

Rental Housing Pre-Inspection Checklist



ALL BUILDINGS & DWELLING UNITS

ADDRESS NUMBERS

Minimum of 4" in height with a minimum stroke width of 0.5". Must be legible and visible from the street.

ROOF

Must be sound, tight, and not have defects. Drains, gutters, and downspouts shall be maintained in good repair and free from obstructions. Roof water cannot discharge to create a nuisance.

FOUNDATION, WALLS, & SURFACES

All walls and foundations shall be free from cracks, breaks, holes, loose, or rotting materials; and maintained weatherproof and properly surface coated to prevent deterioration. Interior surfaces shall be maintained in good, clean, and sanitary condition. Peeling, chipping, flaking, or abraded paint shall be repaired.

STAIRS, PORCHES, LANDINGS, BALCONIES, & DECKS

All appurtenances (including handrails and guards) shall be firmly fastened, maintained structurally sound and in good repair with proper anchorage and capable of supporting the imposed loads.

Every exterior and interior flight of stairs having more than four risers shall have a handrail on one side. Handrails shall not be less than 30 inches in height or more than 42 inches in height measured vertically above the nosing of the tread or above the finished floor of the landing or walking surfaces.

Every open portion of any walking surface that is more than 30 inches above the floor or grade below shall have guards. Guards shall not be less than 30 inches in height above the walking surface.

DOORS, WINDOWS & SECURITY

Exterior doors, door assemblies, operator systems (if provided), and hardware shall be maintained in good condition. Locks at all entrances to dwelling units and sleeping units shall tightly secure the door.

Every window, skylight, door, and frame shall be kept in sound condition, good repair, and weather tight. Every window, other than a fixed window, shall be easily openable and capable of being held in position by window hardware.

Doors, windows, or hatchways shall be provided with devices designed to provide security for the occupants and property. Operable windows located within 6 feet above ground level or a walking surface shall be equipped with a window sash locking device.

RUBBISH & GARBAGE

The exterior and interior shall be free from any accumulation of rubbish or garbage. Leakproof containers with close-fitting covers shall be provided. All rubbish shall be disposed of in a clean and sanitary manner.

RODENT & PEST HARBORAGE

Structures and property shall be kept free from rodent and pest harborage.

MECHANICAL EQUIPMENT

Mechanical equipment, appliances, fireplaces, solid fuel-burning appliances, cooking appliances, and water heating appliances shall be properly installed and maintained in a safe working condition and shall be capable of performing the intended function. Required clearances to combustible materials shall be maintained.

HEATING

Dwellings shall be provided with heating facilities capable of maintaining a room temperature of 68°F in all habitable rooms. Cooking appliances nor portable unvented fuel-burning space heaters may be used to provide heating.

PLUMBING

Every dwelling unit shall contain its own bathtub or shower, lavatory, water closet, and kitchen sink that shall be maintained in a sanitary, safe, and working condition. Every sink, lavatory, bathtub, shower, drinking fountain, water closet, or other plumbing fixture shall be properly connected to either a public water system or to an approved private water system.

WATER HEATING

Water heating facilities shall be properly installed, maintained and capable of providing an adequate amount of water to be drawn at every sink, lavatory, bathtub, shower, and laundry facility at a temperature not less than 110°F.

A gas-burning water heater shall not be in any bathroom, toilet room, bedroom or other occupied room normally kept closed, unless adequate combustion air is provided.

ELECTRICAL

Electrical equipment, wiring, and appliances shall be properly installed and maintained in a safe manner.

Every public hall, interior stairway, toilet room, kitchen, bathroom, laundry, boiler, and furnace room shall contain not less than one electric luminaire.

Flexible cords shall not be used for permanent wiring or for running through doors, windows, cabinets, or concealed within walls, floors, or ceilings.

