



INSPECTION CHECKLIST

INTERIOR

Foundations/Basements

- Walls and support posts should be structurally sound.
- Holes, cracks, missing, and loose construction components of foundation walls should be repaired.
- Causes of leaking water should be identified and corrected.

Electrical

- The electrical system should be safe and free of defect, and code compliant.
- The electrical panel should be properly grounded.
- Spliced wiring must be contained in a workbox.
- All wiring should be properly supported and protected.
- Use of extension cords is prohibited.
- All fuses and circuit breakers must be labeled.

Plumbing

- Vent stack should not be deteriorated.
- Water lines should be properly supported and not be corroded, deteriorated or leaking.
- Toilets should operate properly.
- Out of use drains, water lines and fixtures should be capped.
- All plumbing should be free of leaks and corrosion.

Heating

- Furnace/boiler should be in proper operating condition and have approved safety features.
- The gas line to the furnace/boiler must have a shut off valve and meet code.

- Supply of heat must be adequate to maintain temperature of 68 degrees F in all rooms at all times.
- Flue pipes should meet code.
- Dryers should be vented to the outside.
- All supply vents must be properly covered.
- All unused vents must be capped.

Walls/Floor/Ceilings

- Large holes and severe cracks should be repaired.
- Missing or deteriorated floorboards should be replaced.
- All paint must be free of peeling, chipping, cracking, and chalking.
- All tripping hazard must be abated
- Torn permanent flooring must be repaired.

Windows

- Broken or cracked windowpanes must be replaced.
- Boarded-up windows should be replaced with glass.
- Rotted frames and sills must be replaced.
- Loose or missing window glazing (putty) must be repaired/replaced.
- All windows must have screens, all damaged screens must be repaired or replaced.
- All windows must work as designed.
- All windows within 6' of grade must have functioning locks.
- All peeling, cracked, or chalking paint on window sills and trim must be repaired.

Doors

- Doors used as a means of access and egress should fit into their frames and have a lock.
- All entry doors must have a deadbolt lock installed with a min 1-inch lock throw. The lock must be readily operable from egress (inside) side without the need for a key
- Storm doors should latch shut.
- All interior and exterior doors must work as designed.

Fireplaces

- The firebox should be structurally sound.
- Dampers should be operable.
- Missing ash pit doors should be replaced.
- Gas-fired appliances must conform to current Building Codes.
- Unused gas lines must be capped.

Smoke Detectors

- Operable smoke detector must be installed on every floor in a dwelling unit, to include the basement,
- And in each sleeping room
- And outside each sleeping room.
- Detectors shall be installed on the ceiling or on the wall between 6 and 12 inches from the ceiling.
- All new rental unit must have hardwired, interconnected, dual sensor smoke detectors installed per code.

Carbon Monoxide Detectors

- Must be installed in rental units with fuel-fired appliances and/or attached garages.
- Operable Carbon Monoxide (CO) Detectors must be installed in accordance with Manufactures specifications for placement.

- CO Detectors must be located on every floor, in the immediate area of the sleeping rooms.

Pest Extermination

- No pest infestation can be present.
- Infestation in a rental unit is the responsibility of the occupant.
- Infestation in multiple units is the responsibility of the property owner and occupant(s).

Supplied Facilities

- Equipment or appliances supplied by the owner must be properly installed and maintained in good, operable, and safe condition.

Kitchen

- Must have a sink with hot and cold running water.
- Must have a space for food preparation and storage.
- Must have a refrigerator.
- Must have a stove or microwave for cooking.
- Must have at least two working outlets.
- A Class 2A 10 B.C. or higher fire extinguisher must be installed in the kitchen area or main path of egress.

Living Room

- Must have at least one window for natural light.
- Two working outlets.

Bathroom

- Door for privacy
- Working toilet.
- Sink and bathing are must have hot and cold running water.
- Tub or shower is free of mold and properly installed and grouted.
- Working light fixture and outlet
- Natural or mechanical venting.

Bedroom

- A functioning window to the outside for egress as defined per code.
- At least two outlets

Sanitation

- Unit is free of excessive debris, clutter, and animal feces.
- Unit is maintained in a sanitary condition (floors clean, unit free of insect or rodent infestation, free of garbage or debris).

EXTERIOR

Roof

- Roof and flashing shall be sound, tight, and not have defects that admit rain.
- Deteriorated/damaged or missing shingles or tiles should be replaced.

Chimney

- Should be plumb and free of loose/missing bricks or mortar.
- Chimney and all vent pipes must be capped.

