



SHORT-TERM RENTAL SELF-INSPECTION SAFETY CHECKLIST

<https://www.cityofsanrafael.org/shorttermrentals>

This form consists of three pages, all pages must be completed.
See Page 3 for Instructions.

PROPERTY ADDRESS: (Please print legibly and use one form per address/unit.)	
Street Address:	Unit #:

	Pass	N/A
DOOR LOCKS <i>Note: Double cylinder deadbolts that use a key on both sides are prohibited by code on all egress doors.</i>		
Exterior entry doors have working deadbolts.		
All individual entry doors have working deadbolts and entry knobs with dead locking latches.		
All exterior doors open and close properly, and lock and unlock easily.		
SMOKE DETECTORS <i>Note: San Rafael City staff recommends replacing batteries bi-annually, or at a minimum annually and recommends replacing a smoke alarm after 10 years of service with a 10 year battery life smoke detector.</i>		
Smoke alarms are installed in each sleeping room, outside of each separate sleeping area in the immediate vicinity of the bedroom(s), and on each occupiable story including basements and habitable attics.		
All smoke detectors work properly and alarm sounds when tested.		
For smoke alarms that are hardwired, a battery is installed for battery back-up functionality.		
CARBON MONOXIDE DEVICES ALARMS & DETECTORS <i>If the dwelling unit contains a fossil fuel burning heater, appliance, fireplace or attached garage, carbon monoxide (CO) devices are required to be installed in accordance with local building standards and the manufacturer's installation instructions.</i> <i>Note: It is recommended to replace a carbon monoxide alarm after 10 years of service with a 10 year battery life carbon monoxide alarm.</i>		
Operational CO alarms are installed outside of each separate dwelling unit sleeping area in the immediate vicinity of the bedroom(s), in a bedroom where a gas burning appliance is located and on each occupiable level inside the unit including basements.		
HEATING <i>Note: If system provides steam at pressures exceeding 15PSI or hot water temperature exceeding 240°F; RHSP staff recommends having the system inspected by a state licensed mechanical contractor annually. (Space Heaters are Prohibited).</i>		
All heating equipment is operational and in safe working condition with covers free of rust and dust build-up.		
Gas heater is operating normally and is provided with minimum combustion air.		
For buildings with a thermostat not under the control of the tenants, the temperature setting on the thermostat is set at 68°F minimum.		
All service gas lines in the unit are free of leaks and any gaseous odors. (<i>Immediately report gas leaks or gaseous odors to PG&E.</i>)		
All gas lines in the unit have shut-off valves and flex lines at the appliance connection.		
Water heaters are installed correctly with the following requirements:		
Earthquake straps are secured on the bottom ⅓ and the upper ⅓ portions;		
Water heater has a temperature and pressure relief valve. Rigid piping for the TPR valve is installed terminating between 6 and 24 inches outside ground level;		
A drain pan is installed where damage from a leaking water heater may occur;		
The draft hood to the vent is secured with a minimum of 3 screws and minimum horizontal slope of ¼ inch per foot;		
A bond wire is connected between the hot, cold and gas metal piping.		

