

Housing Department **Inspector's Checklist**

Address: _____

Date: _____

Name of Property: _____

Inspector: _____

OUTSIDE/Common Areas

- Property in properly zoned district. Chk Zoning Ordinance.
- Property maintained with all trash and debris cleaned up. Occupants' area of control maintained with all trash and debris cleaned up. (IPMC 302.1 – Ord Chapter 51 & 105)
- Private Sidewalks, walkways, stairs kept in proper state of repair and maintained free from hazardous conditions. (IPMC 302.3)
- Public sidewalks free from defects. (Ord Chapter 136)
- Driveways, parking lots, and parking spaces kept in proper state of repair and maintained free from hazardous conditions. (Ord Chapter 137 for driveways & 167.10 #11)
- Weeds and grass maintained to be no higher than 9". (Ord Chapter 52)
- All structures and exterior property kept free from rodent harborage and infestation. (IPMC 302.5 & 308)
- Verify that all pipes, ducts, conductors, fans or blowers does not discharge gases, steam, vapor, hot air, grease, smoke odors or other gaseous or particulate wastes directly upon adjoining properties or adjacent to public/private property or that of another tenant. (IPMC 302.6)
- Property free and clear of junk vehicles/unlicensed vehicles. (Ord Chapter 51).
- Multi-Family structures only – facilities provided for the source separation of recyclable materials for residents. (Ord Chapter 107)
- Property graded and drained properly so as not to collect or pond. Drainage of roofs and paved areas, yards and courts, and other open areas on the premises shall not be discharged in a manner that creates a public nuisance. (IPMC 302.2 & 507.1)
- Verify exterior surface is not defaced, damaged. (IPMC 302.9)
- All accessory structures (garages, fences, walls) shall be maintained structurally sound and in good repair. (IPMC 302.7)

EXTERIOR AND INTERIOR OF STRUCTURE

- Address posted on the building, visible from the street, of contrasting color and at least 6" in height, 3" in height is allowed for one and two family dwellings and dwelling units in group R-2 occupancies. (IPMC 304.3 – See Ord Chapter 150)
- Exterior structure maintained in good repair, structurally sound, and sanitary condition so as not to pose a threat to the public health, safety or welfare. (IPMC 304.1) Free from holes, breaks, and loose or rotting materials; and maintained weatherproof and properly surface coated where required to prevent deterioration. (IPMC 304.6)
- All structural members shall be maintained free from deterioration, and shall be capable of safely supporting the imposed dead and live loads. Foundation walls shall be maintained plumb and free from open cracks and breaks and shall be kept in such condition so as to prevent the entry of rodents and other pests. All overhang extensions (fire escapes, signs, marquees, awnings, standpipes, exhaust ducts) shall be maintained in good repair and anchored properly. All chimneys, cooling towers, smoke stacks, and similar items are maintained structurally sound and in good repair. All metal or wood protected properly (IPMC 304.4, 304.5, 304.9, 304.11 & 305.2)
- Roof and flashing shall be sound, tight and not have defects that admit rain. Roof drains; gutters, and downspouts shall be maintained in good repair and free from obstructions. Roof water shall not discharge in a manner that creates a public nuisance. Roof drainage shall prevent dampness to walls and the interior of the structure. (IPMC 304.7)
- All decorative trim and wall facings shall be maintained in good repair and securely anchored. (IPMC 304.8)
- All exposed surfaces of metal or wood shall be protected from the elements and against decay and rust. (IPMC 304.9).
- All exterior outlets must be GFCI. Any replaced GFCI outlets on the exterior must have in use covers installed. Reason is that the GFCI outlet configuration is different than a normal outlet which means you

must use a different cover. All new equipment must follow the requirements as for new. (NEC). (Ord. Section 162.30)

- ❑ Every public hall, interior stairway, laundry room, boiler room and furnace room shall contain at least one electric luminaire. (IPMC 605.3)
- ❑ All interior surfaces including windows and doors, shall be maintained in good, clean and sanitary condition. Peeling, chipping, flaking or abraded paint shall be repaired, removed or covered. Cracked or loose plaster, decayed wood and other defective surface conditions shall be corrected. (IPMC 305.3)

