

MAJOR ITEMS OF CONCERN DURING A HOUSING INSPECTION (1 & 2 FAMILY RESIDENTIAL GUIDE)

- 1) **Exterior Protection:** The exterior of the building will be checked to determine its condition. Violations include, but are not limited to, peeling paint, deteriorated roofing, chimney (including re-pointing), windows/screens, exterior steps, handrails, fire escape structure/painting (fire escapes must be clear of rust and painted), gutter and downspouts, accessory structures, foundation, and land use issues.
- 2) **Signage:** Building Street/house numbers shall be installed on the street side and visible at street. Owner/agent information (rental permit) card is required to be displayed in a common area or at main entrance to all rental dwellings.
- 3) **Garbage and Combustible Materials:** Accumulation of combustible materials and garbage on the premises, that is deemed a life-safety/health hazard to you and/or other occupants of the building, is a violation and must be removed.
- 4) **Interior Protection:** Interior walls, floors, and ceilings must be in good condition. Mold, peeling paint, loose/cracked or broken drywall, drywall seams that are not taped, pipe penetrations that are not sealed, broken or missing outlet covers, and other deteriorated finishes or penetrations that will contribute to the rapid spread of fire and smoke must be repaired.
- 5) **Window and Door Locks:** Locks are required on exterior doors. Exterior doors must have an approved "single cylinder" thumb turn type dead-bolt lock with a minimum bolt length of one (1") inch extending into a door jamb. Double key type locks and hasp type locks are not permitted. Window locks shall operate without the use of a key or special knowledge.
- 6) **Emergency Escape:** Windows and other openings required for emergency escape from the building must be in good condition and in good working order. Escape openings must be clear of obstructions that inhibit access to and escape from the required opening. Required signage must be maintained and visible.
- 7) **Extension Cords:** The use of extension cords or temporary electrical extensions for lighting or other uses is not permitted. UL listed or other testing agency labeled resetting surge protected devices and power strip cords are permitted to be used. Electrical systems that are being overtaxed may require that additional permanent wiring be installed.
- 8) **Electrical system:** the building shall be free of electrical hazards. Multi tap outlet adaptors are prohibited.
- 9) **Stairs:** Steps and stairs must be in good condition and must be equipped with handrails and/or guardrails that are properly attached. Open portions of stairs, where the walking surface is (30") thirty inches or more above the floor or grade or have (4) four or more risers, require guards and handrails. Stairs with side walls require one handrail located between 34" and not more than 38" measured above the stair nosing. Stairs must be maintained clear of items and obstructions for safe passage at all times.
- 10) **Smoke Detectors:** Smoke detectors are required to be installed and maintained in each sleeping room, in the immediate vicinity outside the sleeping rooms, and on each story of the dwelling including basement and cellars.

- Flat ceilings: Locate a minimum of 4" from wall.
- Peaked ceilings: 36" max horizontally from peak and 4" min vertical from the peak.
- Sloped ceiling (greater than 1:8): locate 4"- 36" from wall.
- Wall Mounting: 4" minimum from ceiling and 12" maximum from top of detector.

11) **Carbon Monoxide Detectors:** If your building contains a fuel-fired appliance, solid fuel appliance, fireplace, or an attached motor vehicle area, a carbon monoxide detector is required to be installed as follows: (1) Carbon monoxide detector must be installed on the lowest floor level containing bedrooms and within 15' of the bedroom(s). (2) Within a multiple dwelling: a carbon monoxide detector must be located on the lowest floor level containing bedrooms, within 15' of the bedroom(s), and on each level containing a carbon monoxide source including basements. See the manufacturer's instructions for installation and prohibited locations.

12) **Heating Equipment:** Hot water/steam boilers, forced hot air furnaces, solid fuel burning appliances and their associated chimneys, are generally inspected and certified by a qualified heating technician.

13) **Emergency Lighting and Illuminated Exit Signs:** Buildings containing three or more occupied stories, that exit into a common hallway/corridor and require two or more means of egress, are required to have emergency lighting and exit signs.

14) **Fire Extinguishers:** Fire extinguishers are recommended to be installed in buildings. Fire extinguishers shall have a minimum of 2-A rating and be located as follows:

- On the egress path and/or be located in common hallways near entrance or exit doors.