

Rental Housing Inspection Program Checklist

The intent of this checklist is to provide a reasonable level of predictability for owners, residents, and inspectors. No checklist can encompass every possible scenario and inspectors are required to use a significant amount of professional judgement. This health and safety inspection is designed to acknowledge the standards that were in place at the time of the property's construction, provided those standards do not threaten life-safety. It is not the intention of the program to bring all of Olympia's rental properties into compliance with current building code. However, "repairs, additions, or alternations to a structure, or changes of occupancy, shall be done in accordance with the procedures and provisions of the International Building Code, International Existing Building Code, Washington State Energy Code, International Fire Code, International Residential Code, Uniform Plumbing Code.

Buildings constructed under prior codes need to meet the building standards that were in place at the time of original construction, however:

- If any requirement in this checklist is different than was authorized and constructed under a valid building permit, then the building permit requirement is the standard that must be met. Exceptions: smoke detectors, carbon monoxide (CO) alarms, handrails, and dead bolts or dead latches on entry doors must meet the current code requirements regardless of previous standards.
- If a repair requires a City of Olympia permit, the repair must conform to the current building codes adopted by the City of Olympia. Permit requirements are outlined in the International Building Code. (OMC 16.04)
- If the Building Official deems the failure is a major life-safety issue, the repair must conform to the current building code adopted by the City of Olympia. (OMC 16.04)
- If upgrades, modifications, and/or installations were made to the original construction and were permitted, the building code standards in place at the time the permit was issued will be enforced.
- If upgrades, modifications, and/or installations were made without a permit, the repair must conform to the current building code standards adopted by the City of Olympia. (OMC 16.04)

Failed items with an asterisk are deemed health and life-safety items and must be corrected immediately to within 30 days and pass a re-inspection, depending on the severity of the life safety violation. All other failed items must pass re-inspection within 60 days. Checklist items shall be assessed by a pass, fail, or remedy by the next inspection cycle if maintenance is needed within the next five years, but is not at imminent risk of failure. Failure will require corrective action and re-inspection to ensure actions were completed within 30 or 60-day timeframe. Inspectors may use their professional judgment to assess if items do not need immediate repair but should be corrected by the time of the next inspection cycle (in five years). All failures must be corrected, and all required documentation must be submitted to RHIP before a Certificate of Compliance can be issued. Items that must be remedied by the next inspection cycle are advisory maintenance issues that should be corrected before the next required inspection in five years, however, a Certificate of Compliance can be issued if one or more of these items are present.

The following documentation is required to be submitted online at:

<https://ci-olympia-wa.smartgovcommunity.com/Public/Home>

After the initial inspection:

1. Checklist signed by both the RHIP inspector and the landlord/property owner for each unit inspected.
2. Photos of identified failures (if applicable).

After the re-inspection:

1. Invoice of materials purchased for repairs.
2. Photos of repairs made.
3. Permit numbers and/or written determination from the City of Olympia Building Services staff that a permit is not required.

If repairs to manufactured homes require a permit and inspection from L&I, the property owner may provide a copy of the inspection to verify work was completed to remedy the deficiencies. A re-inspection is not required in these circumstances.

Owner Name _____

Rental Property Address _____

Property Name (if applicable): _____

Rental Property Contact _____ Contact Phone # _____

Contact E-mail: _____

Dwelling Type:

- Single Family Home Duplex Triplex Fourplex Apartment w/5+units
 Manufactured Home Other: _____

