

BHA Annual Apartment Inspection Form for UPCS/Mass. State Sanitary Code Compliance

Date	Dev. #	LUI	Vacant	Legal	Apt. #	Address	BR Size	Resident's Name					
Health and Safety		OD	Livingroom		OD	Bedrooms	BR1(OD)	BR2(OD)	BR3(OD)	BR4(OD)	BR5(OD)		
Fire Exits Blocked Egress			Ceiling			Door/Hardware							
Flammable Materials/Fire Hazards			Walls			Ceiling							
Sharp Edges			Closet Door/Shelf/Pool			Walls							
Smoke Detector/Sprinkler			Floor Tiles/Wood/Cove Base			Closet Doors/Shelf/Pole							
Carbon Monoxide Detectors			Light Fixtures			Floor Tiles/Wood/Cove Base							
Unsanitary/Debris			Outlets/Switches			Light Fixtures							
Clutter rating scale - look at sheet w/pics			Call-For-Aid			Outlets/Switches							
Electrical - Exposed Wires/Panels/Breakers			Heating Unit/Thermostat - look at sheet w/pics			Call-For-Aid							
Infestation (insects/vermin)			Window/Frame/Sash/Glass/Screen			Heating Unit/Thermostat - look at sheet w/pics							
Air Quality/Mold/Odor of Sewer/Gas/Smoke			Window Guards			Window/Frame/Sash/Glass/Screen							
Visible Smoking or Evidence of Smoking			Window Shades/Screens			Window Guards							
Visible Pet(s) or Evidence of Pet(s)			Other:			Window Shades/Screens							
Entry Foyer		OD	Other:			Other:							
Front Entry Door/Lock/Screen			Bathroom		OD	Other:							
Walls			Door & Hardware			Basements/Unit Storage	OD	General Comments					
Ceilings			Ceilings			Furnace							
Floor Tiles/Wood/Cove Base			Walls/Ceramic Tiles			Hot Water Heater							
Closet Door/Shelf/Pole			Floor Tiles/Wood/Cove Base			Windows							
Intercom			Base Cabinet			Doors/Bulkheads							
Light Fixtures			Wall Cabinet			Ceiling							
Kitchen		OD	Medicine Cabinet			Walls							
Ceiling			Light Fixtures			Floors							
Walls			GFI Outlets/Switches			Outlets/Switches							
Floor Tiles/Wood/Cove Base			Call-For-Aid			Light Fixtures							
Rear Door/Lock/Screen			Vents			Electrical							
Light Fixtures			Heating Unit/Thermostat - look at sheet w/pics			Sump Pump							
GFI Outlets/Switches			Window/Frame/Sash/Glass/Screen			Private Yards/Patio/Porch/Balcony							
Circuit Breaker Panel			Window Guards			Observed Deficiencies	W.O. #s	Locations					
Heating Unit/Thermostat - look at sheet w/pics			Sink Faucet/Hardware - look at sheet w/pics										
Window Frame/Sash/Glass/Screen			Water Pressure/Temperature 120°										
Window Guards			Sink Drain/Trap/Stopper										
Sink Faucet/Hardware - look at sheet w/pics			Bath Accessories										
Water Pressure/Temperature 120°			Tub Faucet/Hardware/Showerhead - see pics										
Sink Drain/Trap/Stopper			Tub Drain/Trap/Stopper										
Countertops			Toilet										
Base Cabinet			Other:			Permission to enter (circle) Y N		Resident Citation (circle) Y N					
Wall Cabinet			Interior Stairway		OD	Resident Signature/Phone Number		Manager's Signature/Date					
Range Hood/Oven/Burners			Steps										
Refrigerator			Railings			_____ / _____		_____ / _____					
Hot Water Heater			No Smoking Signs Visible (yes or no)										
Washer Connections			Other:										
Dryer Hookup			Other:										