Roof Drainage

- Roof drains, gutters, and downspouts shall be maintained in good repair and free from obstruction.
- Roof drainage shall be controlled to prevent dampness or deterioration in walls or interior portion of structure.
- Roof water shall not be discharged in a manner that creates a public nuisance

Walls/Porches/Doors/Steps

- Should be free of structural damage; holes and missing or deteriorated members should be repaired or replaced.
- Handrails are required for stairs with four or more risers or as required by code.

- Guardrails are required for walkways, porches, or landing that are 30" above grade or as required by code.

Paint Condition

- Painted surfaces should be properly maintained to include siding, trim, eaves, gutters and downspouts and railings.

Address

- The property address shall be prominently displayed in 4" numerals on the front entryway.

GARAGE

- Should be examined for structural soundness and deteriorated members, to include roofs, *siding, windows, sill plates, studs, flooring and proper electrical installation.*
- Doors should be in place and function properly.
- Gutters and downspouts should be properly installed and maintained.
- Attached garages must have Fire and Carbon Monoxide containment installed per code.

DRIVEWAYS/APRONS/SIDEWALKS

- Should be free of holes, cracks and spalled areas. Uneven sidewalk blocks shall be leveled.

FENCES

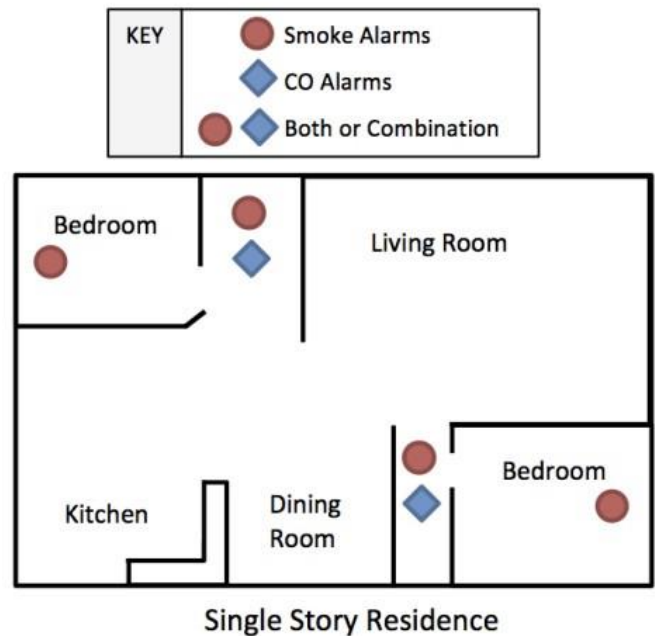
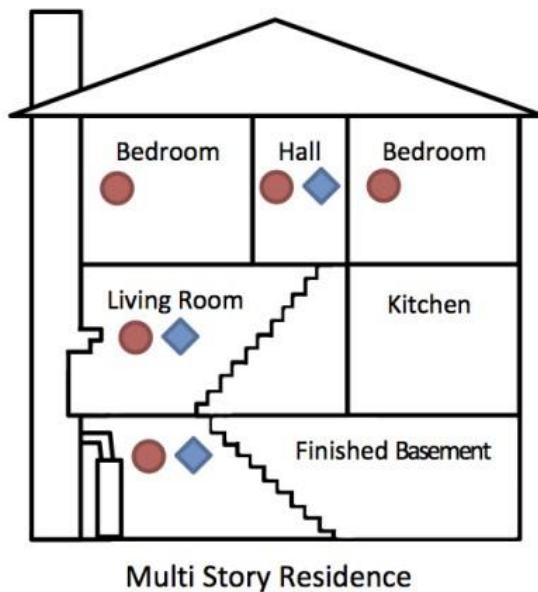
- Shall be structurally sound and free of deteriorated/missing members.
- Painted areas shall be properly maintained.

YARDS / LOTS

- Must cut all grass, weeds, vines and brush before it exceeds eight inches in height.
- All inoperable vehicles must be removed from the property.
- No vehicle storage unless contained within a structure as defined by code.
- All exterior property and premises, and the interior of every structure,

shall be free from any accumulation of rubbish or garbage.

- All junk, as defined by code, must be removed from the property.
- All swimming pools, spas, and hot tubs, must be installed per code and maintained.



***It is the recommendation of Building and Neighborhood Services that all *Carbon Monoxide (CO)* detectors and Smoke Detectors be installed as recommended by the manufacture in the locations depicted above.**