SMOKE ALARMS

An operable smoke alarm shall be provided and maintained in accordance with the manufacturer's instructions in each sleeping area, in every room in the path of the means of egress from the sleeping area to the door leading from the sleeping unit, in each story within the sleeping unit, including basements.

CARBON MONOXIDE ALARMS

State Statute requires an operable carbon monoxide alarm be provided and maintained in accordance with the manufacturer. Alarm shall be placed within 10 feet of each room lawfully use for sleeping purposes. Alarm must either be hardwired into the electrical wiring, directly plugged into an electrical outlet without a switch, or battery powered. Tampering of the alarm by removal of batteries or pending inoperable in any way is prohibited.

OCCUPANCY LIMITATIONS

Habitable spaces, hallways, corridors, laundry areas, bathrooms, toilet rooms, and habitable basement areas shall have a minimum clear ceiling height of 7 feet (see exemptions in IPMC 404.3).

Every bedroom shall contain not less than 70 sq. ft. and every bedroom occupied by more than one person shall contain not less than 50 sq. ft. of floor area for each occupant thereof. Bedrooms shall not constitute the only means of access to other bedrooms or habitable spaces and shall not serve as the only means of egress from other habitable spaces. Every bedroom shall have access to at least one water closet and one lavatory located in the same or adjacent story without passing through another bedroom. Kitchens and non-habitable spaces shall not be used for sleeping purposes. Dwelling units shall not be occupied by more occupants than permitted by the following minimum area requirements:

Space	Minimum Area in Square Feet		
	1-2 occupants	3-5 occupants	6+ occupants
Living Room	120	120	150
Dining Room	No Requirement	80	100

SYSTEM TESTING

All sprinkler systems, fire alarm systems, standpipes, smoke and heat ventilators, smoke removal systems, and other fire protective or extinguishing systems must be tested and maintained in accordance with nationally recognized standards (quarterly for hi-rise).

FIRE EXTINGUISHERS FOR MULTIPLE FAMILY BUILDINGS

Compliant fire extinguisher(s) must be installed at the time of inspection.

EXIT OBSTRUCTIONS

All exits to the building must be unobstructed. No storage is allowed in stairwells, corridors, or in front of doors. Fire doors in multiple family dwellings must not be blocked open, secured shut, or obstructed with storage. Self-closures must be in operable condition.

Emergency escape and rescue openings must be unobstructed and accessible.

STAIRWAY IDENTIFICATION FOR MULTIPLE FAMILY BUILDINGS

Stairways serving four or more stories must be identified with signs on each floor level that clearly indicate the floor level and whether there is roof access.

EXIT SIGNS AND ILLUMINATION FOR MULTIPLE FAMILY BUILDINGS

All common halls and inside stairways must be lit with a minimum illumination of one foot-candle per square foot. Exterior exits and entryways are required to be illuminated a minimum of one foot-candle at grade level. Illuminated exit signs are required when there is more than one exit from a story/space unless built under a previous Building Code in accordance with that Code.

STAIRWELL UNLOCKING – HI-RISE BUILDINGS 75’ OR HIGHER

Stairwell doors into exit stairways/enclosures must be unlocked from the stairway side on at least every fifth floor. These doors must be identified from the stairwell side. There are exceptions for door locking mechanisms deactivated by the fire alarm system.

DUCT DETECTORS – HI-RISE BUILDINGS 75’ OR HIGHER

Smoke detectors must be installed in the main return and exhaust plenum of each air conditioning system and located in a serviceable area downstream of the last duct inlet, and at each connection to a vertical duct or riser serving two or more stories from a return air duct or plenum of an air conditioning system.

PERMITS

Repairs, alterations, or additions must have proper permits obtained and work must be performed by a licensed contractor (if required) according to all federal, state, and local laws.

CONDEMNATION

Equipment, a dwelling unit, or entire building may be condemned when it is determined to be a hazard to the safety or welfare of the tenant(s).

These lists are not all inclusive. They are intended to summarize common situations.