

MAJOR ITEMS OF CONCERN DURING A HOUSING INSPECTION

- 1) **Exterior Protection:** The exterior of the building will be checked to determine its condition. Violations include, but are not limited to, peeling paint, deteriorated roofing, chimney (including re-pointing), windows/screens, exterior steps, handrails, fire escape structure/painting (fire escapes must be clear of rust and painted), gutter and downspouts, accessory structures, foundation, and land use issues.
- 2) **Exterior Maintenance Tickets:** Check if your property has received an exterior property maintenance warrant/ticket for violations of any section of the Exterior Property Maintenance Code. Please contact the City Court at 216-6660 to verify that there are no outstanding warrants or tickets.
- 3) **Signage:** Building street numbers and an owner/agent information card is required to be installed on the street side and in a visible location on all rental dwellings.
- 4) **Garbage and Combustible Materials:** Accumulation of combustible materials and garbage on the premises, that is deemed a life-safety/health hazard to you and/or other occupants of the building, is a violation and must be removed.
- 5) **Interior Protection:** Interior walls, floors, and ceilings must be in good condition. Mold, peeling paint, loose/cracked or broken drywall, drywall seams that are not taped, pipe penetrations that are not sealed, broken or missing outlet covers, and other deteriorated finishes or penetrations that will contribute to the rapid spread of fire and smoke must be repaired.
- 6) **Window and Door Locks:** Locks are required on each window and exterior door. Exterior doors must have an approved "single cylinder" thumb turn type dead-bolt lock with a minimum bolt length of one (1") inch extending into a door jamb. Double key type locks and hasp type locks are not permitted. Window locks shall operate without the use of a key or special knowledge.
- 7) **Emergency Escape:** Windows and other openings required for emergency escape from the building must be in good condition and in good working order. Escape openings must be clear of obstructions that inhibit access to and escape from the required opening. Required signage must be maintained and visible.
- 8) **Extension Cords:** The use of extension cords or temporary electrical extensions for lighting or other uses is not permitted. UL listed or other testing agency labeled surge protected devices and power strip cords are permitted to be used. Electrical systems that are being overtaxed may require that additional permanent wiring be installed.
- 9) **Stairs:** Steps and stairs must be in good condition and must be equipped with handrails and/or guardrails that are properly attached. Open portions of stairs, where the walking surface is (30") thirty inches or more above the floor or grade or have (4) four or more risers, require guards and handrails. Stairs with side walls require one handrail located between 34" and not more than 38" measured above the stair nosing. Stairs must be maintained clear of items and obstructions for safe passage at all times.
- 10) **Smoke Detectors:** Smoke detectors are required to be installed and maintained in each sleeping room, in the immediate vicinity outside the sleeping rooms, and on each story of the dwelling including basement and cellars.
 - Flat ceilings: Locate a minimum of 4" from wall.
 - Peaked ceilings: 36" max horizontally from peak and 4" min vertical from the peak.
 - Sloped ceiling (greater than 1:8): locate 4"- 36" from wall.
 - Wall Mounting: 4" minimum from ceiling and 12" maximum from top of detector.
- 11) **Carbon Monoxide Detectors:** If your building contains a fuel-fired appliance, solid fuel appliance, fireplace, or an attached motor vehicle area, a carbon monoxide detector is required to be installed as follows: (1) Carbon monoxide detector must be installed in each sleeping unit or dwelling unit that is on the same story as a carbon monoxide source. (2) Within a multi-story dwelling unit: a carbon monoxide detector must be located on the lowest floor level containing bedrooms, in the immediate vicinity of the bedroom(s), and on each level containing a carbon monoxide source. See the manufacturer's instructions for installation instructions and prohibited locations.
- 12) **Heating Equipment:** Hot water/steam boilers, forced hot air furnaces, solid fuel burning appliances and their associated chimneys, are required to be inspected and certified by a qualified third party inspector. The company testing report and the signed Building Department form are required to be submitted to the Building Department. (see: Certifications)

- 13) **Fire Protection:** Fire alarm systems, emergency generators, sprinkler systems, standpipe systems, fire pump systems, fire suppression systems, ANSUL systems, and fire extinguishers are required to be inspected and certified by a qualified inspector. The company testing report and the signed Building Department form are required to be submitted to the Building Department. (see: Certifications)
- 14) **Emergency Lighting and Illuminated Exit Signs:** Buildings containing three or more dwelling units or units containing six (6) or more boarders, that exit into a common hallway/corridor and require two or more means of egress, are required to have emergency lighting and exit signs.
- 15) **Electrical Survey:** An electrical survey is required if your property is for sale, sold or being sold and the property file indicates that an electrical survey has not been conducted in the past **10** years. Additionally, an electrical survey may be required if the inspector finds evidence of an electrical hazard or improper wiring methods.
- 16) **Elevators:** Elevators, dumbwaiters, and platform lifts shall be maintained and meet the required inspection schedule in accordance with ASME A17.1 and ASME A18.1. Certification of these systems must be forwarded to the Building Department. (see: Certifications)
- 17) **System Certifications:** Certain systems are required to be inspected by a third party qualified person using the applicable reference standard as a guide for inspection of the system. The qualified person is also required to submit a testing report that notes defects found, the appropriate repairs, and sign and date the applicable Building Department form verifying that the system was inspected per the correct reference standard. This certification should be completed prior to the inspection.

The following is a list of systems that require certification:

- Fire Alarm Systems
- Manual Fire Alarm Systems
- Fire Suppression Systems (ANSUL Systems)
- Standpipe Systems
- Special Sprinkler Systems
- MRL Sprinkler Systems
- NFPA 13, 13R, 13D Sprinkler Systems
- Emergency Generators
- Fire Pumps
- Emergency Lights (powered by generator)
- Elevators
- Fireplaces
- Chimneys
- Hot Air Furnaces
- Hot Water Boilers
- Steam Boilers
- Fire Extinguishers

- 18) **Multiple Residence Law (MRL):** Buildings containing three or more dwelling units or units containing six (6) or more boarders are required to comply with the MRL. Requirements such as; two separate means of egress, lowest level separations (cellar ceilings are required to be covered with gypsum board and seams taped), fire rated enclosures for cellar stairs, corridor doors requiring door closers, fire rated storage compartments, emergency lighting, exit signs, and fire escapes are required to be maintained and in good operating condition.
- 19) **Fire Extinguishers:** Fire extinguishers are required to be installed in buildings classified as multiple dwellings. (Buildings containing three or more dwelling units or units containing six (6) or more boarders) Fire extinguishers shall have a minimum of 2-A rating and be located as follows:
 - Within each apartment that exit directly to the exterior.
 - On each floor and within 75 feet of the most remote area of a unit.
 - On the egress path and/or be located in common hallways near entrance or exit doors.
- 20) **Water Supply Contamination:** An approved atmospheric-type vacuum breaker or permanently attached hose connection vacuum breaker is required on all basin faucets, janitor sink faucets, and other hose bibs or faucets to which hoses are attached and left in place. (PMC Section 505.2)