GUARDRAILS AND HANDRAILS

- ❑ Exterior/Interior stairways, landings, decks, porches, balconies and similar shall be maintained in good working order, structurally sound, and capable of supporting the imposed dead and live loads. (IPMC 304.10 & 305.4)
- ❑ All handrails and guards are properly secured and capable of supporting normally imposed loads, maintained in good condition. (IPMC 304.12 & 305.5) Refer to section 1607.7 IBC and R301.5 of IRC.
- ❑ All handrails and guards to meet the requirements of the ordinance for heights, spindle spacing, etc. (Ord Section 162.25)
 1. Guards - required when area is more than 30 inches above adjoining floor or grade below. Height shall be 42" for all public areas, private dwellings (R-2, R-3 and one/two family) is allowed to be 36" inches. If guards are unenclosed then intermediate rails or an ornamental patten shall be installed such that no object in excess of four inches in diameter can pass through. NOTE: If guard was built per code at time of construction then those requirements are allowed to remain. (?-76 openings allowed to be <12", 79 – 82 openings allowed to be < 9", 85-91 openings allowed to be < 6 inches, 94 to present is < 4")
 2. Handrail – shall be provided on one side of stairs with more than four risers, height shall be at least 30" min – 42" max above the nosing of the stair treads and shall extend the entire length. (R-2, R-3 and one/two family can have handrail interrupted at one location in a straight stair when the rail terminates into a wall or ledge and is offset and immediately continues) NOTE: If handrail was built per code at time of construction then those requirements are allowed to remain. Extensions on handrail shall be provided if the structure was built after March 1991 – must review case by case.

DOORS AND WINDOWS

- ❑ All windows, doors, and skylights, including frame, shall be kept in good condition and weathertight. (IPMC 304.13)
- ❑ All glazing shall be free from holes and cracks. (IPMC 304.13.1)
- ❑ Every non-fixed window shall be easily operable and capable of being held in position by window hardware. (IPMC 304.13.2). All exterior doors, door assemblies and hardware shall be maintained in good condition. Locks at all entrances to dwelling units and sleeping units shall tightly secure the door. All means of egress doors shall be openable from the egress side without special knowledge, tools or effort unless conforms to IBC (IPMC 304.15 & 702.3). Interior doors shall fit reasonably well within its frame and shall be capable of being opened and closed by being properly and securely attached to jambs, headers or tracks as intended by the manufacturer of the attachment hardware.
- ❑ Basement hatchway maintained to prevent the entrance of rodents, rain and surface drainage water. (IPMC 304.16).
- ❑ Basement windows that are openable shall be supplied with rodent shields, storm windows or other approved protection against the entry of rodents. (IPMC 304.17)
- ❑ Doors, windows, or hatchways for dwelling units, room units, or housekeeping units shall be provided with devices designed to provide security for the occupants and property within. (IPMC 304.18)
 1. Dwelling, rooming, or housekeeping units shall be equipped with a deadbolt lock designed to be readily openable from the side from which egress is to be made w/o the need of special knowledge, keys, or effort and shall have a lock throw of not less than 1 inch. Such deadbolts shall be maintained in good working order. A sliding bolt shall not be considered an acceptable deadbolt lock. (IPMC 301.18.1)
 2. Operable windows located in whole or in part within 6 feet above ground level or a walking surface below that provide access to a dwelling unit or rooming unit shall be equipped with a window sash locking device. (IPMC 304.18.2)
 3. Basement hatchways that provide access to a dwelling unit or rooming unit shall be equipped with devices that secure the units from unauthorized entry. (IPMC 304.18.3)
- ❑ Insect screens shall be provided to protect every window/door opening required for ventilation from April 1 to October 31. (IPMC 304.14 & Ord 162.27)

