



# VIRTUAL INSPECTION CHECKLIST

During COVID-19, All Chicago and the Chicago Continuum of Care has developed the Expedited Housing Initiative to support housing individuals most vulnerable during the pandemic. Thank you for providing information regarding available unit(s) at your property! The next step is to conduct virtual inspections of the available housing unit(s) to support paperwork requirements.

We are currently offering two options to complete a virtual inspection.

1. You may submit a 2-min video per available unit which show the areas indicated in the checklist below and submit the video to [cocprograms@allchicago.org](mailto:cocprograms@allchicago.org).
2. You may schedule a virtual walk through of the available unit with an All Chicago staff person.

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## 2 MINUTE VIDEO

*If you would like to submit a 2-minute video, please be sure the video of the available unit showcases all the following items*

- Demonstrate the unit number of the unit, if possible.
- Show all entries and exits to the unit. Demonstrate doors close and lock securely.
- Show building exterior and access to stairways from the unit.
- Show all the windows and demonstrate if they open.
- Show any air vents in the unit.
- Show fire alarms and carbon monoxide alarms.
- Demonstrate if batteries are installed and alarms are working.
- Show the stove, microwave or hot plate.
- Show the kitchen sink and space for storage, prep and serving food.
- Show that the lights can be turned on and off.
- Show the toilet's/faucet's/shower's water flow (turn on faucet, flush toilet, open cabinets below sink prior to turning on water).
- Show ceiling and electrical outlets for electrical hazards.
- Show painted surfaces within the unit.
- Show heating and cooling (if available) apparatus for unit.
- State whether there is elevator access.

*Once you have created your video, please submit it to [Chicago Covid-19 Expedited Housing Initiative: Unit Confirmation Information](#)*

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## VIRTUAL WALK THROUGH

*If you would like to showcase your available unit to an All Chicago staff member, please let us know. He/she will schedule a time and date where you will show the available unit via a Zoom meeting to staff. Please be sure your device (e.g. phone, laptop) has video and web capability. All Chicago will ask you to demonstrate all the items listed in the 2-min video during this walk through.*