

Town of Milton

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Memorandum

May 26, 2015

TO: Mayor and Town Council

FROM: John R. Collier, Project Coordinator 

RE: Rental Inspection Checklist

Attached please find the Rental Inspections Checklist with recommended changes.

Rental Properties Inspection Checklist

EXTERIOR (REF §136-12)

The exterior of a structure shall be maintained structurally sound and sanitary so as not to pose a threat to the health and safety of the occupants.

<u>Foundation Walls</u>	PASS	FAIL
plumb, free of open cracks and breaks		

COMMENTS:

<u>Exterior Walls</u>	PASS	FAIL
free of holes breaks loose or rotting boards or any other condition which might allow rain or dampness to the interior portions of the walls or to occupied spaces within the buildings, all exterior surfaces maintained and weatherproof so as to prevent deterioration		

COMMENTS:

<u>Roofs</u>	PASS	FAIL
structurally sound <u>Maintained and in good repair</u> without obvious defects which may admit rain, roof drainage shall be adequate to prevent rainwater from causing dampness in the walls or interior portion of the building		

COMMENTS:

<u>Chimneys</u>	PASS	FAIL
chimneys, cooling towers, smokestacks and similar appurtenances shall appear in good repair		

COMMENTS:

<u>Stairs and Porches</u>	PASS	FAIL
stairs porches and balconies maintained, safe to use and capable of supporting the loads to which they may be subjected		

COMMENTS:

EXTERIOR (CONT.)

<u>Windows and doors</u>	PASS	FAIL
maintained and in good repair, weather tight as not to permit the intrusion of rain or wind into the structure		

COMMENTS:

<u>Glazing</u>	PASS	FAIL
every required window sash shall be fully supplied with glazing materials, which securely hold in place window glass		

COMMENTS:

<u>Operable windows</u>	PASS	FAIL
every window, other than a fixed window, shall be capable of being opened and shall be held in position by window hardware, one-half of the window area is to be operable		

COMMENTS:

<u>Door hardware</u>	PASS	FAIL
every exterior door, door hinge and door latch shall be maintained in good condition, door locks in dwelling units shall be in good repair and capable of tightly securing the door		

COMMENTS:

<u>Basement and window hatchways</u>	PASS	FAIL
every basement or cellar hatchway or window shall be so maintained as to prevent the entrance of rats <u>vermin</u> , rain and surface drainage into the structure		

COMMENTS:

INTERIOR (REF. § 136-13)

The interior of a structure and its equipment shall be maintained structurally sound and in a sanitary condition so as not to pose a threat to the health and safety of the occupants

Interior surfaces	PASS	FAIL
Floors, walls, including windows and doors, ceilings and other interior surfaces shall be maintained in a good, clean and sanitary condition		

COMMENTS:

Free from dampness	PASS	FAIL
Cellars, basements and crawlspaces shall be maintained free from standing water so as to prevent conditions conducive to decay or deterioration of the structure		

COMMENTS:

Stairs and railings	PASS	FAIL
Every inside stair and railing shall be so constructed and maintained as to be safe to use and capable of supporting the anticipated loads		

COMMENTS:

Exit facilities	PASS	FAIL
exit facilities of every structure shall be maintained in sound condition and good repair		

COMMENTS:

Sanitation	PASS	FAIL
The interior of every structure shall be maintained in a clean and sanitary condition free from any accumulation of rubbish, refuse or garbage		

COMMENTS:

LIGHT, VENTILATION, and SPACE (REF.136-14)

All spaces or rooms shall be provided sufficient light as not to endanger health and safety. All spaces or rooms shall be provided sufficient natural or mechanical ventilation so as to not endanger health and safety. Where mechanical ventilation is provided in lieu of the natural ventilation, such mechanical ventilating system shall be maintained in operation during the occupancy of any structure or portion thereof.

Light in habitable rooms	PASS	FAIL
Every habitable room, except kitchens, toilet rooms, basement or cellar rooms and interior rooms of townhouses and row houses, shall have at least one window facing directly to the outdoors, a court or a porch. Every habitable room, except kitchens and toilet rooms, shall have at least one door or window, which can be opened to adequately ventilate the room. Kitchens, toilet rooms without windows, basement or cellar rooms and interior rooms of townhouses and row houses shall have natural or mechanical ventilation.		

COMMENTS:

Common halls and stairways	PASS	FAIL
Every common hall and stairway in every building, other than single-family dwellings, shall be adequately lighted at all times with an illumination of at least a sixty-watt light bulb or its equivalent . Such illumination shall be provided throughout the normally traveled stairs and passageways		

COMMENTS:

Toilet rooms	PASS	FAIL
Every bathroom and water-closet compartment shall comply with the light and ventilation requirements for habitable rooms as required, except that a window shall not be required in bathrooms or water-closet compartments equipped with an approved mechanical ventilation system		

COMMENTS:

Cooking	PASS	FAIL
Primary cooking facilities shall not be permitted in any sleeping room, except for efficiency apartments		

COMMENTS:

LIGHT VENTILATION AND SPACE (CONT.)

