



Property Maintenance Inspection Guide

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Smoke Detectors: A smoke detector is required inside each room used for sleeping purposes (bedroom). A smoke detector is also required in the common area on each story of a residence, including the basement. The smoke detectors must have operable batteries and sound when tested. Smoke detectors should be mounted on the ceiling; however, wall assembly will be permitted as long as it is within 6" of the ceiling.

Carbon Monoxide Detectors: Every dwelling unit must be equipped with at least one operable Carbon Monoxide alarm within 15ft of every room used for sleeping purposes. On levels that bedrooms are present, the C.O. detector must be placed within 15ft of the bedroom doors. The detectors may be battery operated, plug-in with battery backup power or hard-wired into the home's A/C power with a secondary battery back-up.

**Combination units that include a smoke detector and C.O. detector are allowed*

Address Numbers: Street address numbers must be displayed on the house in a position easily readable from the street. The numbers must be at least 4" in height and non-script. Address numbers should also appear on the mailbox if mailbox is not attached directly to the home (curb-side mailbox).

Door Locks: Double-key deadbolts are not permitted. All exit doors must be easily openable from the side from which the exit is to be made without the need for keys or special effort.

Windows/screens: Windows must be in good repair and weather tight. All windows must be easily openable and capable of being held in any raised position without assistance. Screens may not have tears or holes.

Door between living area & garage: The door(s) separating the garage from the living areas of a home to be not less than 1 3/8 inch in thickness (solid wood, metal clad or 20 minute fire rated doors).

Fire separation: The garage shall be separated from the residence and its attic area by not less than ½ inch gypsum board applied to the garage side. Garages beneath habitable rooms shall be separated from all habitable rooms above by not less than 5/8 inch Type X gypsum board or equivalent on all new installations.

Fuse/Circuit Breaker Panel: There may not be any unused opening in the panel and all circuits must be labeled. Fuses may not exceed 20amps. The panel must have a 30 inch minimum working space in front to provide ready access.

Electric Receptacle Cover Plates: All outlet and switch cover plates must be in place and in good condition.

Bathroom GFCI Receptacles: Every bathroom must have at least one receptacle outlet. Any new bathroom receptacle outlet shall have Ground Fault Circuit Interrupter (GFCI) protection.

Bathroom Water (leaks): Bathroom faucets and under counter top plumbing will be checked for leaks or improper installation. Therefore, water service (to include hot water) must be available at time of inspection.

Bathroom Vent to the Outside: An openable window or mechanical ventilation system must be installed in each bathroom. If a mechanical vent is used, it must exhaust moisture-laden air to the exterior of the home.

Kitchen Receptacles: Any new kitchen receptacle outlets installed shall have Ground Fault Circuit Interrupter (GFCI) protection.

Kitchen Garbage Disposal: If a disposal is installed, it must operate.

Kitchen Water (leaks): Faucets, sprayer and under sink plumbing will be checked for leaks or improper installation. Therefore, water service (to include hot water) must be available at time of inspection.

Laundry Area: Every laundry room requires at least one grounded-type receptacle.

Heating Unit and Water Heating Venting: Vent pipes are checked for deterioration, blockage or separation of connections. Evidence of decay or rusting may indicate improper draft. Vent pipes are checked to ensure they are not too close to combustibles.

Gas Shut-Off: Each heating unit and water heater must be provided with a shutoff valve separate from the appliance. It must be located on the same room as the appliance, no further than 6 feet from the appliance. The shut-off valve must be easily accessible.

Water Heater Discharge Pipe: An approved combination temperature and pressure relief valve discharge must be properly installed and maintained on water heaters. The discharge pipe must be rigid pipe, copper or galvanized, and shall be the same diameter as the relief valve outlet. The discharge pipe must be installed so as to run to within 6 inches of the floor. New installation required to be within 1 inch of the floor.

Interior Surfaces: All interior surfaces, including windows and doors, must be clean, sanitary and in good condition. Flaking or peeling paint, cracked plaster, rotted wood or other defective surfaces must be repaired.

Windows: Windows must be easily opened and capable of being held in position by window hardware alone.

Basement Sleeping Room Requirements: If a basement room is to be used for sleeping purposes, it must have an openable window with clear open area of 5.7 sq feet and a sill height of not more than 44 inches above the floor or a door in the room opening directly to the outside of the structure. Additional ceiling height requirements may also be required.

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Gutter and Downspouts: Roof drains, gutters and downspouts must be in good repair and free from obstructions.

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Smoke Detectors: A smoke detector is required inside each room used for sleeping purposes (bedroom). A smoke detector is also required in the common area on each story of a residence, including the basement. The smoke detectors must have operable batteries and sound when tested. Smoke detectors should be mounted on the ceiling; however, wall assembly will be permitted as long as it is within 6" of the ceiling.

Carbon Monoxide Detectors: Every dwelling unit must be equipped with at least one operable Carbon Monoxide alarm within 15ft of every room used for sleeping purposes. On levels that bedrooms are present, the C.O. detector must be placed within 15ft of the bedroom doors. The detectors may be battery operated, plug-in with battery backup power or hard-wired into the home's A/C power with a secondary battery back-up.

**Combination units that include a smoke detector and C.O. detector are allowed*

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Door Locks: Double-key deadbolts are not permitted. All exit doors must be easily openable from the side from which the exit is to be made without the need for keys or special effort.

Windows/screens: Windows must be in good repair and weather tight. All windows must be easily openable and capable of being held in any raised position without assistance. Screens may not have tears or holes.

Door between living area & garage: The door(s) separating the garage from the living areas of a home to be not less than 1 3/8 inch in thickness (solid wood, metal clad or 20 minute fire rated doors).

Fire separation: The garage shall be separated from the residence and its attic area by not less than ½ inch gypsum board applied to the garage side. Garages beneath habitable rooms shall be separated from all habitable rooms above by not less than 5/8 inch Type X gypsum board or equivalent on all new installations.

Fuse/Circuit Breaker Panel: There may not be any unused opening in the panel and all circuits must be labeled. Fuses may not exceed 20amps. The panel must have a 30 inch minimum working space in front to provide ready access.

Electric Receptacle Cover Plates: All outlet and switch cover plates must be in place and in good condition.

Bathroom GFCI Receptacles: Every bathroom must have at least one receptacle outlet. Any new bathroom receptacle outlet shall have Ground Fault Circuit Interrupter (GFCI) protection.

Bathroom Water (leaks): Bathroom faucets and under counter top plumbing will be checked for leaks or improper installation. Therefore, water service (to include hot water) must be available at time of inspection.

Bathroom Vent to the Outside: An openable window or mechanical ventilation system must be installed in each bathroom. If a mechanical vent is used, it must exhaust moisture-laden air to the exterior of the home.

Kitchen Receptacles: Any new kitchen receptacle outlets installed shall have Ground Fault Circuit Interrupter (GFCI) protection.

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Laundry Area: Every laundry room requires at least one grounded-type receptacle.

Heating Unit and Water Heating Venting: Vent pipes are checked for deterioration, blockage or separation of connections. Evidence of decay or rusting may indicate improper draft. Vent pipes are checked to ensure they are not too close to combustibles.

Gas Shut-Off: Each heating unit and water heater must be provided with a shutoff valve separate from the appliance. It must be located on the same room as the appliance, no further than 6 feet from the appliance. The shut-off valve must be easily accessible.

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Windows/screens: Windows must be in good repair and weather tight. All windows must be easily openable and capable of being held in any raised position without assistance. Screens may not have tears or holes.

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