

Housing Maintenance Check-list

Address _____
Date Inspected _____

EXTERIOR

WINDOWS & DOORS

- ☐ Bug and rodent proof
- ☐ Weather-tight
- ☐ Free of defects

EXTERIOR WALLS

- ☐ Soffit and fascia in good repair
- ☐ House number in front (*visible from public way*)
- ☐ Siding is weather tight and intact

PAINT

- ☐ Wood surface weather-protected
- ☐ NO peeling, chipping, caulking, flaking or otherwise deteriorated paint

FOUNDATION

- ☐ Structurally sound
- ☐ Free from holes or gaps
- ☐ Proper grading

ROOF

- ☐ Free of leaks
- ☐ Structurally sound
- ☐ No loose or missing shingles

GUTTERS

- ☐ Properly attached and drain water away from structure

CHIMNEY

- ☐ Tuck pointing/mortar in good repair
- ☐ Flue liner in good repair

PORCH / DECKS

- ☐ In good repair
- ☐ Guard railings required if over 30" above grade

STAIRS / STEPS

- ☐ Evenly spaced
- ☐ Securely attached
- ☐ Handrails if 4 or more risers on attached stairs
- ☐ Well-maintained
- ☐ Snow shoveled at all building exit doors

LIGHTING

- ☐ All lighting shall be provided and maintained by the landlord at all exterior doors

YARDS

- ☐ Grass and weeds cut
- ☐ Proper grading
- ☐ No litter, tires, auto parts, construction or other miscellaneous debris in yard
- ☐ Inspect and rodent harborage

STRUCTURES

GARAGES

- ☐ In good repair
- ☐ Not open to trespass
- ☐ Secured with lock(s)
- ☐ Exterior surfaces weather-protected

FENCES

- ☐ Well maintained
- ☐ Wood surfaces weather protected
- ☐ Finished side out toward neighboring properties / selva ends down

GARBAGE & RECYCLING

- ☐ Proper containers
- ☐ NOT overflowing
- ☐ Compost is contained

VEHICLES / PARKING

- ☐ Parking only on approved parking surfaces
- ☐ No abandoned, unlicensed or inoperable vehicles

INTERIOR

GENERAL

- ☐ License displayed
- ☐ Clean and sanitary
- ☐ Rodent and insect free

WALLS AND CEILINGS

- ☐ Free from water damage
- ☐ Minimum ceiling heights 7'6"

FLOORS

- ☐ Structurally sound
- ☐ No holes
- ☐ Floor covering must be intact and secured to the floor

HALLWAY / LANDING

- ☐ Clear pathway
- ☐ Handrails / guardrails securely attached
- ☐ Continuous guardrails required on open sides of landings / stairways 30" or more above grade

SLEEPING ROOMS

- ☐ Proper egress or door open to the outside required
- ☐ Floor space shall be no less than 70 square feet with a 7' minimum width
- ☐ Proper light and ventilation
- ☐ Working smoke detectors

WINDOWS

- ☐ Easily operable
- ☐ Capable of being held in position by window hardware
- ☐ Locks required 24 feet above grade
- ☐ Operable windows must have screens in good repair
- ☐ Storm windows required except on double pane glass or better
- ☐ Weather tight
- ☐ Window frame must be free of cracked, chipped, peeling, chalking, or flaking paint and caulk

DOORS

- ☐ Secure / fits frame
- ☐ Proper hardware
- ☐ Weather tight and rodent proof
- ☐ Exit and entrance
- ☐ Doors require single cylinder deadbolt locks
- ☐ Storm / screen doors must be maintained and in good condition with functioning closers

KITCHEN

- ☐ Hot (130 degrees) and cold running water
- ☐ Kitchen sink must be properly connected to sanitary sewer
- ☐ Cabinets and countertops must be in good repair and furnished with surfaces that are easily cleaned
- ☐ Supplied or provided appliances must be in good working condition; must be connected properly with approved fittings / connectors

BATHROOM

- ☐ A tub or shower properly installed, maintained and in good
- ☐ A washbasin properly installed, maintained and in good
- ☐ Impervious floor surface
- ☐ Properly installed toilet with all components intact and properly secured, maintained and functioning, and connected to an approved sewer system
- ☐ Hot and cold running water (under pressure) required to each fixture
- ☐ Proper ventilation

ELECTRICAL, MECHANICAL, PLUMBING

No owner, operator or occupant shall cause any service, facility, equipment or utility, which is required under this chapter, to be removed, shut off or discontinued from any dwelling unit, except for such temporary interruptions as may be necessary while actual repairs or alterations are in process, or during temporary emergencies.

ELECTRICAL

- ☐ All bathrooms, kitchen outlets on counter tops, outlets within 6' of any sink and exterior outlets shall be G.F.I. (Ground Fault Interruption) protected.
- ☐ No extension cords may be used on permanent fixtures/appliances

MECHANICAL

- ☐ The ability to maintain 68 degree temperature in all habitable rooms, bathrooms and water closet compartments from September through May

PLUMBING

- ☐ All faucets must be a minimum 1 inch above spill lines on all fixtures
- ☐ All plumbing must be installed and maintained to code
- ☐ Adequate hot and cold running water must be provided to all sinks and tubs
- ☐ Waste lines must be properly installed; "S" traps not allowed
- ☐ All pipes free of defects and obstruction; properly secure and supported
- ☐ All waste lines to approved sewer system