gas lines must be solid gas pipe with 6" drip leg at the lowest point and a shut off valve must be present (Reference: CABO BOCA Chapter 19).*

## **HEALTH AND SAFETY**

The building and site must have:

### **Sanitation:**

All exterior property and premises shall be maintained in a clean, safe, and sanitary condition. The occupant shall keep that part of the exterior property which such occupant occupies or controls in a clean and sanitary condition.

### **Grading and Drainage:**

All premises shall be graded and maintained to prevent the erosion of soil and to prevent the accumulation of stagnant water within any structure located thereon.

### **Exception:**

Water retention areas and reservoirs approved by the code official.

### **Sidewalks and Driveways:**

All sidewalks, walkways, stairs, driveways, parking spaces, and similar areas shall be kept in a proper state of repair, and maintained free from hazardous conditions.

### **Weeds:**

All premises and exterior ground shall be maintained free from weeds or plant growth in excess of six (6) inches. Weeds shall be defined as all grasses, annual plants and vegetation, other than trees or shrubs provided; however, this term shall not include cultivated flowers and gardens.

### **Other Structures:**

All accessory structures, including detached garages, fences and walls, shall be maintained structurally sound and in good repair and free from unsafe conditions.

## **Stairways, Decks, Porches, and Balconies:**

Every exterior stairway, deck, porch and balcony greater than thirty (30) inches in height must have handrails, and all appurtenances attached thereto, shall be maintained structurally sound, in good repair, with proper anchorage and capable of supporting the imposed loads.

### **Stairs and Hallways:**

Ensure that interior flights of stairs with railings, and common hallways are safe and in good condition, no peeling cracking, or chipping paint repairs loose or broken handrails. Floor surface materials such as carpeting, wood, vinyl, linoleum. Must be intact to prevent tripping hazard. Provide lights that work in all common hallways and interior stairs.

### **Elevators:**

Elevators shall be maintained to sustain safely all imposed loads to operate properly and to be free from physical and fire hazards. In buildings equipped with passenger elevators, at least one elevator shall be maintained in operation at all times when the building is occupied.

*Note:* Buildings equipped with only one elevator shall be permitted to have the elevator temporarily out of service for testing or service.

## **Smoke Detectors & Carbon Monoxide Detectors:**

A minimum of one approved single-station or multiple-station smoke detector shall be installed and centrally located at **every level** of the dwelling unit(s), including basement and/or attic.

A properly working carbon monoxide detector must be installed on **each level**, including basement and/or attic, and within 15' of rooms used for sleeping.

Please comply with Local Fire Department Codes.

**Installation:**

All smoke detectors and carbon monoxide detectors shall be installed in accordance with the local building code.

Recommend portable fire extinguisher to be located in kitchen.

**Required Receptacles:**

Ground Fault Circuit Interrupter (GFCI) receptacles must be installed within six (6) feet of any water source – this includes basements, utility rooms, janitorial closets, mud rooms, laundry rooms, etc. ALL exterior electric outlets must be GFCI outlets with weatherproof covers.

**Emergency Escape:**

Every habitable room shall have at least one (1) openable window or exterior door approved for emergency egress or rescue.

Every second floor unit must have two (2) stair cases accessible to the exterior ground level, and must comply with requirements for fire exits.

**Security:**

Bars, grills or screens placed over emergency escape window shall be releasable or removable from the inside without the use of a key, lock, or force greater than that which is required for normal operation of the window.

**Extension Cords:**

Extension cords and flexible cords shall not be a substitute for permanent wiring. Extension cords and flexible cords shall not be affixed to structures; extended through walls, ceilings or floors, or under doors or floor coverings.

**Other Unapproved Conditions:**

Open junction boxes and open-wiring splices shall be prohibited. Approved covers shall be provided for all switch and electrical outlet boxes.

**Disposal of Rubbish:**

Every occupant of a structure shall dispose of all rubbish in a clean and sanitary manner by placing such rubbish in approved containers.

**Containers:**

The owners shall provide approved leak-proof containers with close-fitting covers for the storage of such materials until removed from the premises for disposal.

**Infestation/Extermination:**

All structures shall be kept free from vermin, insect, and rat infestation. All structures in which insects or rats are found shall be promptly exterminated by approved processes that will not be injurious to human health.



**MAINTENANCE: OWNER AND FAMILY RESPONSIBILITY: HOUSING AUTHORITY REMEDIES**

**Owner/Landlord Obligation:**

The owner/landlord must maintain the unit in accordance with Housing Quality Standards (HQS).

If the owner/landlord fails to maintain the dwelling unit in accordance with Housing Quality Standards (HQS), the Housing Authority of Joliet (HAJ) must take prompt and vigorous action to enforce the owner/landlords obligations. HAJ remedies for such breach of the HQS include termination, suspension or reduction of housing assistance payments and termination of the HAP contract.

The HAJ must not make any housing assistance payments for a dwelling unit that fails to meet the HQS, unless the owner/landlord corrects the defect within the period specified by the HAJ's inspector and the inspector verifies the correction. If a defect is life threatening, the owner/landlord must correct the defect within no more than 24 hours. For other defects, the owner/landlord must correct the defect within no more than 35 calendar days (or any HAJ approved extension).

The owner/landlord is not responsible for a breach of the HQS that is not caused by the owner/landlord, and for which the family is responsible. (However, the HAJ may terminate assistance to a family because of HQS breach caused by the family.)

**Family Obligation:**

The family is responsible for a breach of the HQS that is caused by any of the following:

The family fails to pay for any utilities that the owner/landlord is not required to pay for, but which are to be paid by the tenant;

The family fails to provide and maintain any appliances that the owner/landlord is not required to provide, but which are to be provided by the tenant; or

Any member of the household or guest damages the dwelling unit or premises (damages beyond ordinary wear and tear)

If an HQS breach caused by the family is life threatening, the family must correct the defect within no more than 30 calendar days (or any HAJ approved extension).

If the family has caused a breach of the HQS, the HAJ must take prompt and vigorous action to enforce the family obligations. The Housing Authority may terminate assistance for the family in accordance with Section 982.552.

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