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## **SINGLE FAMILY AND DUPLEX RENTALS** **RESIDENTIAL PRE-INSPECTION CHECKLIST**

For owners/managers of rental and non owner-occupied property. These are not all state and local requirements, but the most commonly found violations.

### **EXTERIOR**

**ADDRESS NUMBERS** – Must be clearly readable from the street, and alley if applicable, both day and night.

**ROOF** – Must be tight, without leaks.

**EXTERIOR WALLS/PAINT** – Exterior surfaces other than decay-resistant wood must be painted with non-lead based paint. (Scraped and primed where peeling.)

**STAIRS/PORCHES/DECKS** – Must be maintained in sound condition and good repair. Balustrades and guardrails no more than six inches (6”) apart must be present on stairways/porches/decks more than thirty inches (30”) above grade.

**RAILS** – Handrails required on stairs with four or more risers and must be maintained in good condition.

**DOORS** – Must be in sound condition and good repair, capable of being easily opened from the inside without the use of a key. (Single-family and first floor of duplexes can be equipped with double-cylinder deadbolts.)

**WINDOWS** – Must be in sound condition, have no broken glass, have hardware to hold it in the “open” position, fit tight within the frame, and secure locking mechanism. (Locks required on every window up to and including second story or accessible by fire escape, stairs, etc.) Windows can be equipped with bars for security if they are not required “egress windows.” Windows must be equipped with screens.

**ESCAPE WINDOWS** – One window from each sleeping room must be easily openable from the inside. Some security grates and bars have mechanisms that open easily from inside. These windows must have a net glazed area of five point seven (5.7) square feet, minimum net clear openable height dimension of twenty-four inches (24”), minimum net clear openable width dimension of twenty inches (20”), and a sill-side height of no more than forty-eight inches (48”) above the floor. Area wells must meet minimum sizes.

**EXTERIOR LIGHTING** – Entrance/Exits to the building must be lit with one foot candle of lighting.

**GARBAGE CONTAINERS** – Owners are required to furnish sufficient containers with lids and weekly garbage pick-up (also see Public Works Ordinance for Recycling requirements).

## **INTERIOR**

**POST CERTIFICATE OF OCCUPANCY** – Must be posted in a conspicuous location. Owner information and emergency contacts are pre-printed on Certificate of Occupancy for you.

**WALLS/FLOORS/PAINT** – Must be maintained clean, painted, and in a professional state of repair.

**STAIRS/RAILS** – Same specifications as exterior stairs.

**EXTERMINATION** – Owners are responsible to exterminate insects and rodents in all areas of the building and premises.

## **EXITS**

**EXITS** - One exit door is required from each dwelling unit. The required exit door must provide direct access from habitable area of the dwelling to the exterior without traveling through a garage. The door must be 3' in width.

**DOOR LOCKS** – Double keyed deadbolts are allowed only on single family and duplex 1<sup>st</sup> floor units.

**EXIT OBSTRUCTIONS** – All exits to the building must be unobstructed at all times. No storage is allowed in stairwells, corridors, or in front of doors.

**CORRIDOR RATING** – Exit corridors that serve more than ten people (2,000 square feet of living space) are required to be one-hour, fire-rated. All doors entering that corridor must be twenty-minute, fire-rated with a UL or FM approved self-closing device.

**FIRE DOOR OBSTRUCTIONS** – Fire doors must not be blocked open or obstructed with storage. Self-closures must be in operable condition.

**EXIT ILLUMINATION** – All common halls and inside stairways must be lit with a minimum illumination of one foot-candle per square foot. Exterior exits and entryways are required to be illuminated a minimum of one footcandle at grade level.

## **BASEMENT/UTILITIES/CONDEMNATION**

**COMBUSTIBLE STORAGE/FURNACE ROOM** – No combustible storage is allowed in any room containing furnace, heating, mechanical, or electrical equipment. Any storage is not allowed within 30 inches of any electrical panels, furnace or boiler heater.

**INCINERATORS** – Not allowed unless PCA approved and capable of burning over 1,000 pounds per hour.

**FURNACE/HEATING PLANT** – Must be capable of providing heat at 68 degrees five feet above the floor in any area of the dwelling. Installation, repair, or alteration of heating equipment must be done by a licensed contractor under permit from the Department of Safety and Inspections. Upon renewal of the Certificate of Occupancy, a form will be provided the owner/manager which must be filled out by a licensed contractor verifying that the heating system or space heater has been serviced and is free of carbon monoxide spillage.

**PLUMBING/SEWER** – Kitchen sinks, hand sinks, bathtub, showers, toilets or urinals must be supplied with running water, adequate hot water where applicable, and must be connected to the sewer and water system in accordance with all provisions of the Plumbing Code.

**WATER HEATER** – Must be capable of supplying adequate hot water at a minimum temperature of 120 degrees and a maximum of 130 degrees at every kitchen sink, tub shower, and laundry facility. All repairs or alterations must be made under permit from the Department of Safety and Inspections by a licensed contractor in accordance with the Plumbing Code.

**GAS CONNECTIONS** – Flexible connectors on stoves or dryers must be AGA approved double walled. Single walled connectors that are kinked, damaged, or corroded must be replaced.

