

BASIC HOUSING QUALITY STANDARDS

PART ONE: GENERAL ROOM REQUIREMENTS

A) THE LIVING ROOM:

- 1) Must have a window OR a sliding glass door which is stable, opens easily, and which has an adequate locking System.
- 2) Must have one outlet and one permanently installed overhead lighting fixture OR two working outlets.

B) THE KITCHEN:

- 1) Must be a separate room or area which can be effectively used for the preparation of food.
- 2) The kitchen must have:
 - a) A separate sink sufficient for preparing food and washing dishes. The sink must have a faucet with hot and cold running water which drains into an approved system.
 - b) A cook stove or range that is in good, safe working condition.
 - c) A refrigerator in proper working order which can be used for the safe storage of food and which is sufficient in size for the particular family that will be using it.
 - d) Facilities and services for the sanitary disposal of food waste and refuse.
 - e) At least one electrical outlet and one permanently installed ceiling light fixture.
 - f) Space for the storage, preparation and serving of food. Portable pantries and tables may be substituted for permanently installed cabinets and counters.

C) THE BATHROOM:

- 1) Must have a window or an exhaust fan for ventilation. The window must open and remain in an open position. All bathrooms in the unit must meet this requirement.
- 2) Must have a toilet in good working order which flushes properly and is firmly attached to the floor.
- 3) Must have a sink or washbasin with hot and cold water. The sink must have a gas trap and approved drain.
- 4) Must have a bathtub or shower with hot and cold water and an approved drainage system.
- 5) Must have one permanently installed light fixture.
- 6) Must have a door, blind, or curtain installed for privacy.

D) BEDROOMS OR SLEEPING ROOMS:

- 1) Must have at least one window which opens and stays open. This window cannot be blocked by furniture on the interior of the room or by any other objects on the exterior.
- 2) Must have at least one permanent light fixture and one working outlet OR two working outlets.
- 3) Doors leading into a sleeping room must open and close properly so as not to restrict egress from the room.
- 4) A working Smoke Detector must be present in each room used for sleeping purposes.

E) HALLS, LANDINGS, STAIRWAYS AND LOFTS:

- 1) Halls which exceed eight feet in length must be illuminated by a permanently installed light fixture OR have sufficient natural light and a working Smoke Detector leading to the sleeping rooms.
- 2) A working Carbon Monoxide detector must be installed in the immediate vicinity of the sleeping unit(s) by the furnace/water heater close to bedrooms.
- 3) All steps or stairs which rise over thirty inches in height must have a sturdy, stable, firmly secured handrail.
- 4) Stairways or exterior steps must be well lit and be free of trip hazards.
- 5) Metal framed concrete steps must be free of cut hazards as well as trip hazards.
- 6) Loft areas if used for living space must be well lit and have rails which are sufficient to prevent accidents from falling. Loft rails must be sturdy, stable, and secure.
- 7) Exterior landings or porches must be stable, free of rotted rails, supports, or planks.

F) UTILITY ROOMS AND GARAGES:

- 1) Garages and Utility rooms must have one permanently installed light fixture. Utility "closets" must have an overhead light, OR sufficient indirect light to illuminate the area.
- 2) Electrical fixtures, outlets, washer and dryer connections must be in good condition and function as designed.

- 3) All garage doors leading to the exterior of the dwelling must have adequate locking systems.
- 4) All garage windows must be in good condition and have security locks.

G) DETACHED GARAGES, PORCHES, PATIOS, STORAGE BUILDINGS:

- 1) Electrical fixtures and wiring in or on detached garages, porches, patios, balconies, or storage buildings must be in good condition and function as designed.
- 2) Detached garages which house an automobile, a freezer, a washing machine, clothes dryer, or other appliance, will be inspected as a frequently used living area and must not have Health, Safety, or Security issues.

PART TWO: GENERAL HQS STANDARDS

FLOORING:

- 1) Sub floors must be stable and free of severe buckling or bulging.
- 2) Carpet must be level and smooth and free of trip hazards. Open or loose tack strip or metal reducer strip cannot be present.
- 3) Vinyl tile or sheet vinyl coverings must not be loose from the sub floor or have sharp edges.
- 4) Hardwood floors or Ceramic tile floors must be free of all cut hazards or trip hazards. Sharp edges, broken tiles, or protruding nails cannot be present.

