



Department of Building, Zoning & Housing
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RENTAL INSPECTION CHECKLIST

Use this checklist prior to your scheduled inspection. It may help you to avoid potentially costly reinspection fees. Please note that this list is not intended to include every possible violation of the housing code, but it does contain violations that are most commonly found during routine inspections.

Outside

- Are the street numbers visible from the street and alley (3 1/2" high minimum)?
- Is the siding and paint in good condition?
- Is the garage, and any other accessory structure such as a shed, in good condition?
- Does the roof leak?
- Are the steps (uniform riser height and tread), decks and landings in good condition?
- Do the stairways with 4 or more risers have a handrail?
- Do any balconies, porches or landings 30 inches or more above grade have guardrails?
- Are any fences in good repair?
- Are the sidewalks in safe and sound condition?
- Are the gutters and/or downspouts in a good state of repair and direct rainwater away from the structure?
- Is the foundation in good repair?

Throughout the House

Smoke Detectors, Fire Extinguishers and Combustibles

- A smoke detector shall be located outside of each sleeping area, and one on every floor level.
- Are all combustible materials stored at least 3 feet away from sources of ignition?
- Have all paint and gas cans, solvents, fuels, boat motors or other hazardous materials and items been removed from the heated portion of the dwelling?

Doors

- Do the exterior doors have locks in working order?
- Are the exterior doors weather tight?
- Are any storm or screen doors in good condition?
- Are the doors in good working order?
- Bedroom doors must close & latch without the use of any special knowledge.

Windows

- Are there any broken or cracked windows?
- Are the windows weather tight and in good working condition (capable of remaining open without a means of support)?
- Do the windows have locks in good working order?
- Do the required openable windows have screens without rips, tears or holes?

Walls Ceilings and Floors

- Are the walls and ceilings properly sealed, free from peeling paint and capable of being maintained in a sanitary condition? Free of holes and defects.
- Is the carpeted ripped or torn, or otherwise causing a tripping hazard?
- Are the floors structurally sound?
- Do all habitable rooms have ceilings at least 7 feet in height?

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Electrical Systems

- Does every habitable room have at least a switched light fixture and 2 duplex outlets or 1 switched duplex outlet plus another duplex outlet? Are the outlets located apart from each other in order to reduce the need for use of extension cords?
- Are all cover plates for outlets, switches and junction boxes in place?
- Are all switches, outlets and electrical fixtures in good working order?
- Are there any extension cords running through doorways or under carpets? This is not allowed.
- Are there outlets within 3 feet of a water source of the ground fault design?

Mechanical

- Does each room including bathrooms have adequate heat? 65 degrees measured at a distance of 3 feet above the floor.
- Does the heating system operate properly?
- Does the water heater have a temperature pressure relief valve with an extension pipe that extends to within 3-6 inches of the floor?
- Are all combustion gases vented to the outside?
- Are there any fuel burning devices located in bathrooms or sleeping areas? This is not permitted.

Plumbing

- Do plumbing fixtures have adequate water pressure and do they operate properly?
- Do any supply or drain lines leak?
- Do all fixtures have proper traps to prevent the infiltration of harmful sewer gases?

In The Basement

- Are the steps and handrail in good repair? Is there an open side of the stairs? If so, it needs a guardrail.
- In order to be used as a sleeping area, the space must meet the requirements for finished walls and ceilings, ventilation, ceiling height, heating and egress. Escape windows must have a minimum net area of 5.7 square feet with a minimum net clear openable height of 24" and width of 20"
- Do clean-out openings and floor drains have proper covers?
- Is there a switched ceiling or wall-type light fixture?
- Is there a carbon monoxide alarm installed in any residential building which is equipped with a fuel-fired furnace?

In The Kitchen

- Are there separate outlets for the stove and refrigerator in addition to 2 duplex outlets?
- Is there a switched ceiling or wall-type light fixture?
- Are any electric outlets within 3 feet of water of the ground fault design?
- If supplied, is the garbage disposal in operable condition? If not, it must be repaired, replaced or removed.
- Is the floor able to be easily kept in a clean, dry condition?
- If supplied, is the refrigerator, stove or microwave maintained in safe working condition?

In the Bathroom

- Is there a switched ceiling or wall-type light fixture?
- If there is a lavatory in the bathroom, is there at least 1 single convenience ground fault electrical outlet? Are all bathroom outlets protected with ground fault design?
- Are all of the bathroom fixtures working properly?
- Is the floor able to be easily kept in a clean, dry condition?
- Is there an openable window or adequate mechanical ventilation?

If you have any further questions or concerns, please give us a call at the Richmond Heights Building Dept. at: 216-486-3933