

INSPECTION REPORT/CHECKLIST

1. Living room

- 1.1. Provide adequate space for living room
- 1.2. There should be at least 2 working outlets or one working outlet *or* one working light fixture
- 1.3. Room must be free of electrical hazards
- 1.4. All windows and doors that are accessible from outside must be lockable
- 1.5. Must be at least one window and windows must be free of signs of severe deterioration with no broken or missing panes
- 1.6. Ceiling must be sound and free of hazardous defects
- 1.7. Walls must be sound and free of hazardous defects
- 1.8. Floor must be sound and free of hazardous defects/ carpet must be free of any tripping hazards
- 1.9. If there are children under the age of 6 or the unit was built before 1978 the unit must be free of lead base paint/ unit must be free of any chipping, peeling, cracking, chalking or otherwise damaged paint.
- 1.10. Tenant recommended repairs or comments
- 1.11. Mold like substance

2. Kitchen

- 2.1. There must be clean and sanitary space for preparation/storage of food
- 2.2. There should be at least 1 working outlet and one permanently installed working light fixture
- 2.3. Room must be free of electrical hazards
- 2.4. All windows and doors that are accessible from outside must be lockable
- 2.5. Windows must be free of signs of severe deterioration with no broken or missing panes
- 2.6. Ceiling must be sound and free of hazardous defects
- 2.7. Walls must be sound and free of hazardous defects
- 2.8. Floor must be sound and free of hazardous defects/ carpet should be free of any tripping hazardous
- 2.9. If there are children under the age of 6 or the unit was built before 1978 the unit must be free of lead base paint/ unit must be free of any chipping, peeling, cracking, chalking, or otherwise damaged paint.
- 2.10. There must be an operable stove and refrigerator in unit. All stove burners must ignite automatically from pilot. Oven must be operable and free of gas fumes (Knobs and Handles MUST be present).
- 2.11. Refrigerator must keep adequate cooling temperatures so that food does not spoil over a reasonable amount of time
- 2.12. There must be an operable kitchen sink that contains hot and cold running water
- 2.13. There must be space to store and prepare food
- 2.14. Mold like substance

3. Bathroom

- 3.1. There must be a bathroom in unit.
- 3.2. There must be electricity present
- 3.3. Must be free of electrical hazards.
- 3.4. All windows and doors that are accessible from outside must be lockable
- 3.5. Windows must be free of signs of severe deterioration or missing or broken panes
- 3.6. Ceiling must be sound and free of hazardous defects
- 3.7. Walls must be sound and free of hazardous defects
- 3.8. Floors must be sound and free of hazardous defects/ carpet must be free of any tripping hazards.
- 3.9. If there are children under the age of 6 or the unit was built before 1978, the unit must free of lead base paint/ unit must be free of any chipping, peeling, cracking, chalking, or otherwise damaged paint.
- 3.10. There must be an operable toilet in unit for exclusive private use of the tenant.
- 3.11. There must be a permanently installed wash basin with hot and cold running water in unit
- 3.12. There must be working tub or shower with hot and cold running water in bathroom
- 3.13. There must be operable ventilation.
- 3.14. Mold like substance

4. Other room used for living or second bathroom

- 4.1. Other rooms as mentioned on unit inspection report
- 4.2. If room is used for sleeping, there must be at least 2 working outlets or 1 working outlet and 1 working permanently installed light fixture. If not, there must be means of illumination
- 4.3. Room must be free of electrical hazards
- 4.4. All windows and doors that are accessible from outside must be lockable
- 4.5. If room is used for sleeping there must be a least 1 window, and if window is designed to open, at least 1 should be operable, and must be free of deterioration and broken panes.
- 4.6. Ceiling must be sound and free of hazardous defects
- 4.7. Walls must be sound and free of hazardous defects
- 4.8. Floors must be sound and free of hazardous defects/ carpet must be free of any tripping hazards

INSPECTION REPORT/CHECKLIST

- 4.9. If there are children under the age of 6 or the unit was built before 1978, the unit must be free of lead base paint/ unit must be free of chipping, peeling, cracking, chalking, or otherwise damaged paint
- 4.10. Operable Smoke Detector and Carbon Monoxide Detector with in 15ft. of sleeping areas.
- 4.11. If there is a sink present, it must have a gas trap and no leak.
- 4.12. If there is toilet present, it must flush properly and have no leaks.
- 4.13. If tub is present, it must be free from leaks and hazards.
- 4.14. Mold like substance
- 5. All secondary rooms (rooms not used for living)**
 - 5.1. None go to part 6
 - 5.2. All windows and doors that are accessible from outside must be lockable.
 - 5.3. All rooms must be free from electrical hazards.
 - 5.4. There cannot be any other potentially hazardous conditions in any of these rooms.
- 6. Building exterior**
 - 6.1. Foundation must be sound and free of hazards
 - 6.2. All exterior stairs, rails are required on 4 steps or more and porches must be free from hazard.
 - 6.3. Roof, gutters, and downspouts must be sound and free of hazards (If gutters are present)
 - 6.4. Exterior surfaces must be sound and free of hazards
 - 6.5. Chimney must be sound and free of hazards
 - 6.6. There cannot be deteriorated paint exceeding the minimum amount of 20 sq. Ft. Of any exterior surface.
 - 6.7. All mobile homes must be properly placed and tied down.
- 7. Heating and plumbing**
 - 7.1. Heating equipment must provide adequate heating to all rooms used for living
 - 7.2. Unit must be free of unvented fuel burning space heaters or any unsafe heating conditions.
 - 7.3. Unit must have adequate ventilation and cooling; windows or working cooling systems.
 - 7.4. Hot water heater must be located in a safe manner and a discharge pipe should be 4 to 6 inches of floor, no combustibles near flue and no leaks present
 - 7.5. Water supply should be served by an approvable public or private water source.
 - 7.6. Plumbing must be free of leaks or corrosion that may cause rust or contamination of drinking water.
 - 7.7. Plumbing must be connected to an approvable public or private disposal system with no sewer back-up.
- 8. General health and safety**
 - 8.1. All windows accessible from outside must have strong locking devices.
 - 8.1.1. All windows and doors must be weatherproof to prevent serious drafts
 - 8.1.2. There must be an operable smoke detector on all levels of unit. For hearing impaired, an alarm system must be connected to detector.
 - 8.1.3. Tenant cannot access unit by having to go through another unit.
 - 8.2. There has to be an acceptable 2nd means of exit from the building in case of fire.
 - 8.3. The unit must be free of infestation.
 - 8.4. The unit must be free of heavy accumulation of garbage or debris (inside and out)
 - 8.5. There must be adequate covered facilities for temporary storage of food waste.
 - 8.6. All interior stairs and common halls must be free of hazards. There should be no loose or broken steps, missing or insecure railings. Adequate lighting is required.
 - 8.7. Unit should be free of any other interior hazard not previously specified.
 - 8.8. All units that require elevator must have a current inspection certificate from local practices. Must be operable
 - 8.9. Unit must be free of abnormally high levels of air pollution.
 - 8.10. Site or neighborhood should be safe and free of any unhealthy conditions.
 - 8.11. Owner must complete lead based paint certification when required to correct any deteriorated paint or lead based paint hazards.