FIRE AND SAFETY ITEMS

- ❑ Common halls and stairways, except one and two family dwellings, shall be lighted at all times with at least a 60-watt standard incandescent light bulb for each 200 square feet of floor area or equivalent illumination, provided that the spacing between lights shall not be greater than 30 feet. (IPMC 402.2)
- ❑ Egress illumination installed per the approved code at the time of construction is sufficient. (IFC)
- ❑ All other spaces shall be provided with natural or artificial light sufficient to permit the maintenance of sanitary conditions, and the safe occupancy of the space and utilization of the appliances, equipment and fixtures. (IPMC 402.3)
- ❑ A safe, continuous and unobstructed path of travel shall be provided from any point in a building or structure to the public way. Means of egress shall comply with the IFC. (IPMC 702.1)
- ❑ All means of egress doors shall be readily openable from the egress side without the need for keys, special knowledge or effort, except where the door hardware conforms to that permitted by the IBC. (IPMC 702.3)
- ❑ The required fire-resistance rating of fire resistance rated walls, fire stops, shaft enclosures, partitions and floors shall be maintained. All penetrations sealed. (IPMC 703.1)
- ❑ Required opening protectives shall be maintained in an operative condition. All fire and smokestop doors shall be maintained in operable condition. Fire doors and smoke barrier doors shall not be blocked or obstructed or otherwise made inoperable. (IPMC 703.2)
- ❑ Check Key box if one was required at the time of construction.

FIRE ALARM, SPRINKLER SYSTEM (IF APPLICABLE) AND EXTINGUISHERS

- ❑ All systems, devices and equipment to detect a fire, actuate an alarm, or suppress or control a fire or any combination thereof shall be maintained in an operable condition at all times in accordance with the International Fire Code. (IPMC 704.1)
- ❑ Verify that alarm and sprinkler system has had a yearly inspection.
- ❑ Verify that all alarm horns and strobes are not damaged and are in working order.
- ❑ Verify that batteries for the alarm back up power are installed and connected.
- ❑ Verify that the required amount of additional heads are provided
- ❑ Verify that water activation alarm (horn/strobe or horn/bell) works when system is activated.
- ❑ Verify no heads are damaged or painted over and that proper head is utilized when covering area.
- ❑ Verify all Fire Extinguishers are up to date on inspections and are charged. They need to be visible and unobstructed as well as in cabinets or secured on brackets/hangers. Maximum travel distance to extinguisher is 75 feet. (Sec 906 IFC).
- ❑ Verify that the Fire Department Connection is visible and not obstructed, caps needs to be on. (IFC)

HVAC/MECHANICAL EQUIPMENT

- ❑ Water heating facilities shall be properly installed, maintained and capable of providing an adequate amount of water to be drawn at a temperature of not less than 110 degrees F. A gas burning water heater shall have adequate combustion air provided. An approved combination temperature and pressure relief valve and relief valve discharge pipe shall be properly installed and maintained on water heaters. (IPMC 505.4)
- ❑ All mechanical appliances, fireplaces, solid fuel burning 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. (IPMC 603.1)
- ❑ All fuel burning equipment and appliances shall be connected to an approved chimney or vent. Exception – those that are labeled for unvented operation. (IPMC 603.2)
- ❑ All required clearances to combustible materials shall be maintained. (IPMC 603.3)
- ❑ All safety controls for fuel burning equipment shall be maintained in effective operation. (IPMC 603.4)
- ❑ A supply of air for complete combustion of the fuel and for ventilation of the space containing the fuel burning equipment shall be provided for the fuel burning equipment. (IPMC 603.5)
- ❑ Devices intended to reduce fuel consumption by attachment to a fuel burning appliance, to the fuel supply line thereto, or to the vent outlet or vent piping therefrom, shall not be installed unless labeled for such purpose and the installation is specifically approved. (IPMC 603.6)
- ❑ Duct systems shall be maintained free of obstructions and shall be capable of performing the required function. (IPMC 607.1)

ELECTRICAL EQUIPMENT

- ❑ Where it is found that the electrical system in a structure constitutes a hazard to the occupants or the structure by reason of inadequate service, improper fusing, insufficient receptacle and lighting outlets, improper wiring or installation, deterioration or damage, or for similar reasons, the defects shall be corrected to eliminate the hazard. (IPMC 604.3)

- ❑ All electrical equipment, wiring, and appliances shall be properly installed and maintained in a safe and approved manner. (IPMC 605.1)