Inspector _____ Inspection Date _____

Type of Inspection: Initial Re-Inspection Unit Number(s) Inspected: _____

EXTERIOR BUILDING CONDITIONS

1.1	Building Addressing: Buildings shall have address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Numbers shall be a minimum of 4 inches high with a minimum stroke width of 0.5 inch. <i>(IPMC 304.3)</i>	Pass	Fail	Remedy by next cycle
1.2	Roofs and Drainage: The roof and flashing shall be sound, tight, and not have defects that admit rain. Roof drainage is adequate to prevent dampness or deterioration in the walls or interior portion of the structure. Roof drains, gutters, and downspouts are maintained in good repair and free from obstructions. Roof water is not to be discharged in a manner that creates a public nuisance. <i>(IPMC 304.7)</i>	Pass	Fail	
1.3	Structural Components/Members: Must be maintained free from deterioration and capable of safely supporting the imposed dead and live loads. <i>(IPMC 304.4)</i>	Pass	Fail	
1.4	Foundation: Foundation shall be maintained plumb and free from open cracks and breaks and shall be kept in such condition so as to prevent entry by rodent or other pests. <i>(IPMC 304.5, IBC 1203.4)</i>	Pass	Fail	
1.5	Chimney: Chimney or similar appurtenances are maintained in a safe and sound condition and are in good repair, and meet the required clearance in accordance with the manufacturer's requirements. <i>(IPMC 304.1.1, 603.3, IMC 805)</i>	Pass	Fail	
1.6	Exterior Walls: Exterior walls are free of holes, breaks, and loose or rotting material, are weatherproof and protected from deterioration. <i>(IPMC 304.6)</i>	Pass	Fail	
1.7	Exterior Balconies, Decks, Porches, and Stairs: Must be structurally sound, in good repair, with proper anchorage, and capable of supporting the imposed loads. <i>(IPMC 304.10)</i>	Pass	Fail	
1.8	Handrails and Guards: Stair with 4 or more risers has handrails on two sides. Open portions of each stair, landing, balcony, porch, deck, ramp, or other walking surface that is more than 30 inches above the floor or grade below has guards. Guards are present and have a height of 42" above the walking nose of tread. <i>(IPMC 307.1, IBC 1014.3)</i>	Pass	Fail	
1.9	Windows, Skylights, and Exterior Door Frames: Must be in good repair, sound condition, and weather tight. Openable windows are easy to open and capable of being held in position by window hardware. Door assemblies and hardware shall be maintained in good condition. Locks at all entrances to dwelling units and sleeping units shall tightly secure the door. <i>(IPMC 304.11, 304.15)</i>	Pass	Fail	

City of Olympia Rental Housing Inspection Program

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Phone: 999-999-9999 • [@ci.olympia.wa.us](https://www.ci.olympia.wa.us)

1.10	Lighting: Every habitable space shall have not less than one window facing directly to the outside or to the court. Every common hall and stairway in apartments shall be lighted at all times with not less than a 60-watt or equivalent light bulb for every 200 sf of floor area. All other spaces shall be provided with natural or artificial light sufficient to permit the maintenance of sanitary conditions and the safe occupancy of the space and utilization of the appliances, equipment, and fixtures. <i>(IPMC 402.1, 402.2, 402.3)</i>	Pass	Fail	Remedy by next cycle
1.11	Egress: A safe, continuous, and unobstructed path of travel shall be provided from any point in a building or structure to the public way. The means of egress shall be continuously maintained free from obstructions or impediments in case of fire or other emergency. Means of egress shall comply with the International Fire Code. <i>(IFC 1031.2, IPMC 702.1)</i>	Pass	Fail	Remedy by next cycle
1.12	Garbage/Rubbish/Recyclables: Garbage shall be disposed of in a clean and sanitary manner by placing such garbage in an approved garbage disposal facility or approved garbage containers. <i>(IPMC 308.3)</i>	Pass	Fail	
1.13	Grading and drainage is present in a manner that prevents erosion of soil and prevents stagnant water thereon, or within the structure. <i>(IPMC 302.2)</i>	Pass	Fail	Remedy by next cycle
1.14	Pools, Spas, Hot Tubs: Swimming pools shall be maintained in a clean and sanitary condition, and in good repair. Private swimming pools, hot tubs and spas, containing water more than 24 inches (610 mm) in depth shall be completely surrounded by a fence or barrier not less than 48 inches (1219 mm) in height above the finished ground level measured on the side of the barrier away from the pool. Gates and doors in such barriers shall be self-closing and self-latching. Where the self-latching device is less than 54 inches (1372 mm) above the bottom of the gate, the release mechanism shall be located on the pool side of the gate. Self-closing and self-latching gates shall be maintained such that the gate will positively close and latch when released from an open position of 6 inches (152 mm) from the gatepost. An existing pool enclosure shall not be removed, replaced or changed in a manner that reduces its effectiveness as a safety barrier. <i>(IPMC 303.1, 303.2) Exception: Spas or hot tubs with a safety cover that complies with ASTM F 1346 shall be exempt from the provisions of this section.</i>	Pass	Fail	Remedy by next cycle

Comments/Locations of Failed Items/Corrective Actions:

DRAFT

INTERIOR BUILDING CONDITIONS (include common areas, where applicable)