**ELECTRICAL** – Service must be adequate to serve needs of occupants and maintained in accordance with the Electrical Code. Every room 120 square feet or less must have at least two duplex outlets. One additional outlet is required for each additional 80 square feet. Kitchens must have at least three duplex outlets, one of which must be supplied by a separate 20-amp circuit. Any new outlet installed within a six-foot radius of a kitchen sink must be Ground Fault Circuit Interrupters (GFI). Every public hall, water closet, bathroom, laundry, or furnace room must contain at least one electric light fixture. Bathroom and laundry rooms must contain one light fixture and one duplex outlet. The laundry room outlet must be within six feet of the laundry application on a separate 20-amp circuit. The outlet in the bathroom must be GFI. Existing outlets in bathrooms must be converted to a GFI or removed. All metallic fixtures within five feet (5') horizontally or eight feet (8') vertically of grounded surfaces shall be grounded.

**ALL FACILITIES AND EQUIPMENT** – All required and supplied equipment and all building spaces and parts must be constructed and maintained to properly and safely perform their intended function. (An air conditioner is not required; but if provided, must work.)

**WOODSTOVES** – Are not allowed in residential garages or areas where flammable liquids or vapors are present.

**GASOLINE PROPANE STORAGE** – No gasoline or other flammable liquid can be stored in a residential building unless stored in a **one-hour, fire rated room** or approved fire-rated cabinet. Flammable liquids can never be stored in a room with a source of ignition, such as a furnace, water heater, etc. Propane cannot be stored in the building.

**CONDEMNATION/UNFIT** – A dwelling unit or entire building may be condemned when it is determined to be a hazard to the safety or welfare of the tenant(s).

### **UNITS – DWELLING**

**SMOKE DETECTORS** – State statute requires an operable smoke detector provided and maintained in accordance with the manufacturer's instructions outside **each** sleeping area of the rental unit. Battery or electric smoke detectors are allowed, but electric are recommended. Electric smoke detectors installed must have battery backup.

**DEADBOLT LOCKS/DOORS** – Apartment doors must be equipped with one-inch (1”) approved single-cylinder deadbolt locks. Doors must be substantially secure from illegal entry, and if replaced, must be replaced with solid core, solid wood ¾” panel or a metal door with metal frames. Hinges must be placed on the inside of the door. Doors of single-family and grade levels of duplexes may be equipped with double-cylinder deadbolts, but owners must warn occupants of potential fire hazards.

**PATIO/GLIDER DOORS AND WINDOWS** – A removable track filler or key-operated vertical or horizontal bolt lock on a patio and glider windows is required. A wood filler strip or removable screw in upper track of windows should be installed to prevent them from being lifted out of track.

**FLOORS/WALLS/PAINT/CABINETS/WOODWORK** – Must be in a sound condition and good repair. All paint must be non lead-based. Any peeling or flaking paint must be removed and repainted.

**WINDOW LOCKS** – All windows must be equipped with secure locks.

**SPACE HEATERS** – Subject to all requirements of servicing/cleaning and must be serviced by a licensed contractor and proof furnished during Certificate of Occupancy renewal. All regulations of the Mechanical Code must be applied.

**BATHROOM LIGHT/VENTILATION** – Every bathroom must have a window openable to the outside, a minimum size of eight percent (8%) of the total floor area of the room, or an approved mechanical ventilation system.

**TOILET/HAND SINK/TUB/SHOWER** – Each dwelling unit must contain a bathroom with toilet, hand sink, and tub or shower installed and maintained in accordance with the Plumbing Code.

**BATHROOM FLOOR** – Must be impervious to water. Carpeting not allowed. Cracks or missing tiles must be repaired/replaced.

**ELECTRICAL OUTLETS** – See Electrical.

**EXTENSION CORDS** – Not allowed for permanent wiring. Those extension cords with circuit breakers are also not legal. The overload on the wiring in the wall produces heat and can be a fire hazard.

**OCCUPANT LOAD** – Dwelling units must contain the following:

**Total unit gross floor area**

1 occupant – 150 square feet

100 square feet for each additional occupant

**Gross sleeping room/floor area**

1 occupant – 70 square feet

2 or more occupants – 50 square feet per person

**TENANT SANITATION/RESPONSIBILITIES** – Occupants are required to maintain their unit in a clean and sanitary condition and dispose of refuse in the containers provided by the owner. They are also required to keep supplied fixtures clean and sanitary and use reasonable care in their use and operation. If they furnish any fixtures of their own, they must be installed and maintained in accordance with the Building Code.

**ROOM UNITS/ADDITIONAL REQUIREMENTS**

1. Cannot contain cooking or eating facilities. (i.e., stoves, hot plates, refrigerators, microwaves.)

2. A bathroom containing a hand sink, toilet, and tub or shower must be available within the structure directly accessible without going outside and on the same floor or a floor adjacent to the rooming unit. One bathroom must be available for each five persons (or fraction thereof).
3. Each sleeping room must contain at least 70 square feet of floor area, or 60 square feet per person for two or more people.
4. Owners are responsible for weekly changes of supplied linens and towels.
5. Every rooming unit must be supplied with shades, drapes, or other materials affording privacy.