WALLS AND CEILINGS:

- 1) Walls and ceilings must be free of severe bulging, falling plaster, and large holes.
- 2) Drywall damage from plumbing leaks, roof leaks, or flooding should be replaced so as to prevent possible mold growth or lead-based paint contamination.
- 3) Drywall under bathroom or kitchen sinks must be free from mold or mildew.
- 4) Wood paneling cannot be used on ceilings or walls as a substitute for drywall materials.

SECURITY AND SAFETY:

- 1) All doors leading out of the unit must be secure. This includes garage doors.
- 2) **KEYED EXIT LOCKS ARE PROHIBITED.** This is a Fire Safety issue.
- 3) All windows which are accessible from the exterior of the dwelling are required to have locks.
- 4) Storm windows, in working order and which have locks are considered to be secure.
- 5) A single level dwelling is required to have working Smoke Detectors in each room used for sleeping purposes. There should also be a working Smoke Detector in the hall near the sleeping rooms.
- 6) A working Carbon Monoxide detector must be installed in the immediate vicinity of the sleeping unit(s) by the furnace/water heater close to bedrooms on each level.
- 7) Two storied units or units with basement living areas are required to have a working Smoke Detector on each level along with a working Smoke Detector in each room used for sleeping purposes.
- 8) Detached garages or storage buildings which house an automobile or household appliance must have lockable doors and windows where they are present.
- 9) Stairwell doors or attic doors which are accessible from another rental unit must be locked or otherwise secured.
- 10) Rental units which will house a tenant who is **HEARING IMPAIRED** must have a **WORKING SMOKE DETECTOR FOR THE HEARING IMPAIRED AND A WORKING REGULAR SMOKE DETECTOR IN THE UNIT.** There must be a working Smoke Detector for the hearing-impaired tenant on each living level of the unit. A working Smoke Detector in each room used for sleeping purposes along with a working Smoke Detector in the hall near the sleeping rooms.

ELECTRICAL: EXPOSED, BARE, FRAYED, OR OTHERWISE POORLY INSULATED WIRING WILL FAIL THE UNIT. FRICTION OR PLASTIC TAPE IS NOT SUFFICIENT PROPER INSULATION FOR ANY GAUGE OF ELECTRICAL WIRING.

- 1) Outlet or light switch plates which are broken or cracked must be replaced. Chipped or cracked outlet fixtures must be replaced.
- 2) Ceiling fan/light fixtures which have pull chain switches must function as designed.
- 3) All lighting fixtures, whether interior or exterior, must have globes in place if the fixture is designed to have a globe.

- 4) All lighting fixtures must be tested at the time of the HQS Inspection and must have working bulbs. **OPEN SOCKETS IN A LIGHTING FIXTURE WILL FAIL THE UNIT.** Hood lights, closet lights, refrigerators, and ovens must not have open sockets.
- 5) Open slots in the breaker box must be filled.
- 6) Outlets cannot be overloaded beyond capacity.
- 7) Exterior wiring must be of the type manufactured for exterior wiring use and marked as such.
- 8) Interior wiring installed on the outside of a wall must be enclosed in metal sheathing or runway. If Romex is used it must be securely attached to the wall and run in such a way that it does not come in contact with people or other objects.
- 9) Wiring must be to Code. National and Local Codes must be followed. Wiring must be permanently and properly installed.

HEAT AND AIR SOURCES:

