

# **Rental Inspection Checklist**

**The PURPOSE of this checklist is to insure public health, safety, and welfare. Existing structures and premises that do not comply with these provisions shall be altered or repaired to provide a minimum level of health and safety as required by this code.**

## **EXTERIOR**

The exterior of the structure shall be maintained in good repair, structurally sound and sanitary so as not to pose a threat to the public health, safety, or welfare of citizens. PM304.1

**Accessory Structures:** All accessory structures, including detached garages, fences and wall, shall be maintained structurally sound in good repair. PM304.7

**Chimney:** All chimneys and similar structures shall be maintained structurally safe and in good repair. PM304.6

**Exterior Walls:** All exterior walls shall be free from holes, breakers, loose or rotting materials and maintained weatherproof and property surface coated to prevent deterioration. PM304.5

**Foundation Wall:** All foundation walls shall be maintained plumb and free from open cracks and breaks and shall be kept in such condition to prevent the entrance of rodents or other vermin, animal, or insect. PM304.4

**Infestation:** All structures shall be kept free of rats, mice, termites, and other vermin infestation. All structures, in which any infestation is found, shall be promptly exterminated by approved processes that will not be injurious to human health. The owner of the property shall be responsible for extermination with the structure prior to renting or leasing of the property. The occupant of any structure shall be responsible for the continual insect and rat proofing of structure and if the occupant fails to maintain such, the cost of extermination shall be the responsibility of the occupant. PM307.1

**Roof and Gutters:** The roof and flashing shall be sound, tight and not have defects that admit rain. Roof drainage shall be adequate so as to drain water away from foundation but not pass water to adjacent lots. Gutter and downspouts shall be kept clean and in good condition. PM304.6

**Steps, stairs, handrails, and guards:** Every step, porch, set of stairs with handrails and guards shall have them firmly fastened and capable of supporting normally imposed loads and shall be maintained in good working condition. PM304.9

**Street Numbers:** Each structure shall have at least three (3) inch high house numbers displayed, so as to be read from the public right-of-way. PM304.2

**Weeds:** All premises and exterior property shall be maintained free from weeds or plant growth in excess of 10 inches. PM303.4

**Windows and Doors:** Every window and door frame shall be kept in sound condition and weather tight. Every window, except fixed windows, shall be easily opened and free of cracks. Screens are required for ventilation purposes and shall be kept in good condition. Doors shall be kept water tight with locks in good usable condition. PM304.11

## **INTERIOR**

The interior of a structure and equipment therein shall be maintained in good repair structurally sound and in a sanitary condition.

**Bathrooms & Toilet Rooms:** Every bathroom shall be ventilated either to a window or mechanical ventilation. PM404.2. GFCI receptacle protection required in bathrooms.

**Cooking and Heating:** All cooking and heating equipment, components and accessories in every heating, cooking, and water heating device shall be maintained in effective operation. PM603.2

**Electrical Facilities:** Every dwelling shall be served by a main service not less than 60 amperes, three wire. PM604.2

**Habitable Spaces** Every habitable space shall have at least one open able window opening to the outside. PM404.1

**Heating Facilities:** Every dwelling shall be provided with heating facilities capable of maintaining a room temperature of 65°F in all habitable spaces. PM602.2

**Interior Surfaces:** All interior surfaces, including window, doors, walls and ceilings shall be maintained in good, clean, and sanitary condition. Peeling paint, cracked or loose plaster, decayed wood, and other defective surface conditions shall be corrected. PM305.3

**Laundry Facilities:** Dryer vent pipes shall be free of lint and vent flap in working order with outside louver in good condition. Pipe shall be fastened firmly with no sags in pipe run.

**Lighting Fixtures:** Every public hall, interior stairway, water closet, compartment, bathroom, laundry room and furnace room shall contain at least one electric lighting fixture. Closet light fixtures MUST have approved globe type fixture, to prevent fire from occurring. PM605.3

**Mechanical Equipment:** All mechanical equipment, fireplaces, and solid fuel burning appliances shall be properly installed and maintained in a safe working condition, and shall be capable of performing the intended function. PM603.1

**Plumbing Fixtures:** All plumbing fixtures shall be properly installed and maintained in working order and shall be kept free from obstructions, leaking defects, and be capable of performing the function for which such plumbing fixtures are designed. PM505.1

**Receptacles:** Every habitable space in a dwelling shall contain at least two separate receptacle outlets. All receptacles and switches shall be tight in the wall and not be recessed where cover is not flush with them. All cover plates must have all screws tightly fastened. PM605.2

**Required Plumbing Facilities:** Every dwelling unit shall contain its own bathtub or shower, lavatory, water closet and kitchen sink which shall be maintained in a sanitary, safe working condition. PM503.1

**Safety Controls:** All safety controls for fuel and burning equipment shall be maintained in effective operation. PM603.5

**Smoke Detectors:** A minimum of one approved single-station or multiple station smoke detectors shall be installed in each guest room suite or sleeping area. Smoke detectors are required on every story of the dwelling unit including basements.

**Stairs, Railings, Handrails and Guards:** Shall be firmly fastened and capacity of supporting formally imposed loads and shall be maintained in good condition. PM305.5

**Structural Members:** The supporting structural members of every structure shall be maintained structurally sound, and be capable of supporting the imposed loads. PM305.1

**Water Heating Facilities:** Water heating facilities should 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 temperature of not less than 110°F (43°C). a gas burning water heater shall not be located in any bathroom toilet room bedroom or other occupied room normally kept closed, unless adequate combustion air is provided. An approved combination temperature and pressure relief valve and relief valve discharge pipe shall be properly installed and maintained on water heaters. PM506.4