

Newport News Redevelopment and Housing Authority
Housing Quality Standards Owners/Landlords
Self-Inspection Checklist

Major Area of Property		Yes or No
Electricity	1. Is the electric service connected for the inspection?	
	2. Do all fixtures and receptacles work? Are all receptacles properly wired? No open grounds, reverse polarity or open neutrals?	
	3. Is there lighting in the common hallways and porches?	
	4. Are all receptacles, light switches, and electrical boxes properly covered with no cracks or breaks in the doors or cover plates?	
	5. Do lighting fixtures have all bulbs functioning properly?	
	6. Are all outlets (receptacles, switches, smoke alarms) free of all paint?	
	7. Do junction boxes have covers and all holes properly capped?	
Heat	8. Are all flue/vent connections sealed and tight?	
	9. Are controls in place and functional?	
	10. Are filters clean and in place?	
	11. Are registers functional and secured to walls/ceiling/floor?	
	12. Is heat available and adequate in all habitable rooms?	
A/C	13. Is the central A/C functioning as designed?	
Bathroom(s)	14. Is the toilet securely fastened to the floor?	
	15. Does the toilet flush and flaps sealed properly?	
	16. At sink, is there hot and cold running water, proper drainage and no leaks?	
	17. At tub/shower, is there hot and cold running water, proper drainage and no leaks?	
	18. Is bathroom vented with either an exterior window or ducted with an exhaust fan?	
Kitchen	19. At sink, is there hot and cold running water, proper drainage and no leaks?	
	20. At the stove, do all burners function with normal user control?	
	21. Does refrigerator/freezer cool properly?	
	22. Does refrigerator and freezer door seal properly?	
Windows	23. Do windows open, hold open, close and lock properly?	
	24. Are there any cracked or broken window panes?	
Walls/Ceiling	25. Are walls and ceiling free of air and moisture leaks, loose material, large holes and cracks?	
Floors/Flooring	26. Are floors free of weak spots or missing floorboards?	
	27. Are floors free of tripping hazards from loose flooring or covering?	

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Cabinetry and Interior Doors	28. Are cabinets securely fastened to walls or ceiling?	
	29. Are all doors securely hung and all drawers in place?	
Security	30. Are all doors free of double-keyed locks?	
	31. Do door and window locks have all screws and stricker/latch/connector plates?	
Health and Safety	32. Is there a functioning smoke alarm on each level of unit, including basement?	
	33. Is the unit free from any evidence of insect or rodent infestation?	
	34. Is the the free from any evidence of mold or mildew?	
General	36. Are handrail properly secured?	
	37. Interior and exterior of unit: is unit free of any chipping, peeling, flaking chalking, or cracking of painted surfaces to include windows, door frames walls, ceilings, porches, garages or fences?	
	37. Is unit clean and ready for move-in?	

Note: This list is for information only and is not intended as a complete inspection list. I understand that I must notify NNRHA Inspection Department once unit is ready.

If you have any questions about this checklist, please call P. Whitaker at 757-928-6081 or you may email him at pwhitaker@nnrha.org