DWELLING UNITS

GENERAL ITEMS

- ❑ Habitable Spaces - An openable window(s) of proper size for natural light and natural ventilation needs to be provided. For natural light the window(s) area needs to equal 8% of the size of the room the window(s) is located in. For natural ventilation the window(s) must provide an opening that equals 45% of the required 8% window(s) area. Mechanical ventilation system and artificial lighting can be provided in lieu of natural light and ventilation. [Bathrooms, toilet rooms closets, halls, storage, utility spaces are not habitable spaces] (IPMC 402.1).
- ❑ Mechanical exhaust must discharge directly to the exterior of the structure. (IPMC 403.1 & 403.2).
- ❑ All other spaces shall be provided with natural or artificial light sufficient to permit the maintenance of sanitary conditions, and the safe occupancy of the space and utilization of the appliances, equipment and fixtures. (IPMC 402.3)
- ❑ 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 unless the dwelling contains one bedroom. (IPMC 404.4.2).
- ❑ Every bedroom shall have access to one water closet and one lavatory without passing through another bedroom. Access to the water closet/lavatory shall be on the same or adjacent floor level. (IPMC 404.4.3).
- ❑ All habitable rooms and bathroom must have means provided for it to be able to maintain a room temperature of 68F. (IPMC 602.2).
- ❑ All common or shared bathrooms and toilet rooms in a multiple dwelling shall be provided with a door and interior locking device. (IPMC 503.1).

***Definition - Bedroom** means any room with a permanently built in closet, designed for and potentially used for sleeping purposes at the present time and/or in the future. Bedrooms shall meet all the minimum provisions of this code to include a minimum of 70 square feet of floor area with the least horizontal dimension of 7 feet, glazing for natural light to be not less than 8 percent of floor area, heat provided in the room to maintain a minimum of 68 degrees, 3 feet from the floor and 2 feet from the exterior walls, a height of 7 feet in the room(s) shall be maintained, shall meet the minimum emergency escape and rescue opening, shall have a permanently powered smoke alarm device with battery backup. Bedrooms include dens, offices, playrooms, family rooms, storage areas, and other rooms with built in closets. For the purpose of this chapter "bedroom(s) and sleeping room(s) shall be synonymous with each other.

SAFETY ITEMS

- ❑ An egress window shall be provided for every bedroom. The minimum clear net width shall not be less than 20 inches and the minimum clear net height shall not be less than 24 inches. The window shall not be less than 5.7 square feet in net clear area unless the window is at grade level in which case shall not be less than 5.0 square feet in net clear area. The window shall open to a yard or court. If a window well is required on the exterior than those provisions shall comply. No key, tool, or special knowledge shall be required to operate the window. The window shall not be more than 44" above the finished floor level. (IPMC 702.4 & Ord. Section 162.26) – (1985 UBC had requirements for egress windows)
Exceptions
 1. If a landing is necessary for the height requirement listed above then the landing shall have a minimum width of 36 inches, a minimum depth of 18 inches and a maximum height of 24 inches. The landing shall be permanently affixed to the floor.
 2. If the construction of the structure exists prior to 1983 then the original egress window shall have a minimum clear opening width and height dimensions of 18 inches. The window shall also have a minimum finished sill height of not more than 48 inches above the finished floor.
- ❑ Egress window wells shall be at least 9 square feet in area with a minimum horizontal projection and width of 36 inches. The area of the window well shall allow the emergency escape and rescue opening to be fully opened. The window well depth shall not be greater than 44 inches from top of well to the grade inside. If the depth exceeds 44 inches than steps or a ladder shall be installed. The ladder shall not encroach more than 6 inches with the width of the ladder shall be 12 inches and shall project at least 3 inches from the well wall and rungs spaced not more than 18 inches apart for full height of well. (1994 UBC had requirements for egress window wells).

- ❑ A smoke detector shall be installed in a bedroom, on each floor level and immediately outside of each bedroom. Unless otherwise permitted the smoke detector shall have primary power with battery backup power. (IPMC 704).
- ❑ Privacy shall be provided and the bathroom/toilet room shall not constitute the only passageway to a hall or other space or to the exterior. (IPMC 503.1).

