



The following list includes common code deficiencies cited during property maintenance inspections. This list is for example purposes only. It is not intended nor shall it be considered a complete set of requirements. This checklist is a helpful tool for you to prepare ahead of inspection.

INTERIOR EVALUATION

Walls and Ceilings

- In good repair
- Free from holes
- Free from water damage

Floors

- In good repair
- No holes
- No trip hazards (i.e. torn carpet)
- Structurally sound

Sleeping Rooms

- Proper egress or door open to the outside required
- Floor space shall be no less than 70 square feet with a seven-foot (7') minimum width
- Proper light and ventilation
- Operable smoke detectors (10 years old or less)

Hallway/Landing

- Clear pathway
- Handrails/guardrails securely attached
- Continuous guardrails required on open sides of landings/stairways 30" or more above grade
- Grippable handrails
- Floor covering should be intact and secured to floor
- Locate a smoke detector within close proximity to sleeping rooms
- All smoke detectors shall be installed per the manufacturer's installation instructions and its listing. Hard-wired smoke detectors shall be wired to a proper unswitched circuit. Must be 10 years old or less.
- Carbon monoxide detector required outside of bedrooms within ten-foot (10') of doors

Doors

- Secure
- Fits frame
- Weather-tight and rodent-proof
- Proper hardware

Windows

- No broken/cracked glass
- Can be easily opened
- Capable of being held in position by window hardware
- Windows that open, must have screens in good repair
- Weather-tight
- Window frame must be free of cracked, chipped, peeling, chalking, or flaking paint and caulk and biological growth

Fire Protection

- Storage of paint, paper, boxes, rags or other combustible/flammable material not allowed within 10-feet (10') of gas fire appliances (furnaces, water heaters, etc.)
- Path of egress shall not be blocked by debris, storage, trash, snow, ice or other obstruction
- All stairways require continuous, grippable handrails
- Buildings with three (3) or more units require fire extinguishers
- All smoke detectors shall be installed to requirements with working batteries and functional connections (must be 10 years old or less).
- Locate at least one smoke detector on each level, not including crawl spaces and uninhabitable attics.

INTERIOR EVALUATION

Occupancy

- Occupied sleeping rooms must have proper egress window or door opening to the outdoors.
- Cellars/crawlspace shall not be used as habitable space.
- Basements must meet all permit construction requirements for light, ventilation, egress, etc. prior to being used as habitable space.
- Adequate hot and cold running water must be provided to all sinks and tubs.
- All household drains must connect to a sanitary sewer.
- Waste lines must be properly installed, "S" traps not allowed, and no flexible style waste lines.
- Hand-held showers must have backflow prevention or shorten the line to one and one half inches (1.5") above the spill line.
- No leaking faucets or pipes.
- Unused gas lines must be capped.
- All pipes must be free from defects and obstruction and properly secure and supported.

Kitchen

- Hot (110 degrees) and cold running water
- Kitchen sink must be properly connected to sanitary sewer
- Kitchen must NOT be used for sleeping purposes
- No dripping faucets
- Drains must function properly, free of obstructions
- Cabinets must be in good repair
- Supplied or provided appliances must be in good working condition
- Gas appliances must be connected properly with approved fittings/connectors

INTERIOR EVALUATION

Bathroom

- A tub or shower properly installed, maintained and in good repair with caulking intact
- A washbasin properly installed, maintained and in good repair with caulking intact.
- Properly installed toilet with all components intact and properly secured, maintained and functioning, sealed at base
- Faucets must have a minimum one-inch (1") gap above the spill line
- Bathroom cabinets must be in good repair
- No leaking faucets
- Water-impervious flooring
- Either an openable window or mechanical venting is required
- Hot and cold running water required to each fixture

ELECTRICAL, MECHANICAL & PLUMBING

Electrical

- Adequate service and outlets
- Properly installed service panel
- Fixtures must be intact and properly functioning.
- Extension cords cannot be used in lieu of permanent wiring.
- Cover plates are required on all outlets, switches, and junction boxes.
- All wiring must be intact and properly maintained.

Mechanical

- Heating appliance must be properly installed and maintained.
- Temporary heating devices shall not be used as the primary source of heat.
- Fuel-burning appliances must be connected to an approved chimney, flue, or vent.
- You may be required to provide service records of any heating system.

ELECTRICAL, MECHANICAL & PLUMBING

Plumbing

- Faucets must be a minimum 1 inch (1") above spill lines on all fixtures.
- All plumbing must be installed and maintained to code.
- Gas flex connectors must be Underwriters Laboratory (UL) listed and approved.

EXTERIOR EVALUATION

Windows and Doors

- Bug and rodent proof
- Weather-tight
- Working hardware
- Free of defects – no torn/ripped screens

Paint

- Wood surface weather protected
- NO peeling, chipping, caulking, flaking or other deteriorated paint

Walls – Exterior

- Soffit and fascia in good repair
- House numbers in front
(visible from public way)
- Siding is weather tight and intact

Foundation

- Structurally sound
- Free of holes or gaps
- Proper grading

Roof

- Free of leaks
- Structurally sound
- No loose or missing shingles

Gutters and Downspouts *(pertains to existing)*

- Good condition
- Properly attached and drain water away from structure

EXTERIOR EVALUATION

Chimney

- Tuckpointing/mortar in good repair
- Flue liner in good repair

Porch/Decks

- Good repair
- Guard railings required if over 30-inches (30") above grade

Yard

- No junk and debris in the yard
- Grass kept to standard length
- Free from pet waste

Driveway

- Vehicles properly licensed and operable
- Vehicles parked on improved surfaces
- Driveway free from debris and maintained