



Section 8 Housing Department

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Maintenance Checklist – Inspections

- () All Utilities must be in service at initial inspection
- () All owner supplied appliances must be in unit at initial inspection
- () All items belonging to the owner/landlord must be out of the unit except owner supplied appliances

Kitchen:

- () Clean all cabinets, drawers, counter tops, under sink and floor
- () Repair or replace rotten wood under sink
- () Tub & sink faucet works properly
- () No stop ups and drains work properly and has drain trap
- () Stove and oven clean and works properly with drip pans under stove eyes
- () Range hood light and fan works properly with clean filter
- () Refrigerator clean with all racks and works properly
- () Fire extinguishers are required in apartments and duplexes with certified valid tag

Bathroom:

- () Clean commode, sink, tub and floor
- () Commode works properly seat and lids good condition
- () Sink and tub drains and faucet work properly
- () If there is a window it has a screen, lock and opens and closes properly
- () Lock on door works properly
- () Shower rod assembly

All Rooms:

- () No marks or heavy soiled walls/ clean all floors and carpet
- () All shades good shape or removed
- () All light switches and receptacles work properly with cover plates
- () All screens in good condition
- () No A.C. one screen per room and one window per room opens
- () All windows and doors weather tight and no broken glass
- () All doors open and close properly (Suggestion install door stops)
- () Smoke alarms work properly with new batteries

Outside:

- () Gutter secure and cleaned out
- () All handrails secure
- () If child under 6 no damaged paint or paint chips on ground
- () Yard mowed and trash picked up
- () Breaker or fuse box has cover and no open places where breakers were missing
- () All utilities: Water Meter, Water Heater, Heat & AC Unit must be in service at inspection

Other:

- () Water heater has relief valve and drip leg/ discharge line and proper wiring
- () All junction boxes have cover plates
- () All electrical wires must be properly covered and secured

This is not a comprehensive list of HQS requirements. Complete lists can be found at www.kcdc.org

