

3 or more units and commercial property checklist

- The property street address must be posted and visible from the street with 4-inch numbers contrasting to the background.
- All sidewalks and walking surfaces need to be free of hazardous and/or tripping hazards.
- All garbage cans must be leak proof with tight fitting lids
- All exterior property and premises shall be maintained in a clean, safe and sanitary condition.
- The exterior walls must be free of holes, breaks, loose/rotting boards and peeling paint.
- Roofs must be structurally sound and watertight, with properly attached gutters and downspouts so water is discharged without affecting neighboring property.
- Chimneys, decks, stairs and porches must be structurally sound and in good repair.
- All dead bolts must have thumb latch on entrance/exit doors.
- All bathrooms must be vented by a window or fan discharging directly to the outside. Including basement toilets.
- All interior surfaces, including ceilings, walls, flooring, 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/loose plaster or drywall, decayed wood and other defective surface shall be corrected.
- A smoke detector on each floor, one in each bedroom.
- Carbon Monoxide detector outside bedroom areas and in the vicinity of fossil fuel appliances.
- The opening from the garage to the residence shall be equipped with a 1-3/8" solid wood, honeycomb steel or 20-minute fire-rated door.
- Ground Fault Circuit Interrupter outlets shall be installed at exterior location, kitchen counter tops, bathrooms, garages and laundry areas.
- No exposed electric wires, uncovered outlets and switches.
- Painted or broken outlets and switches will need to be replaced.
- Foundation walls must be in good repair, free from open cracks and able to support the loads placed upon them.
- Every exterior and interior flight of stairs having more than four risers shall have a handrail on one side of the stairs.
- Handrails shall not be less than 30-inches high or more than 42-inches high measured vertically above the nosing of the tread or above the finished floor of the landing or walking surfaces.
- Every open portion of the stairs, landing, balcony, porch, deck, ramp or other walking surface, which is more than 30-inches above the floor or grade below, shall have guardrails.
- Guardrails shall not be less than 30-inches high above the floor of the landing, balcony, porch, deck, or ramp or other walking surfaces with a 4-inch maximum opening.
- Every handrail and guardrail shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition.
- Window and door openings must be weather tight and windows must have screens.
- Windows easily openable and capable of being held in position by window hardware.
- All gas appliances in working order, vented properly with a ¼-turn gas shut off valve.
- Water heaters and boilers must have a proper pressure relief tube installed and extending to within 6-inches of the floor.
- Buildings should be free from insect and rodent infestation.
- Fire extinguishers installed in the common areas with service tags.

- Emergency lighting provided for common areas, hallways, laundry rooms, stairways, and means of egress travel.
- All exits doors marked by an approved exit sign readily visible from any direction of egress travel.
- Corridor doors in place and approved fire rated door with self-closing device.
- Is an approved key box install. (Knox Box)
- Have all fire escape stairways and balconies been examined for structural adequacy and safety every 5-years.
- Are fire detection, alarm, and extinguishing systems, mechanical smoke exhaust systems, and smoke and heat vents inspected yearly and maintained in an operative condition at all times.
- The electrical panels been inspected.