

**Office of the County Executive**

Alan J. McCarthy  
County Executive

Alfred C. Wein, Jr.  
Director of Administration

Office: 410.996.5202  
Fax: 800.863.0947



**Department of Community Services**  
David Trolio, Director

**Housing and Community Development**  
Earl Grey, Chief  
410.996.5245  
410.658.4041  
Fax: 410.996.5256

County Information  
410.996.5200  
410.658.4041

**CECIL COUNTY, MARYLAND**  
Housing and Community Development  
200 Chesapeake Boulevard, Suite 1800, Elkton, MD 21921

**PRE-INSPECTION CHECKLIST**

Below you will find the most common reasons a unit may fail a Housing Quality Standards (HQS) inspection. Please look your unit over carefully before the inspector comes out. The Cecil County Housing Agency (CCHA) will be unable to enter into a contract if the unit fails the HQS inspection. This listing is **not considered to be a complete list** of causes for HQS failure. It is just a **checklist** that you can use prior to the inspection.

*Door and Windows*

- All windows and doors must be secure when closed and weather tight.
- All windows and doors that are accessible from the outside must have secure locks.
- Windows must not have any missing or broken out panes of glass or dangerously loose cracked panes of glass.
- Windows that are designed to open must be able to stay up on their own without the use of props.

*Electrical*

- All electrical outlets must securely mount to the junction box and have a cover plate installed.
- All 125-volt single phase, 15 and 20 ampere receptacles installed within 6 feet of an edge of an open water source shall have ground-fault circuit-interrupter protection for personnel.
- All three-prong electrical outlets must be wired correctly.
- Electrical outlets must be free of paint that prevents plugs from being inserted into the outlet.
- There must be no missing knock outs or blanks on electrical panels or junction boxes.
- All electrical panels must be accessible; panels must not be blocked by furniture, cabinets or pictures.
- All permanently mounted light fixtures must have globes or covers installed on them.

- All exterior electrical outlets and junction boxes must have weatherproof covers installed on them.
- The electrical service must be a minimum of sixty-ampere, three-wire service.

### General Health and Safety

- A working smoke alarm must be installed on every level of the unit, including in the basement and within 15 feet of sleeping rooms. If the dwelling unit is occupied by any hearing impaired person, the smoke detector must have an alarm system designed for hearing impaired persons as specified in NFPA 72 (or successor standards). See CCHA smoke alarm/carbon monoxide alarm policy for further information.
- Battery only operated smoke alarms must be powered by a sealed-in, ten-year/long-life battery. The smoke alarm must have a "silence/hush" feature.
- A working carbon monoxide alarm must be installed on every level of the unit, including in the basement and within 15 feet of sleeping rooms. See CCHA smoke alarm/carbon monoxide alarm policy for further information.
- Battery only operated carbon monoxide alarms must be powered by a sealed-in, ten-year long life battery.
- The unit must be free from any accumulation of garbage or debris, both inside and outside.

### HVAC

- The heating system must be capable of maintaining a minimum interior temperature of 68 degrees Fahrenheit in all interior rooms used for living between October 1 and May 15.
- All oil and gas fired furnaces, boilers and water heaters must have a flue vented into a properly installed chimney or flue leading outside.
- Window mounted air conditioners must be securely mounted in the window in a manner that does not allow water to leak in.
- Window mounted air conditioners must be installed at an angle in the window that does not allow condensation water to leak into the unit.

### Plumbing

- Toilets must be securely mounted to the floor.
- All drains must freely operate and be free of clogs.
- Spigots and faucets must be free of leaks.
- All hot water heater tanks and plumbing fittings must be free of leaks and excessive corrosion.

- All hot water heaters must have a drain line installed on the TPR valve. Drain line must terminate between 2-4 inches from the floor.
- Private wells must be in proper operating condition; the water must be potable. Water treatment systems must be regularly maintained and in proper operating condition.
- Private septic systems must be in proper operating condition; holding tanks must be regularly pumped and cleaned, drain fields must drain properly and must not allow septic to leach to the surface.

#### Security

- All deadbolts installed on unit entrance and exit doors must be single-cylinder deadbolts (a deadbolt that does not require a key to be operated from the inside of the unit). Double deadbolts are not permitted.
- Keyed locks are not permitted on interior doors.
- Padlocks and hasps are not permitted to be installed on interior and exterior doors.
- Attic access panels in apartment buildings, duplex units and townhouse developments must be secured so they cannot be opened from inside of the attic.

#### Property Site

- All vehicles must be legally tagged and in operable condition.
- Sidewalks must be free of cracks and holes that could present a tripping hazard.
- Sidewalks must not have uneven surfaces or joints that cause a tripping hazard.
- Site must be free of dead or dying trees that could fall on the unit or otherwise present a hazard to the tenant.
- Trees, bushes and plants need to be pruned in a manner so that branches and limbs are not touching the unit.

#### Structural

- The entire unit both inside and outside (including the window frames) must be free of cracking, scaling, chipping and loose paint.
- Walls and ceilings must be free of large cracks and holes.
- Where there are four or more consecutive steps, handrails must securely attached. This applies to both the interior and exterior of the unit.
- There must be a secure guardrail around porches and balconies that are 27 inches or more above the ground. The guardrail must be at a safe height can properly serve as a means to prevent falls.

*Inspection and Re-inspection Procedure*

- If the unit does not pass at the initial inspection, CCHA will allow a maximum of two re-inspections.
- **If the unit does not pass the second re-inspection** CCHA will not enter into a contract on a new unit, and will terminate the contract on an existing unit.