

Unaccompanied Housing Inspection Checklist

Installation:

Location:

Address:

State/Providence:

Unit Designation:

Housing Rep Name:

Postal Code:

Country: UNITED STATES

Room Designation:

Housing Rep Signature:

Date of Inspection:

Inspection Number:

Resident / Responsible Individual Name:

Resident / Responsible Individual Signature:

Paygrade:

Rank:

Re-Inspection: ☐ Yes ☐ No

Present: ☐ Yes ☐ No

Property Type

Inspection Type

Unaccompanied Housing

CHECK-IN / CHECK-OUT

General Safety

Yes No

☐☐

☐☐

☐☐

☐☐

☐☐

☐☐

Do all unit entry and bedroom doors open/close/lock properly?

Are all government-provided furnishings and equipment properly anchored as required?

Is the unit free of any identified gas or propane hazards ("rotten eggs" smell, disconnected gas appliances, or gas equipment, etc.)?

Are interior GFCI outlets (within six feet of a water source) present and operable?

Is the unit free of any identified electrical hazards (tripped breakers that won't reset, overloaded outlets, scorch marks on outlets, etc.)?

Are floors and carpets free from slip/trip/fall hazards (peeling, bulging, buckling, etc.)?

If you answered "No" to any question above, please provide details:

Mold/Moisture Control

Yes No

☐☐

☐☐

☐☐

Is the unit free of visible mold, water damages/stains, persistent dampness/moisture on all surfaces, surface coverings and around doors and windows?

Is the unit free of any visible signs of leaks at plumbing fixtures, joints or appliances?

Is the unit free of any strong musty odors?

If you answered "No" to any question above, please provide details:

Pest Management

Yes No

☐☐

Is the unit free of pests?

If you answered "No" to any question above, please provide details:

Water

Yes No

☐☐

☐☐

☐☐

☐☐

☐☐

Is the unit tap water free of any visual discoloration?

Is the unit tap water free of any oily consistency?

Is the unit tap water free of any odors?

Does the unit have adequate water pressure?

To ensure the comfort, safety and health of the residents, is the hot water temperature between 110-120 Fahrenheit, measured at the bathtub spout and kitchen faucet?

Water (Continued)

If you answered "No" to any question above, please provide details:

HVAC

Yes No N/A

☐

☐

☐

☐

☐

☐

☐

☐

☐

- Are all unit exhaust fans in working order (kitchen, bathroom, laundry, etc.)?
- Is the heating system capable of maintaining unit indoor temperature, according to installation, policy during the winter?
- Is the air conditioning system capable of maintaining unit indoor temperature, according to installation policy, during the summer?
- Is the humidifier/dehumidifier in working order?

If you answered "No" to any question above, please provide details:

Smoke and Carbon Monoxide Detectors and Fire Sprinklers

Yes No N/A

☐

☐

☐

☐

☐

☐

☐

☐

☐

- Does unit have operational smoke detectors, and do they appear to be free of damage that would impair operation?
- Does unit have operational carbon monoxide detectors, and do they appear to be free of damage that would impair operation?
- Are the unit fire sprinkler heads free of paint or covering?
- Are the unit fire sprinkler effective spray areas free of any obstructions (i.e. anything hanging from a sprinkler head)?

If you answered "No" to any question above, please provide details:

The condition of the unit is clean, with no visible damage other than the items noted on this form.								
Component Rating			Condition Codes					
G	Good	New or like new, fully functional. No potential EHS issues.	BR	Broken (repair/replace)	FS	Foul Smell	R	Maintenance/repair required
			BU	Burned	FWT	Fair Wear and Tear	S	Soiled
F	Fair	Functional, minor or cosmetic damage only. No potential EHS issues.	C	Requires cleaning	MI	Missing	SC	Scratch
			CH	Chipped	MO	Suspect Mold	SP	Spot
P	Poor	Not functional. Requires repair.	CL	Clogged (total/partial)	ND	Need Defrosting	ST	Stained
EHS	Environmental, Health, Safety	Presents potential EHS hazard. Required repair and/or further inspection.	CR	Cracked	NH	Nail Hole	TO	Torn
			DA	Damaged; if caused by resident, may be assess fine	NP	Needs Paint	WA	Warped
N/A	Not Applicable	Component is not present in room.			NWT	Non-Fair Wear and Tear		

Kitchen/Kitchenette

Mark section as N/A				
Component	Rating	Condition	Comments	
Cabinets/Shelving				
Carbon Monoxide Detectors				
Electric Outlets/Switches				
Light Fixtures				
Sink (including fixtures/plumbing)				
Smoke Detectors				
Sprinklers				
Additional Items				

Appliances

Mark section as N/A				
Component	Rating	Condition	Comments	
Dishwasher				
Dryer				
Microwave				
Range Vent/Hood/Exhaust Fan				
Range/Cooktop/Stove				
Refrigerator				
Washer				

Appliances (Continued)

Additional Items			
------------------	--	--	--

Bathroom

Mark section as N/A				
Component	Rating	Condition	Comments	
Cabinets/Shelving				
Carbon Monoxide Detectors				
Electric Outlets/Switches				
Fan Vent/Ventilation/Exhaust Fans				
Light Fixtures				
Shower (including fixtures/joints)				
Sink (including fixtures/plumbing)				
Smoke Detectors				
Sprinklers				
Toilet (including plumbing)				
Tub (including fixtures)				
Vanity				
Additional Items				

Bedroom

Mark section as N/A				
Component	Rating	Condition	Comments	
Carbon Monoxide Detectors				
Ceiling Fan				
Closet Shelves				
Door(s)				
Floors/Carpets				
Furniture				
Light Fixtures				
Smoke Detectors				
Sprinklers				
Window Area/Glass (including screens)				
Additional Items				

Living Area

Mark section as N/A				
Component	Rating	Condition	Comments	
Carbon Monoxide Detectors				
Door(s)				
Floors/Carpets				
Furniture				
Light Fixtures				
Smoke Detectors				
Sprinklers				
Window Area/Glass (including screens)				
Additional Items				

Follow-up Actions

☐ None	☐ EHS - General Safety	☐ EHS - Asbestos
☐ Re-Inspection Required	☐ EHS - Radon	☐ EHS - Water
☐ Work Request Required	☐ EHS - Mold/Moisture Control	☐ EHS - HVAC
☐ In-House Maintenance	☐ EHS - Pest Management	☐ EHS - Smoke and Carbon Monoxide Detectors and Fire Sprinklers

Overall Inspection Results

☐ Pass	☐ Pass with Condition	☐ Pass with non-Environmental, Health and Safety	☐ Fail
-------------------------------	--	---	-------------------------------

Inspection Comments