San Rafael Self Inspection Checklist

VENTILATION / WINDOWS	Pass	N/A
All windows open and close easily and can remain open.		
All windows have screens and are free of damage and defects.		
Any security bars can be released from the interior.		
The windows required for egress in sleeping rooms are able to open completely and are fully operable.		
All window glass is in good condition, free of damage, without cracks and properly sealed at the edges.		
If bathrooms have fixed windows or no windows, verify the required mechanical ventilation system is in working order.		
APPLIANCES		
All appliances are in working condition with all metal finishes free of visible deterioration.		
Free standing stove has tilt guard.		
If there is a gas stove, it is free of gaseous odors indicating a gas leak. Note: <i>Immediately report gas leaks or gaseous odors to PG&E.</i>		
ELECTRICAL WIRING		
All electrical outlets and light switches are functional, secure, have faceplates covering the opening and are installed against the mounting surface.		
All wires or electrical cables in habitable spaces are protected.		
All electrical boxes in accessible areas have cover plates that cover the opening and are installed against the mounting surface.		
PLUMBING		
All faucets are in working condition with all handles, valves, diverters and strainers available, free of leaks and visible deterioration.		
Hot and cold water have sufficient flow. Note: If the flow is less than the circumference of a #2 pencil, it is not sufficient and may indicate a partially clogged pipe.		
All drainage and sewer piping drain properly and are free of leaks; all readily accessible pipes are free of visible deterioration.		
Toilets are secure in place, in good working condition and free of leaks. Note: <i>Stains on walls, ceilings, and floors often indicate water damage and/or an ongoing leak(s) that needs to be repaired.</i>		
FIRE EXTINGUISHER (Buildings with 3 or more units only)		
Fire extinguishers are provided within a maximum travel distance of 75 feet.		
Each extinguisher has been tagged and serviced by a state licensed contractor within the last year.		
Each fire extinguisher is fully charged, operable and readily available for use.		
WEATHER PROTECTION		
Exterior walls, roofs and ceilings are free from leaks and no chipped or peeling paint.		
HANDRAIL & GUARDRAIL CONDITION		
Handrails and guardrails are tightly fastened, sound and in good condition and return to the walls.		
STAIRWAY CONDITION		
Stairways, including treads, risers and landings, are in good condition, adequately fastened, free of wood rot and rust and have no missing, broken or loose parts.		
EXTERIOR ELEVATED DECKS, BALCONIES, STAIRWAYS OR WALKWAYS		
All elevated exterior decks, balconies, stairways and/ or walkways that are located more than 6 feet above grade & exposed to the weather appear structurally sound and show no visible signs of sagging, leaning, cracking, or other defects that may permit moisture intrusion and potentially lead to structural deterioration.		
WALKWAYS AND PATHWAYS		
All exit pathways and stairways are clear of open storage, trash and debris.		
All electrical fixtures providing lighting and directional signage for the common areas are in working condition.		

FLOORS & TRIP HAZARDS	Pass	N/A
All floors and floor coverings are free of trip hazards due to deterioration, damage or structural defect.		
The bathroom floor has non-absorbent finish materials.		
In the bathroom, all the corners on the floor and the base molding is adequately sealed to prevent moisture from reaching the subfloor or framing.		
BUILDINGS CONSTRUCTED IN 1960 OR EARLIER		
Note: <i>If the fuses are greater than 15 amps and the unit was built in 1960 or before, an electrical danger may be present unless the wiring has been updated OR been load tested by a licensed electrician and is capable of handling the increased load. The City strongly recommends you contact a licensed electrician if you are unsure about the proper fuses for the building or units.</i>		
Are the fuses in the panel box that serve each unit rated at 15 amps or less?		
For service panels that have fuses greater than 15 amps, the wiring has been upgraded or it has been proven and documented that the higher amperage fuses are safe to be installed.		

ACKNOWLEDGEMENTS

I certify that I have inspected the aforementioned unit and the information above is true and correct.

Name (Please print): _____ Relationship to Property: _____

Mailing Address: _____ Phone Number: _____

Email Address: _____

Signature: _____ Date: _____

INSTRUCTIONS

To ensure that each Short-Term Rental (STR) housing unit meets minimum housing safety standards, all STR hosts are required to submit this form along with their annual STR registration.

- Complete all three pages.
- All items must pass before submitting to the City and before renting the property.
- Keep a copy for your records.

For additional information regarding the City’s Short-Term Rental Program:

- Visit the website at www.cityofsanrafael.org/shorttermrentals. If you still have questions;
 - Contact Code Enforcement Officer, Eric Cogbill
 - Phone: (415)485-3487
 - E-mail: ericc@cityofsanrafael.org
 - Counter Hours are on Wednesdays, between 8:30am to 12:30pm at City Hall.
 Code Enforcement Division
 1400 Fifth Avenue, 3rd Floor
 San Rafael, CA. 94901