

PLEASE USE THIS CHECKLIST IN PREPARING YOUR RENTAL PROPERTY FOR YOUR NEXT HOUSING CODE INSPECTION. BY COMPLYING WITH ALL THE APPLICABLE ITEMS LISTED, YOU MAY AVOID THE INCONVENIENCE OF A SECOND INSPECTION.

PROPERTY ADDRESS

**INTERIOR:**

- Y N NA Are all chimney plate covers sealed?
- Y N NA Are all clothes dryers vented outdoors?
- Y N NA Are unused chimney flue pipe openings sealed?
- Y N Are all appliances working properly: stove, refrigerator, etc?
- Y N Are all walls & ceilings in good condition, including closets: holes, cracks, deterioration, damage, or buckled areas, exposed lath, wallpaper peeling, paint peeling, mildew, water stains, water damage?
- Y N Does each bedroom have a window or means of natural light & ventilation?
- Y N Is all repair work painted over?
- Y N Are there any unsanitary conditions / health hazards: improperly stored trash, foul odors, signs of infestation / rodents, etc?
- Y N Is there any paint peeling?
- Y N Is there any habitable space in the attic?

**STAIRS:**

- Y N Do all stairways have handrails?
- Y N Are all handrails & railings secured?
- Y N Are stairs, landings, & fire escapes clear of stored items & tripping hazards?
- Y N Do railings & handrails have missing spindles?

**DOORS:**

- Y N NA *Dwelling Units With 3 or More Unrelated Individuals:* Is each bedroom door equipped with a lock, which is securable by means of a key from the outside with a simple type of releasing device on the inside?
- Y N NA *Multiple Dwellings & Mixed Occupancy Buildings:* Are self-closers provided & operational on apartment entrance doors?
- Y N NA *Multiple Dwellings:* Do the bathrooms have an interior locking device?
- Y N Are all exit doors from dwelling units equipped with a locking device, which is securable by means of a key from the outside & with a simple type of releasing device on the inside?
- Y N Are doors & doorways in good condition: doors, jambs, saddles, molding, hardware, etc?
- Y N Are self-closing doors kept in closed position?
- Y N Do all doors open & close easily?
- Y N Are there any hasp type locks & hardware on any doors?

**PLUMBING & HEATING:**

- Y N NA Is an easily accessible shut-off valve provided in the gas piping in close proximity to, & ahead of, every gas appliance & outlet for a gas connection?
- Y N Do all plumbing fixtures work properly: sink, tub, etc?
- Y N Do all water & drainpipes work properly?
- Y N Do the water heater relief valves extend downward to within 6" of the floor?
- Y N Is an adequate, permanent, fixed form of heat provided to all habitable space?
- Y N Is ventilation provided in bathrooms: fan or openable window?
- Y N Are faucets dripping: sink, tub, etc?
- Y N Is tub & shower caulking deteriorated, missing, or mildewed?

**SMOKE DETECTORS & CARBON MONOXIDE DETECTORS:**

- Y N NA *1 & 2-Family Dwellings & Townhouses:* Is a smoke detector, which is clearly audible throughout the structure, installed in the cellar or basement?
- Y N NA *2-Family Dwellings:* Is at least 1 smoke detector, the alarm of which is clearly audible throughout the structure, installed in each common passageway on each floor?
- Y N NA *Multiple Dwellings & Mixed Occupancy Buildings:* Are interconnected smoke detectors installed in each common passageway on each floor & in the cellar or basement?
- Y N In each dwelling unit, including owner occupied units, is a smoke detector installed in each sleeping room?
- Y N In each dwelling unit, including owner occupied units, is a smoke detector installed in the common area?
- Y N In each dwelling unit, including owner occupied units, is a carbon monoxide detector installed in the common area of the lowest level where there is a sleeping room?
- Y N Are all smoke detector & carbon monoxide detectors covers provided & closed?
- Y N Are all smoke detectors & carbon monoxide detectors located to manufacturer's specifications?
- Y N Are all smoke detectors & carbon monoxide detectors operative?
- Y N Are all smoke detectors & carbon monoxide detectors secured to ceiling / wall?

**FIRE SAFETY:**

- Y N NA *1 & 2-Family Dwellings & Townhouses:* If a garage is attached to the building, is it separated from the residential portion of the building by construction capable of preventing the passage of fumes & vapors & having a fire-resistance rating of 1/2 hour?
- Y N NA *Multiple Dwellings & Mixed Occupancy Buildings:* If a garage is attached to the building, is it separated from the residential portion of the building by construction capable of preventing the passage of fumes & vapors & having a fire-resistance rating of at least 1 hour?