2.1	Unit Number: Must be legible and contrasted with the color of the structure upon which the number is placed. (IPMC 304.3)	Pass	Fail	Remedy by next cycle
2.2	Structural Components/Members: Structural members shall be maintained free from deterioration and shall be capable of safely supporting the imposed dead and live loads. (IPMC 304.4)	Pass	Fail	
2.3	Stairs and Walking Surfaces: Every stair, ramp, landing, balcony, porch, or other walking surface are maintained in a sound condition and good repair. (IPMC 305.4)	Pass	Fail	
2.4	Handrails and Guards: Stair with 4 or more risers has handrails on two sides. Open portions of each stair, landing, balcony, porch, deck, ramp, or other walking surface that is more than 30 inches above the floor or grade below has guards. Guards are present and have a height of 42" above the walking nose of tread. (IPMC 307.1, IBC 1014.3)	Pass	Fail	
2.5	Ventilation: Every habitable space shall have not less than one operable window. Bathrooms and kitchens are in compliance if mechanical ventilation is operable and the discharge is to the outdoors and not recirculating. (IPMC 403.1) <i>Note: exception where rooms and spaces without opening to the outdoors are ventilated through an adjoining room that has an unobstructed opening 8% and not less than 25 square feet.</i> (IPMC 403.1)	Pass	Fail	
2.6	Rodents/Insects: Structure shall be kept free from insects and rodent infestation. Structures in which insects or rodents are found shall be promptly exterminated by approved processes that will not be injurious to human health. (IPMC 309)	Pass	Fail	
2.7	Exhaust Systems: Clothing dryer exhaust systems shall be independent of all other systems and will exhaust outside the structure in accordance with the manufacturer. (IPMC 403.2)	Pass	Fail	
2.8	Lighting: Every habitable space shall have not less than one window facing directly to the out- side or to the court. Every common hall and stairway in apartments shall be lighted at all times with not less than a 60-watt or equivalent light bulb for every 200 sf of floor area. All other spaces shall be provided with natural or artific light sufficient to permit the maintenance of sanitary conditions and the safe occupancy of the space and utilization of the appliances. <i>Note: Windows not required in bathrooms and kitchens provided the room has an artificial light source and ventilation.</i> (IPMC 402.1, 402.2, IPMC 402.3)	Pass	Fail	
2.9	Interior Surfaces: Interior surfaces, including walls, windows and doors, are maintained in good, clean and sanitary condition. The interior is free of peeling, chipping/flaking or abraded paint; or loose or damaged plaster/sheetrock; decayed wood or other defective surface conditions present that would exceed a combined 4 sf. (IPMC 305.3)	Pass	Fail	
2.10	Interior Doors: Every interior door is fit reasonably well within its frame, is capable of being opened and closed properly, and is securely attached to jambs, headers, or tracks as intended by the manufacturer of the attached hardware. (IPMC 305.6)	Pass	Fail	
2.11	Elevators are operational and have been inspected annually. (IBC 116.1,1003.7, 1009.4)	Pass	Fail	

Comments/Locations of Failed Items/Corrective Actions:

INTERIOR: FIRE SAFETY (include common areas, where applicable)

3.1	Smoke Alarms: Single- or multiple-station smoke alarms must be installed and maintained in all of the following locations: On the ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms; in each room used for sleeping purposes; In each story within a dwelling unit, including basements but not including crawl spaces and uninhabitable attics. <i>(IPMC 704.26.1.2)</i>	Pass	Fail	
3.2	Carbon Monoxide Detectors: Carbon Monoxide detectors shall be provided where any of the following conditions exist; fuel-burning appliances, fuel-burning fireplaces, forced-air furnaces, fuel-burning appliances outside dwelling and sleeping units, and private garages. Required carbon monoxide detection shall be located in accordance with IBC 915.2.1, IFC 915.4.3, IFC 915.4.3, IFC 1103.9) <i>Note: If not applicable, check Pass. (WAC 51-54A-0915) (IPMC 705.1, 705.2)</i>	Pass	Fail	
3.3	Emergency Escape Opening: Required emergency escape and rescue openings shall be maintained and operational from the inside of the room without the use of keys or tools in accordance with the code that was in effect at the time of construction. Bars, grilles, grates, or similar devices are permitted to be placed over emergency escape and rescue openings provided the minimum net clear opening size complies with the code that was in effect at the time of construction. <i>(IPMC 702.4)</i>	Pass	Fail	
3.4	Egress: A safe, continuous, and unobstructed path of travel shall be provided from any point in a building or structure to the public way. The means of egress shall be continuously maintained free from obstructions or impediments in case of fire or other emergency. Means of egress shall comply with the International Fire Code. <i>(IFC 1031.2, IPMC 702.1)</i>	Pass	Fail	
3.5	Fire-Resistance-Rated Assemblies: Required fire walls, fire barriers and fire partitions are maintained to prevent the passage of fire. Openings protected with approved doors or fire dampers are maintained in accordance with NFPA 80. <i>(IPMC 703.3)</i>	Pass	Fail	
3.6	Fire Extinguishers: Portable fire extinguishers shall be maintained annually. <i>(IFC 906.2)</i>	Pass	Fail	
3.7	Exit Illumination: Exit signs shall be visible under emergency illumination conditions <i>(IFC 1104.4)</i>	Pass	Fail	
3.8	Exit Signs: Exit signs shall be internally or externally illuminated. <i>(IFC 1104.3)</i>	Pass	Fail	
Comments/Locations of Failed Items/Corrective Actions:				