- 1) The unit must have a permanently installed source of heat which provides adequate BTU's to heat the unit either directly or indirectly. Gas furnaces cannot be enclosed in a closet which is airtight.
- 2) **THERE CAN BE NO UNVENTED GAS SPACE HEATERS IN THE UNIT.** This includes gas bathroom space heaters. Unvented gas space heaters must be disconnected and capped off. Space heaters with oxygen sensors are no exception.
- 3) All gas furnaces must be equipped with a flue vent in good condition and free of holes or gaps. The flue must be properly installed to vent through the roof. Flues cannot make contact with flammable or combustible materials. Collars and rain caps must be in place where they are required.
- 4) Gas floor furnaces must be in good working order, function as designed and have a flue which carries fumes out the unit. Crawl space flues should be checked as part of a regular maintenance program to ensure that the flue is free of holes gaps, leaks, breaks, or severe rust.
- 5) Filters in any type of unit must be clean.
- 6) Gas furnaces must have a 100 % Safety Shut Off Valve.
- 7) Baseboard heating units must have the manufacturer's protective casings in place so that the heating elements are not exposed.
- 8) Electrical outlets in the furnace closet must have a cover plate and otherwise be in good condition.
- 9) Thermostats on any type of unit must function properly.
- 10) Window air conditioners or wall installed cooling units must have side panels in place and be grouted where necessary. Control knobs must be present. If an air filter is present or required it must be clean.
- 11) All heating and cooling units must be certified to be in good working order annually.
- 12) A working Carbon Monoxide detector must be installed in the immediate vicinity of the sleeping unit(s) by the furnace/water heater close to bedrooms.

FIREPLACES, FRANKLIN STOVES, OR "POT-BELLIED STOVES:

- 1) Fireplaces must be equipped with glass doors or screens which stay in place while the fireplace is being used. Log grills or holders must be in good condition so as not to allow logs to roll out of the fireplace. Stone or concrete back and side panels must be in good condition. The damper must be in good working order. The chimney or flue must provide air flow sufficient to carry smoke and fumes out of the unit.
- 2) Chimneys must be in good condition and must have a rain hood in place.
- 3) Tree limbs, brush, bird nests should not be in contact with the chimney rain hood.
- 4) Franklin Stoves or Pot-Bellied Stoves must be in good condition, have working flues and dampers, and the proper wall and floor shields in place.
- 5) All fireplaces, Franklin Stoves or Pot-Bellied Stoves must be certified by the owner annually.

HOT WATER HEATERS:

HOT WATER TANKS WHICH ARE LOCATED IN A LIVING AREA (a room or area of the dwelling that is frequently used by the tenant) **MUST BE ENCLOSED IN A VENTILATED CLOSET OR SCREENED BY A PARTITION. ADEQUATE VENTILATION MUST BE PRESENT WHICH PROVIDES OXYGEN TO THE UNIT.** Note: A utility room or a garage is not considered to be a living area of the dwelling.

- 1) All water heaters must have a Temperature and Pressure Relief Valve which is properly installed.
- 2) The T & P Valve must be equipped with a discharge line of ¾ "schedule 40 PVC, copper, or galvanized steel.

- 3) The discharge line cannot run up at any given point or angle. The line must go downward to six (6) inches from floor or run downward into a drainage system.
- 4) The discharge line cannot be reduced in size as it extends downward to the floor or drain.
- 5) Discharge lines cannot be threaded at the floor level. No cap can be present on the line at the floor level.
- 6) Gas Hot Water Tanks must have a flue which extends through the ceiling and roof. The flue must have a rain cap and galvanized collars where needed.
- 7) Gas powered tanks must have a 100% Emergency shut-off valve present.
- 8) Hot Water tanks must be of sufficient capacity to provide ample hot water for the particular size of the family will occupy the unit.
- 9) All water heating tanks must be certified to be in good working order annually.
- 10) A working Carbon Monoxide detector must be installed in the immediate vicinity of the sleeping unit(s) by the furnace/water heater close to bedrooms.

PLUMBING AND SEWER:

- 1) The bathroom sink, bathtub or shower, and the kitchen sink must have hot and cold water.
- 2) Water pressure to all areas must be reasonable.
- 3) Leaks anywhere in the plumbing system(s) will fail the unit
- 4) Faucets, shower heads, exchanger valves, toilets, shut-off valves, sprayers and exterior faucets must be in proper working order and free of leaks.
- 5) Tubs, showers, and washbasins must be free of mold.
- 6) Grouted or chalked joints must be clean and in good condition.
- 7) Gas traps must be present where required.
- 8) Sewer access must be capped.
- 9) Water connections for washing machines must be in good condition. Valves must not be severely cracked or broken. Drains for washing machines must not leak.