- Y N NA *Multiple Dwellings 3 stories or more in height:* Are there at least 2 means of egress from each dwelling unit?
- Y N NA *2 or More Dwelling Units:* Is ¾-hour fire-rated construction provided to ceilings & walls to separate dwelling units?
- Y N NA *Mixed Occupancy Buildings:* Is the nonresidential space separated from the residential space by fire separations that have a fire-resistance rating of at least 1 hour?
- Y N NA Do all public halls, stairways, lobbies, & vestibules have walls & ceilings that have a fire resistance rating of at least ¾ hour?
- Y N Are all fire extinguishers in the building charged?
- Y N Do all fire extinguishers in the building have a current inspection tag?
- Y N Are all openings in ceilings & walls around wires, ducts, & pipes sealed with a fire-resistive material?
- Y N Is any egress reduced or obstructed by stored items or furniture?
- Y N Is there an excessive amount of loose wallpaper or fabric being used as wall & / or ceiling covering?

**ELECTRICAL:**

- Y N Are all electrical breakers labeled?
- Y N Is there clear access to all electrical panel boxes?
- Y N Do all tenants have access to the panel boxes for their apartment?
- Y N Are all electrical junction boxes closed?
- Y N Are all stairs provided with electrical lights to allow safe ascent & descent?
- Y N Do all electrical receptacles & switches have covers that are not damaged?
- Y N Do all light fixtures have covers that are not damaged?
- Y N Do all lights & electrical switches work properly?
- Y N Does each bathroom have at least 1 receptacle?
- Y N Does each room used as habitable space have at least 2 separate & remote receptacles?
- Y N Are electrical extension cords in use? Surge protector strips are permitted.
- Y N Are there any Christmas or party lights in use?
- Y N Are there any exposed electrical wires?
- Y N Are there any flexible cords run under rugs, through doorways or windows or similar openings?

**CELLARS & BASEMENTS:**

- Y N NA *Multiple Dwellings & Mixed Occupancy Buildings:* Are cellar stairways separated from stairways leading from upper stories, at the grade level story, by walls & ceilings having a fire-resistance rating of at least ¾ hour?
- Y N Are self-closers provided on doors & operational?
- Y N Is there a 5 lb ABC fire extinguisher?
- Y N Are there any stored combustibles?
- Y N Are there any stored flammables?

**ATTICS WITH HEATING EQUIPMENT:**

- Y N Are self-closers provided on doors & operational?
- Y N Is there a 5 lb ABC fire extinguisher?
- Y N Are there any stored combustibles?
- Y N Are there any stored flammables?

**EXTERIOR:**

- Y N NA *Multiple Dwellings & Mixed Occupancy Buildings:* Are all barbecues removed from porches?
- Y N NA Do all decks, porches & fire escapes that are at least 30" above grade have guardrails?
- Y N NA Is the City sidewalk clear of ice & snow?
- Y N Are all exterior doors, windows, skylights, & similar openings weather tight?
- Y N Are all exterior stairs, porches, entrance platforms, fire escapes, & the railings thereon, maintained in a safe & sound condition?
- Y N Are all gutters maintained?
- Y N Are all hedges & trees trimmed so that they are not blocking any stairs or sidewalks/walkways?
- Y N Are the leaves raked?
- Y N Are approved address #s placed in a position plainly visible from the street?
- Y N Do the approved address #s on the building contrast from their background?
- Y N Is all exposed wood, which is not inherently resistant to deterioration, painted or otherwise protected?
- Y N Is all interior furniture removed from all exterior areas?
- Y N Is the lawn mowed?
- Y N Is trash stored in sturdy receptacles with tight fitting covers?
- Y N NA Are there potholes in the driveway or parking area?
- Y N Are there any cracked, broken, or missing windows?
- Y N Are there any deteriorated areas in the foundation or parking?
- Y N Are there any plants, shrubs, trees, or fences blocking the view of anyone at an intersection or exiting a driveway?
- Y N Are there any soffits or fascia missing, damaged, or deteriorated?
- Y N Are there any unlicensed vehicles on the site?
- Y N Are there any unsanitary conditions / health hazards: feces, cigarette butts, etc?
- Y N Does the chimney need pointing?
- Y N Is there any siding or clapboard missing, damaged, or deteriorated?