PLUMBING AND HOT WATER

4.1	Plumbing Fixtures: Plumbing fixtures shall be properly installed and maintained in working order, shall be kept free from obstruction, leaks, and defects, and shall be capable of performing the function for which such plumbing fixtures are designed. <i>(IPMC 504.1)</i>	Pass	Fail	
4.2	Plumbing Lines: All plumbing supply lines, waste lines, sewer lines, venting, and plumbing stacks are functioning properly and are free from obstructions, leaks, or defects. <i>(IPMC 506.2)</i>	Pass	Fail	
4.3	Plumbing Connections: Plumbing fixtures shall be properly connected to either a public sewer system or to a private sewage disposal system. <i>(IPMC 506.1)</i>	Pass	Fail	
4.4	Water Heating Facilities: Water heating facilities shall be properly installed, maintained, and capable of providing an adequate amount of water to be drawn at every required sink, lavatory, bathtub, shower, and laundry facility at a minimum temperature of 110F. A gas-burning water heater shall not be located in any bathroom, toilet room, bedroom or other occupied room normally kept closed, unless it is a direct vent appliance. <i>(IPMC 505.4, UPC 608, 608.3)</i>	Pass	Fail	
4.5	Plumbing Dwelling Unit Requirements: Every dwelling unit has its own bathtub or shower, lavatory, water closet, and kitchen sink. Lavatory is placed in the same room as the water closet or located in close proximity to the door leading directly into the room containing the water closet. <i>(IPMC 502.1)</i>	Pass	Fail	
Comments/Locations of Failed Items/Corrective Actions:				

HEATING AND ELECTRICAL

5.1	Heating: Dwelling is provided with heating facilities capable of maintaining a room temperature of 68°F in all habitable rooms, bathrooms, and toilet rooms. <i>(IPMC 602.2)</i>	Pass	Fail	
5.2	Electrical Hazards: The dwelling unit must have adequate electrical service, proper fusing, sufficient receptacle and lighting outlets, proper wiring or installation, and be free of faulty electrical receptacles or switches, or damaged or exposed wiring. <i>(IPMC 604 & 605)</i>	Pass	Fail	
5.3	Luminaires: Every hallway, interior stairway, toilet room, kitchen, bathroom, laundry room, boiler room, and furnace room has not less than one operable electric luminaire. All habitable rooms must have an operable electric luminaire; bedrooms may have two outlets in place of luminaire. <i>(IPMC 402.1, 402.2, 402.3, IFC 6.05.7)</i>	Pass	Fail	
5.4	Electrical Covers: Open junction boxes and open-wiring splices shall be prohibited. Appropriate covers shall be provided for all switch and electrical outlet boxes. <i>(IFC 604.6)</i>	Pass	Fail	
5.5	Cooking appliances are properly installed, maintained in a safe working condition, and capable of performing the intended function. <i>(IPMC 603.1)</i> <i>Note: only applicable for cooking appliances that were provided by property owner.</i>	Pass	Fail	
5.6	Extension Cords: Flexible or extension cords are not used for permanent wiring, or for running through doors, windows, or cabinets, or concealed within walls, floors, or ceilings. <i>(IFC 604.5)</i>	Pass	Fail	
5.7	Clearance for combustible materials is maintained in accordance with manufacture requirements. <i>(IPMC 603.3)</i>	Pass	Fail	

Comments/Locations of Failed Items/Corrective Actions:

INSPECTION RESULT

PASS

FAIL-CORRECTIONS NEEDED

Certification of Inspection: By my signature, I certify that I have personally inspected this property and that this rental property does/does not comply with the standards required in the City of Olympia Rental Housing Inspection Program as authorized by OMC 5.82.---. I also understand that knowingly submitting a falsified certification of inspection is a gross misdemeanor with a fine of up to ---- dollars (\$---) and the loss of my business license in Olympia. I hereby certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Inspector's Signature

Date

Declaration of Compliance: By my signature, I certify that I am authorized to submit the information provided in this checklist to the City of Olympia in accordance with the City of Olympia Rental Housing Inspection Program as authorized by OMC 5.82.---. I understand this rental property must comply with all the provisions of the Rental Housing Inspection Program and that I will be required to submit a certificate of inspection no later than once every five years for this property. I also understand that knowingly submitting a falsified certificate of inspection is a gross misdemeanor punishable with a fine up to ---- dollars (\$-----), and the loss of my business license in Olympia. I hereby certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Landlord's Signature

Date