

2024 Example of Inspection Checklist:

EXTERIOR:

- Maintained in a clean, safe & sanitary condition
- Graded & maintained to prevent erosion of soil
- Graded & maintained to prevent accumulation of stagnant water
- Sidewalks, walkways, stairs, driveways, parking spaces are kept in good repair
- Maintained free from weeds and plant growth in excess of 10"
- Exhaust shall not discharge into adjacent property
- Accessory structure including fences, walls, sheds, garages in good repair
- Gates good condition; self-closing where required
- No inoperable, unregistered vehicles on property
- Exterior of structure in good repair
- Exterior surfaces weather resistant/painted
- Street address in 4" letters
- Structural members free of deterioration
- Foundation walls in good condition
- Walls free of holes, breaks, loose material
- Roof weather tight; gutters & downspouts maintained; roof runoff not nuisance
- Decorative features (cornices, etc.) in good repair and anchored
- Canopies, awnings, signs, fire escapes in good repair
- Handrails & guards in good repair
- Window, skylight, door frames in good repair
- Glazing free of cracks & holes
- Operable windows easily opened & stays open
- Insect screens
- Doors in good repair; lockable; egress opens without key
- Basement hatchways prevent rodent, rain and surface water
- Operable basement windows protected from rodents
- Downspouts not connected to the sanitary system

INTERIOR:

- Maintained in a clean, safe, & sanitary condition
- Structural members free of deterioration
- Walls, windows, doors in good repair, painted
- Stairs, ramps, landing, balcony, porch, deck in good repair
- Handrails & guards in good repair
- Interior doors in good repair

RUBBISH & GARBAGE:

- Free of accumulation of rubbish & garbage
- Rubbish and garbage in approved containers
- Covered rubbish containers; emptied regularly
- Approved garbage disposal and food waste grinder

EXTERMINATION:

- Free of insects and rodents

LIGHT:

- Every habitable space with one window
- Common halls & stairwells have 60 watt light per 200 sq. feet but not less than every 30 sq. feet
- All other spaces sufficient light

VENTILATION:

- Every habitable space has operable window
- Bathroom & toilet room ventilated
- Fumes exhausted to exterior

OCCUPANCY LIMITS:

- Habitable room not less than 7' wide, kitchen clear passage 3' minimum
- Minimum ceiling height 7'
- All food preparation areas sanitary

PLUMBING:

- A temperature/pressure relief valve shall be properly installed for hot water heater with discharge pipe extending to within 6 inches of the floor without any reduction in the pipe diameter.
- Dwelling unit has shower/tub, water closet, lavatory, kitchen sink, all in good repair
- Plumbing fixtures in good repair and have adequate clearance for usage and cleaning
- Plumbing system free of hazards
- Water supply in good repair; hot-cold water; free of contamination
- Water supply in sufficient volume and pressure
- Hot water minimum of 120 degrees Fahrenheit
- Plumbing stack, vents, waste & sewer line in good repair
- Drainage shall not cause a public nuisance
- Exterior sewer vent capped

MECHANICAL & ELECTRICAL:

- Heating facilities provided
- Room temperatures of 65 degrees Fahrenheit
- All mechanical, cooking, water heating appliances in safe, working condition
- All fuel-burning equipment connected to approved chimney/vent
- All safety controls in effective operation
- Dwelling unit has 3-wire, 120/240v, 60a electrical service
- Electric equipment in good repair
- Habitable space has 2 outlets
- GFI required in laundry & utility area or within 6 feet of any sink
- GFI required in Bathroom at least one outlet is required
- GFI required in kitchen where receptacles are installed to serve the countertop surfaces
- Public hall, stairway, kitchen, bathroom, laundry room, boiler has one light
- Elevator certificate and in good repair
- Duct system free of obstructions
- Electrical Panel Box must have cover, circuits (breakers) must be labeled & blanks covered

FIRE SAFETY:

- Safe, continuous, unobstructed path from any point to public way
- Locked doors operable from inside without need of key or special effort
- Emergency escape openings unobstructed
- Fire resistant assemblies maintained
- Fire and smokestop doors in good repair
- Smoke Detectors in all bedrooms & 1 on all floor levels including Basement
- Power source of smoke alarms; battery operated or uninterruptable
- All kitchens must have a fire extinguisher in good repair (Type A B C) 5 or 10LB
- Fire Extinguisher is required in Laundry, Utility and /or Storage areas (Type A B C)
- Carbon Monoxide detector on every floor used for human habitation
- Lighted Exit signs with battery back-up & emergency lighting required at common exit doors & hallways

MISCELLANEOUS:

- Use consistent with zoning
- Sump pump NOT connected to sanitary sewer
- Clothes Dryer vent must be Hard Pipe