



## RENTAL HOUSING INSPECTION CHECKLIST (BASIC REQUIREMENTS FOR CERTIFICATE OF COMPLIANCE)

<b><u>INSPECTION STANDARD</u></b>	<b>GENERAL AND LIFE SAFETY REQUIREMENTS</b>	<b>QUALITY OF LIFE</b>
<b><u>ALL ROOMS</u></b>	<b>ALL ITEMS MARKED MUST BE IN COMPLIANCE</b>	<b>NO MORE THAN 6 ITEMS CAN BE MARKED TO STAY IN COMPLIANCE</b>
The unit is free of any exposed wiring	<b>X</b>	
All of the electrical and switch covers are present and secure.	<b>X</b>	
At least one (1) window per bedroom shall be easily openable and capable of being held in position by window hardware.	<b>X</b>	
All basement bedrooms have at least one form of egress AND one emergency escape window with minimum dimensions of 20 inches by 24 inches	<b>X</b>	
All windows shall be kept in sound condition, good repair, and weather tight. At least one window per room shall be easily openable and capable of being held in position by window hardware.	<b>X</b>	
All windows on the ground level shall be provided with locks sufficient to provide security for the occupants and property within.		<b>X</b>
Doors or hatchways on the ground level shall be provided with locks sufficient to provide security for the occupants and property within.		<b>X</b>
All ceilings are sound, intact, and free from structural damage.	<b>X</b>	
All floors are sound, intact, and free from trip hazards or holes.	<b>X</b>	
All walls are sound, intact, and free from structural damage.	<b>X</b>	
All closet doors are hung properly so that they do not fall, and have the proper hardware.		<b>X</b>
All rooms are free of inadequate maintenance, dilapidation, decay, damage, faulty construction, or any other condition that renders the room likely to cause injury or disease.	<b>X</b>	

<b><u>GENERAL REQUIREMENTS</u></b>		
A working smoke detector is installed on each level of the dwelling unit and in each bedroom	X	
If the unit utilizes natural gas for appliances, heat, hot water, or any other purpose, carbon monoxide detectors are installed on each level of the dwelling unit.	X	
Dwelling units are free of pests, insects, rodents, and vermin.	X	
Dwelling units are free from the accumulation of garbage and debris.		X
A handrail needs to be present when there are four (4) or more risers on the exterior or interior of the unit.	X	
Guardrail openings must be 4 inches or less and are required where stairs or a drop is greater than 30 inches.		X
All stairwells (interior and exterior) must be free from loose, broken, or missing steps. Stairwells will be reviewed for visual evidence of structural failure or lack of structural integrity. Every handrail and guard shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition.	X	
The dwelling unit is free from air pollutants (mold, sewer gas, natural gas, etc.).	X	
All inoperable appliances have been removed from the dwelling unit.		X
All elevators have up-to-date certifications	X	
A safe, continuous, and unobstructed path of egress exists from any point in a building to the public way.	X	
No flammable liquids, such as gasoline or propane, are stored inside.	X	
All utilities (water, gas, electric) are turned on. If they are not, the landlord must provide proof that the utilities are not included in the lease, and that the tenant has been made aware, in writing, that they are responsible for those costs.	X	
All units must be connected to the public sanitary sewer and water service in accordance with city standards.	X	
<b><u>KITCHEN</u></b>		
The kitchen must have proper ventilation (hood vent or operable window), sufficiently close to the stove and oven to release steam and smoke out of the room.		X
All kitchen appliances provided by the landlord must function properly.		X
The kitchen sink has sufficient plumbing connections to provide hot and cold running water, are free of connection fitting leaks, and drain.	X	

<b><u>HEATING EQUIPMENT/AIR CONDITIONING</u></b>		
All heating equipment is capable of maintaining 68 degrees without the use of space heaters.	X	
The unit is free from unvented fuel burning space heaters or any other unsafe heating conditions	X	
All window air conditioning units are secure.	X	
All vents and ductwork are installed and maintained in working order, free from obstructions, leaks, or defects.		X
If the furnace is located in a closet, the doors must be vented.	X	
<b><u>BATHROOMS</u></b>		
At least one toilet operates, is secure to the floor, and free of connection fitting leaks.	X	
The sink, washbasin, and shower must have sufficient plumbing connections to provide hot and cold running water, be free of connection fitting leaks, and drain.	X	
Every bathroom must have proper ventilation (fan or operable window).		X
All plumbing fixtures must be installed and maintained in working order, free from obstructions, connection fitting leaks, or defects. Volume and water pressure sufficient for the intended use of the fixture must be supplied to ensure proper function of these fixtures.	X	
All toilets must have lids.		X
In service basement toilets must be properly vented to the outside and enclosed for privacy.		X
<b><u>WATER HEATER</u></b>		
The unit is equipped with (or connected to) a water heater that provides hot water to the unit.	X	
The water heater and associated piping is free from leaks. The pressure relief valve is free from leaks and has a discharge pipe that extends approximately six inches from the floor. The flue pipe is installed and properly sealed. All flame shields (cover plates) are in place and properly installed.	X	

<b><u>LAUNDRY ROOM</u></b>		
The dryer is installed and vented per manufacturer specifications. If manufacturer specifications are not available, the inspector shall use their best judgement regarding installation procedures.	X	
The laundry area is free of accumulation of lint and debris sufficient to cause a fire hazard.		X
<b><u>EXTERIOR OF BUILDING</u></b>		
Private electric service lines are free from hazards (i.e. tree limbs)		X
All exterior vents must have operable vent hoods free from debris or damage.		X
All gutters and downspouts are functional and secured (if present).	X	
All dwellings, buildings and accessory structures shall be maintained in good repair and be structurally sound with no openings, large gaps, or holes to include soffits and fascia.	X	
Dwelling/building numbers must be present, legible and visible from the street fronting the property. Numbers must have contrast with their background. Apartments: Each entrance to each apartment must have the correct number or letter attached on or adjacent to the door.	X	