

RENTAL INSPECTION CHECKLIST

These items are to ensure public health, safety and welfare insofar as they are affected by the continued occupancy and maintenance of structures and premises. Existing structures and premises that do not comply with these provisions shall be altered or repaired to provide a minimum level of health, safety and welfare to the occupants.

TO GET A HEAD START...Use this checklist prior to your scheduled inspection. Please note that this list is not intended to include every possible violation of the housing code, but it does contain violations that are most commonly found during routine inspections. The Time to fix a violation will be 60 days unless otherwise noted and will be adjusted for winter months where repairs are just not possible to do because of weather.

The Main Health, Safety & Welfare items (time to ReInspection)

- Does each apartment have its own ventilation system?
- Are all bedroom Egress windows up to code? (See § 94.02(J)) Basement Egress windows must have a window well of at least 9 sqft 3ft x 3ft.
- Do any balconies, porches or landings, 30 inches or more above grade have guardrails and spindles no farther than 4" apart? (3 Months)
- Are hardwired battery backup smoke detectors located inside each bedroom and outside of each sleeping area and on every floor level of the structure?
- Is there a carbon monoxide detector outside of every sleeping area, needed if there are fuel burning appliances or attached garage, can be battery operated.
- Do stairways with 4 or more risers have a handrail? Is there an open side of the stairs? If so, it needs a guardrail. (3 Months)
- Does the roof leak or need repair?

Exterior of Housing Unit

Windows

- Are there any broken or badly cracked windows?
- Are all windows weather tight and in good working condition (capable of remaining open without Other means of support)?
- Do windows within 6 ft of grade have locks in good working order?
- Do all openable windows have screens without rips, tears or holes?
- Does every habitable room have any openable window?

Doors

- Do the exterior doors have locks in working order?
- Are the exterior doors weather tight?
- Are any storm or screen doors in good condition?
- Are the doors in good working order?

Other

- Are any fences in good repair?
- Is the siding and paint in good condition?
- Are the sidewalks in safe and sound condition?
- Are the gutters and/or downspouts in a good state of repair and directing rainwater away from the structure?
- Are the street numbers visible from the street and alley (3 inch high minimum)?
- Is the yard free of junk, trash or debris?
- Is the garage, and any other accessory structure such as a shed, in good condition?

Throughout the Housing Unit

In the bathroom

- Is there a switched ceiling or wall-type light fixture?
- Are all of the bathroom fixtures working properly?
- Is the floor able to be easily kept in a clean, dry condition (No Carpet)?
- Is there an openable window or adequate mechanical ventilation?

In the Basement

- Do you have visible water damage?
- Do clean-out openings and floor drains have proper covers?
- Is there a switched ceiling or wall-type light fixture?

In the Kitchen

- Are there separate outlets for the stove and refrigerator in addition to 2 duplex outlets?
- Is there a switched ceiling or wall-type light fixture?
- Are any electric outlets within 3 feet of water of the ground fault design?
- If supplied, is the garbage disposal in operable condition? If not, it must be repaired, replaced or removed.
- Is the floor able to be easily kept in a clean, dry condition?
- If supplied, is the refrigerator, stove or microwave maintained in safe working condition?

Public Halls and Stairways

- Are passageways and stairways in buildings with multiple units adequately lighted at all times?

Smoke Detectors, Fire Extinguishers and Combustibles

- In multi-family dwellings, are smoke detectors also located every 30 feet in common corridors and at the top of each interior stairway?
- Are all combustible materials stored at least 3 feet away from sources of ignition?
- Have all paint and gas cans, solvents, fuels, boat motors or other hazardous materials and items been removed from the heated portion of the dwelling?

Walls, Ceilings and Floors

- Are the walls and ceilings properly sealed, free from peeling paint and capable of being maintained in a sanitary condition?
- Is the carpet ripped or torn, or otherwise causing a tripping hazard?
- Are the floors structurally sound?
- Do all habitable rooms have ceilings at least 7 feet in height?
- Are the steps (uniform riser height and tread), decks and landings in good condition?

Electrical System

- Does every habitable room have at least a switched light fixture and 2 duplex outlets or 1 switched duplex outlet plus another duplex outlet? Are the outlets located apart from each other in order to reduce the need for the use of extension cords?
- Are all cover plates for outlets, switches and junction boxes in place?
- Are all switches, outlets and electrical fixtures in good working order?
- Are there any extension cords running through doorways or under carpets? This is not allowed.
- Are all outlets within 3 feet of a water source of the ground fault design?
- Is there adequate circuitry for the unit and is each fuse rated properly for its gauge of wiring?

Mechanical

- Does each room, including bathrooms, have adequate heat? 65 degrees measured at a distance of 3 feet above the floor.
- Does the heating system operate properly?
- Does the water heater have a temperature pressure relief valve with an extension pipe that extends to within 3-6 inches of the floor?
- Are all combustion gases vented to the outside?
- Are there any fuel burning devices located in bathrooms or sleeping areas? This is not permitted.

Plumbing

- Do plumbing fixtures have adequate water pressure and do they operate properly?
- Do any supply or drain lines leak?
- Do all fixtures have proper traps to prevent the infiltration of harmful sewer gases?

If you have any further questions or concerns, please give us a call in the City of Vermillion, Code Enforcement Department at: 605-677-7050. Code can be found online at www.Vermillion.us.