



## SECTION 8 DIVISION

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[www.kcdc.org](http://www.kcdc.org)

### Maintenance Checklist Sample

#### General:

- All utilities must be in service at initial inspection; Examples (electric, gas, and water)
- All Owner belongings and previous tenant belongings must be out of the unit prior to initial inspection

#### Kitchen:

- Clean all cabinets, drawers, counter tops, under sink and floor
- Repair or replace rotten wood under sink
- Tub & sink faucet works properly, no dripping faucets
- No stop ups, slow draining water, 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 needs to be 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 must have a screen, lock, and opens and closes properly
- If there is not a window; it must have a working exhaust fan
- Lock on door works properly
- Shower rod assembly

#### All Rooms:

- No marks or heavy soiled walls/ clean all floors and carpet
- All shades/mini blinds must be in good shape or removed
- All light switches and receptacles work properly with cover plates
- All screens in good working condition with no tears or wholes
- If 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; do not install in the kitchen or 3 feet from bathroom
- No double sided key locks on any doors
- 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

#### Outside:

- Gutters intact, secure, and cleaned out
- All handrails secure (4 or more steps require a hand rail)
- No damaged or chipping paint; if child under 6, paint assessment will be required if chipping paint
- Yard mowed and trash picked up
- Breaker or fuse box has inside/outside cover and no open places where breakers are missing

**This is not a comprehensive list of HQS requirements. Complete list can be found at [www.kcdc.org](http://www.kcdc.org)**