



RENTAL HOUSING INSPECTION GENERAL PROPERTY MAINTENANCE CHECKLIST

(See Code of Ordinances Ch. 1422 for a complete listing of code requirements)

GENERAL

- **Smoke alarms:** one in each sleeping area, one outside sleeping areas (hallway), at least one on every floor including basement
*****WILL CHECK UNIT EXPIRATION DATE*****
- **Carbon monoxide alarms:** near sleeping areas in units equipped with fuel-fired appliances or attached garages
*****WILL CHECK UNIT EXPIRATION DATE*****
- Combination smoke/carbon monoxide alarms acceptable where required
- Operable escape windows in sleeping areas
- Windows & doors in good operational condition
- Exterior windows & doors weather tight
- Window insect screens required **Apr 1 - Nov 30**
- Building free from structural safety defects
- Stairs free from safety defects with required handrails at proper height
- Excessive fire loads prohibited (ex. hoarding obstruction with no clear path of egress)
- Structure shall be free from unsanitary conditions and pest/rodent infestation

EXTERIOR

- Concrete surfaces in good repair & free of safety defects (porch/steps/driveway/walkway)
- Masonry/siding/trim free from defects
- Fascia/soffits/gutters free from defects
- Roof in good repair & free of defects
- All penetrations sealed & caulked
- Chimneys operational & free from defects
- Accessory structures free from defects
- No environmental blight:
 - Grass height eight (8) inches or less
 - Noxious weeds abated
 - No inoperative/unlicensed vehicles
 - No trash/debris/junk/building materials

BASEMENTS/ATTICS/CRAWL SPACES

- Attics free from defects (ex. visible signs of water leaks, mold, rot)
- Mechanical vents routed outside
- Crawl space free from defects
- Crawl space vapor barrier

- Stairs free from defects & guardrail/graspable handrail in place
- Walls free from structural defects such as bows/cracks/leaks/canted
- **Sump pumps operational and NOT connected to sanitary sewer system (disconnect if necessary)**
- Emergency escape window in basement sleeping areas (where sleeping use is approved)

BATHROOMS/KITCHENS

- Plumbing systems leak-free
- Proper water pressure maintained
- Hot water shall be tepid at the tap and not to exceed 120°F (scalding danger)
- Non-absorbent sealed floor coverings
- GFCI outlets where required (ex. replacement outlets in kitchen/bathroom)
- Cabinets/countertops free from safety defects

MECHANICAL/ELECTRICAL/PLUMBING

- **Furnace safety clean & check (heat exchanger) by licensed contractor every 5 years**
- Fuel fired appliances properly vented
- Temperature pressure relief valve present
- Gas lines free from defects and openings properly connected or capped
- Proper clearance from combustible materials on furnace & water heater venting
- Habitable rooms heated to minimum 68°F
- Dryer vent made of smooth wall aluminum or other approved material (UL listed for this use)
- Dryer on independent vent routed outside
- Extension cords prohibited as permanent wiring
- Outlet & switch cover plates required
- Electrical panel properly labeled
- S-type fuses installed

- **Building Permits Required:**
 - Existing and new installations done without permit shall require a permit & inspection at owner's expense (when deemed necessary by Building Official)