

**GAINESVILLE HOUSING AUTHORITY
UNIT INSPECTION FORM**

INITIAL ANNUAL VACANCY QUALITY CONTROL

Resident: _____ Unit # _____ AI WO # _____

Inspection Date: _____ Inspected By: _____ Last Inspection Date: _____

Start Time: _____ End Time: _____

Work Order Yes No N/A # _____
 Notice sent to Resident Yes No N/A Date _____
 Re-inspection Required: Yes No N/A Date _____

INSPECTABLE ITEMS	N/A	NOD	OD	DESCRIPTION
DWELLING UNIT				
BATHROOM				
GFI- Inoperable				
Cabinets – Damaged/Missing				
Lavatory sink/Damaged/Missing				
Plumbing – Clogged Drains				
Plumbing – Leaking Faucet/Pipe				
Shower/Tub – Damage/Missing				
Ventilating/Exhaust system – inoperable				
Water closet – Damaged/Clogged/Missing				
CEILING				
Water Stains/Water Damage/Mold/Mildew				
Bulging/Bucking				
Holes/Missing tiles/Panels				
DOORS				
Damaged Surface – Holes/Paint/Rusting Glass				
Damaged Frames/Threshold/Trim				
Damaged Hardware/Lock				
Deteriorated/Missing Seals (entry only)				
Door inoperable				
Missing Door				
FLOORS				
Bulging/Bucking				
Floor Covering Damage				
Holes/Missing Tiles				
Rot/Deteriorated Flooring				
HOT WATER HEATER				
Inoperable Unit/Components				
Leaking Values/Tanks/Pipes				
Pressure Relief Value Missing				
Rust/Corrosion				
KITCHEN				
Countertops/Cabinets Missing/Damaged				
Exhaust Systems Excessive Grease/ inoperable				
KITCHEN (Con't)				
GFI – inoperable				
Plumbing – Clogged Drains				
Plumbing – Leaking Faucet/Pipes				
Range Stove Missing/Damaged/inoperable				
Refrigerator Missing/Damaged/inoperable				
Sink – Damaged/Missing				
WALLS				
Bulging/Bucking				
Need Paint				
Damaged				
Water Stains/ Water Damaged/Mold/Mildew				
WINDOWS				

Inoperable/ Not lockable				
Cracked/Broken/Missing				
Damaged Sill				
Security Grills Prevent Egress				
Deteriorated/Missing Caulking/Seals				
HVAC				
Inoperable				
Noisy/Vibrating/Leaking				
Covers Missing/Damaged				
Rust/Corrosion				
LIGHTING				
Missing/Inoperable Fixtures				
STAIRS				
Broken/Damaged/Missing Steps				
Railing – Damaged/Missing				
ELECTRICAL SYSTEM				
Blocked Access to Electrical Panel				
Frayed Wiring				
Panel Breaker Missing/Damaged				
OUTLET/SWITCHES				
Missing/Broken Cover Plates				
HEALTH AND SAFETY DEFICIENCIES				
EXIGENT/LIFE THREATENING				
Air Quality Propane/natural Gas/Methane Gas Detected				
Electrical Hazards Exposed Wire/Open Panels				
Water Leaks on/near Electrical Equipment				
FIRE SAFE				
Emergency Equip/Fire Exits/Fire Escapes				
Emergency/Fire Exits/Blocked/Unusable Fire Escapes				
Window Security Bars Prevent Bldg Ingress/Egress				
Blocked Egress/Ladders				
Fire Extinguishers Expire				
SMOKE DETECTORS				
Inoperable				
Missing Exit Signs				
NON-LIFE THREATENING ELEVATOR				
HAZARDS/TRIPPING				
Sharp Edges				
Others				
INFESTATION				
Rats/Mice/vermin				
Insects				
GARBAGE and DEBRIS				
Indoors				
AIR QUALITY				
Sewer Odor Detected				
Mold and/or Mildew Observed				
HANDRAILS				
Missing /Broken				
EMERGENCY FIRE EXITS				
Missing Exit Signs				
FLAMMABLE MATERIALS				
Improperly Stored Materials				

NA = Not Applicable NOD= No Observed Deficiency OD = Observed Deficiency

COMMENTS:

Resident Signature: _____

Date: _____

Housekeeping

Good

Fair

Poor

Pass

Fail