FOUNDATION, ROOF, BASEMENTS, CELLARS, AND EXTERIOR SURFACES:

- 1) The foundation, roof and exterior surfaces of the dwelling must be good condition, sturdy, and not allow air or water to enter the unit.
- 3) All exterior surfaces, roofing materials, and the foundation must be free of holes, severe cracks and dry rot.
- 4) Exterior siding cannot be loose, hanging, or falling.
- 5) Basements which are accessible must have stable ceilings, walls, and floors. Stairways leading to a basement must be stable, well lighted, and have handrails where necessary.
- 6) Basements which are used as living spaces must adhere to all HQS requirements. A basement used for living is required to have a working Smoke Detector in each room used for sleeping purposes and in the hall leading to the sleeping rooms. A damp, moldy, or flooded basement will fail.
- 7) Storm shelters or cellars which are accessible must be in good condition. If the shelter is flooded or in poor condition the door to the shelter must be secured with a locking system which restricts access.

AIR QUALITY: The Unit Must Be Free From ASBESTOS, LEAD-BASED PAINT, AND MOLD CONTAMINATION.

ASBESTOS:

- 1) Building materials containing asbestos must be removed from a rental unit by a certified abatement contractor who is licensed under the law to conduct asbestos abatement procedures.

MOLD: The Norman Housing Authority does not test mold for specie or type. All mold colonies will be considered as toxic. A visual assessment will be completed at every HQS Inspection.

- 1) All mold colonies present in the interior of the rental unit must be removed.
 - a) Small areas which total less than ten (10) square feet may be treated by untrained and uncertified workers. Containment procedures are not required.
 - b) Mold colonies which exceed ten (10) square feet, but do not exceed thirty (30) square feet, should be conducted by workers who are trained and certified in mold remediation. The proper containment procedures should be used. At this level, the central heat and air ducts or other contaminated areas of the system must be cleaned and treated for mold.

- c) For areas larger than thirty (30) square feet, it is **MANDATORY** that trained and certified workers conduct the remediation. At this level of contamination, a professional microbial investigator should be consulted to oversee the work and give final clearance.
- 2) Carpet, carpet pad, and drywall which has be soaked by flooding of any type must be replaced or properly cleaned and dried to ensure that growth of mold colonies does not occur. New carpet pad should be installed where needed.

LEAD-BASED PAINT (LBP):

A) A lead-based paint visual assessment will be conducted at each Initial and Annual HQS Inspection. The visual assessment will include all painted surfaces on both the interior and exterior of the unit. Fences, porches, detached garages, storage buildings or barns which a child might have access to will be included **IF THE**

FOLLOWING CONDITIONS EXIST:

- 3) The rental unit was constructed prior to January 1, 1978 AND;
- 4) A child under the age of six (6) years will reside in the unit; OR
- 5) A family member who is pregnant will reside in the unit.

B) If these conditions exist, the painted surfaces on the property cannot be chipping, cracking, peeling or flaking. All deteriorated painted surfaces on the property must be corrected.

C) THE RENTAL UNIT IS EXEMPT IF ONE OF THE FOLLOWING CONDITIONS EXISTS:

- 1) The head of household is a Senior Citizen, OR
- 2) The legal owner or agent thereof can produce written certification from a qualified lead-based paint firm or contractor who has conducted LBP testing and has cleared the unit.

MOBILE HOMES: All Housing Quality Standards apply to a mobile home. The following is a list of additional requirements for mobile homes.

- 1) Mobile homes must have sufficient tie-downs to secure the unit. The unit should be anchored with the manufacturers recommended number of tie-downs.
- 2) The skirting must be properly installed and made to fit the particular home.
- 3) A mobile home must have two (2) exits. One from the back and one from the front of the unit. Each exit must have stable steps. If the steps rise over thirty inches they must have a handrail.
- 4) Decking attached to a mobile home must be in good and sturdy condition and free from hazards.
- 5) If a well is used as the primary water source, the well head, holding tanks (if used), pump and electrical supply wiring must be properly installed and in good condition.
- 6) If used, lateral lines and septic tank must be sufficient to dispose of waste and be in working order. Sewer connections and waste disposal systems must be code.
- 7) Propane tanks must be properly located, have the proper safety equipment in place and function as designed.

Landlord Signature

Date

Tenant Signature

Date