

PRE-SALE & RENTAL UNIT INSPECTION CHECKLIST

- Sanitation - premises maintained clean, safe, sanitary and free from rubbish and garbage.
- Sidewalks, walkways, driveways, parking, and other impervious areas shall be kept in a proper state of repair and free of hazardous conditions.
- Weeds & Grasses shall not exceed 8 inches in height.
- Exhaust vents - steam, vapor, hot air, grease, smoke odors or other gases may not be discharged on abutting or adjacent property.
- All accessory structures must be maintained structurally sound and in good repair.
- Each building shall have a street number displayed in a position easily observed and readable from the public right-of-way; this also includes garages abutting public alleys. All numbers should be at least 3" high.
- Foundation walls shall be kept plumb and free from open cracks.
- Exterior walls shall be kept free of holes, breaks, loose or rotting materials; and maintained weatherproof and properly surface-coated to prevent deterioration.
- Roofs must be sound and tight and not have defects which might admit rain.
- Chimneys shall be maintained in good repair.
- Handrails must be installed on all interior steps with more than four risers.
- All stairs and railings shall be maintained in sound condition and good repair.
- All exterior devices and hardware shall be maintained in good condition.
- The interior of a structure shall be maintained in good repair and in a sanitary condition.
- All interior surfaces shall be kept free of peeling paint, cracked or loose plaster, decayed wood and other defective surface conditions.
- The interior of every structure shall be kept free from any accumulation of rubbish or garbage.
- All structures shall be kept free from insect and rat infestation.
- Hallways and toilet rooms must either have mechanical ventilation or an operable

window.

- Living spaces, other than kitchens, shall have a clear ceiling height of 7'4". Hallways, corridors, landing areas, bathrooms and toilet rooms shall have a clear ceiling height of not less than 7'.
- Every sink, lavatory, bathtub or shower, drinking fountain, water closet or other plumbing fixture shall be properly connected to a public water and waste system, and shall be functional. All kitchen sinks, lavatories, laundry facilities, bathtubs and showers shall be supplied with hot or tempered and cold running water.
- Water heating facilities shall be properly installed and maintained. The inspector will check the relief valve, check for leaks, and connection to flue.
- A functional smoke detector shall be installed on the ceilings in each sleeping room and on each floor of the property.
- Drainage of roofs and paved areas, yards and courts, and other open areas on the premises shall not be discharged in a manner that creates a public nuisance. Water may not be directed on, or drain to, a neighbor's property.
- Dwellings shall be provided with heating facilities capable of maintaining a room temp of 65°.
- Fireplaces and solid fuel-burning appurtenances shall be maintained in a safe working condition.
- Every building used for human occupancy shall be provided with an electrical system.
- Every bedroom must contain at least two separate and remote receptacle outlets.
- Every dwelling shall be served by a main service which is not less than 60 ampere, three wire.
- All electrical equipment, wiring and appliances shall maintained in a safe and approved manner.
- Other miscellaneous conditions and requirements as may be identified by the inspector.