ROOM DIMENSIONS/COMFORT

- ❑ Every bedroom shall be at least 70 square feet in area. Rooms shall not have less than 7 feet in any horizontal dimension. (IPMC 404.2).
- ❑ A clear ceiling height of not less than 7 feet must be provided unless the following applies: (IPMC 404.3).
 1. One and Two family dwellings only – beams and girders spaced not less than 4 feet on center and projecting not more than 6 inches below the required ceiling height.
 2. A sloped ceiling over or part of the room with a clear ceiling height of at least 7 feet over not less than 1/3 of the required minimum floor area. In calculating the floor area only those portions of the floor area with a clear ceiling height of 5 feet or more shall be included.
 3. Basement rooms in one and two family dwellings occupied exclusively for laundry, study or recreation purposes, having a ceiling height of not less than 6 feet 8 inches with not less than 6 feet 4 inches of clear height under beams, girders, ducts and similar obstructions.
- ❑ A clear passageway of 3 feet shall be provided between counterfronts and appliances or counterfronts and walls. (IPMC 404.2).
- ❑ All spaces used for the preparation of food shall contain suitable space and equipment to store, prepare and serve foods in a sanitary manner, disposal of food, wastes and refuse, including facilities for temporary storage. (IPMC 404.7).
- ❑ Heat shall be furnished to the occupants in all habitable rooms including bathrooms and toilet rooms from September 15 to May 15. (IPMC 602.3 & Ord 162.28)

ELECTRICAL ITEMS

- ❑ All 120 Volt receptacle outlets above the kitchen countertop are GFCI protected. (Ord. Section 162.30).
- ❑ One lighting fixture shall be provided in a kitchen. (IPMC 605.3).
- ❑ Bathrooms must have one receptacle outlet provided and one lighting fixture provided. (IPMC 605.3).
- ❑ All 120 Volt receptacle outlets are GFCI protected in bathrooms. (Ord. Section 162.30).
- ❑ Every bedroom and habitable shall contain at least two receptacle outlets in the room and they shall be on opposing walls. (IPMC 605.2).
- ❑ Every laundry area shall contain at least one grounded-type receptacle or a receptacle with a ground fault circuit interrupter. (IPMC 605.2).
- ❑ Two wire electrical systems are acceptable as long as the wiring does not appear to create a hazard. GFCI's are allowed to be installed on a two wire electrical system.
- ❑ Circuits need to be identified in the electrical panel.

PLUMBING ITEMS

- ❑ A kitchen sink shall be provided. (IPMC 502.1).
- ❑ At least one bathroom provided and it shall contain at least one bathtub or shower, water closet, and lavatory. The lavatory must be placed in the same room as the water closet or located in close proximity to the door leading directly into the room in which such water closet is located. Kitchen sink is not allowed to substitute for the lavatory. (IPMC 502.1).
- ❑ All plumbing fixtures must be provided with water and adequate pressure in order to function and cleanse properly. Hot water must be provided for bathtubs, lavatories, sinks, laundry and showers at not less than 110F, max of 140F. (IPMC 505.3 & 505.4).
- ❑ A clear ceiling height of not less than 7 feet must be provided (6'8" ceiling height is allowed for over the fixture itself and the front clearance area of the fixture as described per the IRC). (IPMC 404.3).
- ❑ Plumbing fixtures shall have adequate clearance around them. (IPMC 504.2). Should be as close to the IRC provisions – Toilet 21" clear space in front – 15" from center of vanity or tub, Vanity 4" clear space from wall and from water closet tank – 2" from edge of vanity to edge of tub, Shower 30" clear space in front and from walls.
- ❑ All plumbing fixtures must be free from damage and leaks. (IPMC 504.1).

EFFICIENCY UNITS – all requirements are applicable except for the following

- ❑ A unit occupied by not more than two occupants shall have a clear floor area of not less than 220 square feet. A unit occupied by three occupants shall have a clear floor area of not less than 320 square feet. These required areas shall be exclusive of the areas required by Items 2 and 3. (IPMC 404.6)

- ❑ The unit shall be provided with a kitchen sink, cooking appliance and refrigeration facilities, each having a clear working space of not less than 30 inches in front. Light and ventilation conforming to this code shall be provided. (IPMC 404.6)
- ❑ The unit shall be provided with a separate bathroom containing a water closet, lavatory and bathtub or shower. (IPMC 404.6)
- ❑ The maximum number of occupants shall be three. (IPMC 404.6)