Basement rooms and cellar rooms	PASS	FAIL
Basement and cellar rooms partially below grade shall not be used for sleeping purposes, unless the basement and cellar room (or rooms) is (are) within the specifications for sleeping rooms as provided for in this chapter		

COMMENTS:

Dwelling units	PASS	FAIL
Every dwelling unit shall contain a minimum gross floor area of not less than 150 square feet for the first occupant and 100 square feet for each additional occupant. The floor area shall be calculated on the basis of the total area of all habitable rooms		

COMMENTS:

Area for sleeping purposes	PASS	FAIL
In every dwelling unit and in every rooming unit, every room occupied for sleeping purposes by one occupant shall contain at least 80 square feet of floor area, and every room occupied for sleeping purposes by more than one occupant shall contain at least 60 square feet of floor area for each occupant		

COMMENTS:

PLUMBING FACILITIES and FIXTURES (REF §136-15)

Every dwelling unit shall include its own plumbing facilities, which are in proper operating condition, can be used in privacy and are adequate for personal cleanliness and the disposal of human waste. All plumbing is to be installed in accordance with the State Plumbing Code.

Water closet and lavatory, ,	PASS	FAIL
Bathtub or shower		
Sink		
Every dwelling unit shall contain a lavatory and a water closet supplied with cold running water Every dwelling unit shall contain a room which affords privacy to a person in said room and which is equipped with a bathtub or shower supplied with hot and cold running water. Every dwelling unit shall contain a kitchen sink, apart from the lavatory and shall be supplied with hot and cold running water.		

COMMENTS:

Floors	PASS	FAIL
Bathrooms and toilet rooms shall be provided with floors of moisture-resistant material.		

COMMENTS:

Water Supply	PASS	FAIL
The water supply systems shall be installed and maintained to provide, at all times, a supply of water to plumbing fixtures, devices and appurtenances in sufficient volume and at pressures adequate to enable them to function satisfactorily		

COMMENTS:

PLUMBING FACILITIES and FIXTURES (CONT.)

Water-heating facilities	PASS	FAIL
Water-heating facilities shall be properly installed, properly maintained and properly connected with hot-water lines to the fixtures required to be supplied with the hot water. Water-heating facilities shall be capable of heating water to such a temperature so as to permit an adequate amount of water to be drawn at every required kitchen sink, lavatory basin, bathtub, shower and laundry facility or other similar units, at a temperature of not less than 120° F		

COMMENTS:

Waste water Connections	PASS	FAIL
Every sink, lavatory, bathtub or shower, drinking fountain, water closet or other facility shall be properly connected to a public sewer system		

COMMENTS:

HEATING, COOKING and REFRIGERATION (REF §136-16)

Cooking and heating equipment. All cooking and heating equipment, components and accessories in every heating, cooking and water-heating device shall be maintained free from leaks and obstructions and kept functioning properly so as to be free from fire, health and accident hazards * Owner of Residential Rental Unit must declare at time of licensure whether equipment is provided or lessee is responsible for providing their own.

Heating	PASS	FAIL
Provided with heating facilities capable of maintaining a room temperature of 65° F. at a point three feet above the floor and three feet from an exterior wall in all habitable rooms, bathrooms and toilet rooms.		

COMMENTS:

Cooking facilities	PASS	FAIL
contains cooking and baking facilities for the purpose of preparation of food, such facilities shall be properly installed by the owner and operated and kept in a clean and sanitary working condition		

COMMENTS:

Refrigeration	PASS	FAIL
contains a refrigeration unit for the temporary preservation of perishable foods, such unit shall be capable of maintaining an average temperature below 45° F. and shall be properly installed by the owner and operated and kept in a clean and sanitary working condition		

COMMENTS:

HEATING, COOKING and REFRIGERATION (CONT.)

Installation	PASS	FAIL
All mechanical equipment shall be properly installed and safely maintained in good working condition and be capable of performing the function for which it was designed and intended		

COMMENTS:

Climate control	PASS	FAIL
When facilities for interior climate control (heating, cooling or humidity) are integral functions of structures used as dwelling units, such facilities shall be maintained and operated in a continuous manner in accordance with the designed capacity		

COMMENTS:

ELECTRICAL FACILITIES (REF. § 136-17)

Where it is found, in the opinion of the Code Enforcement Official, that the electrical system in a structure constitutes a hazard to the occupants or the structure by reason of inadequate service, improper fusing, insufficient outlets, improper wiring or installation, deterioration or damage or for similar reasons, the Code Enforcement Official shall require the defects to be corrected to eliminate the hazard

Outlets required	PASS	FAIL
<p>Where there is electric service available to a structure, every habitable room of a dwelling unit and every guest room shall contain at least two separate and remote outlets, one of which may be a ceiling or wall-type electric light fixture. In a kitchen, three separate and remote wall-type electric convenience outlets, or two such convenience outlets and one ceiling or wall-type electric light fixture shall be provided. Every public hall, water-closet compartment, bathroom, laundry room or furnace room shall contain at least one electric light fixture. In addition to the electric light fixture in every bathroom and laundry room, there shall be provided at least one electric outlet. Any new bathroom outlet shall have ground-fault circuit interrupter protection. Every such outlet shall be maintained in good and safe working condition and shall be connected to the source of electrical power in a safe manner</p>		

COMMENTS:

FIRESAFETY (REF. § 136-18)

A safe, continuous and unobstructed means of egress shall be provided from the interior of a structure to the exterior at a street or to a yard, court or passageway leading to a public open area at grade. All fire-protection and life-safety devices and equipment shall be maintained in accordance with the provisions of the State Fire Prevention Rules and Regulations of the State of Delaware

Direct exit	PASS	FAIL
Every residential rental unit shall have access directly to the outside or to a public corridor		

COMMENTS:

Locked doors	PASS	FAIL
All doors in the required means of egress shall be readily operable from the inner side. Exits from residential rental units shall not lead through other such units or through toilet rooms or bathrooms		

COMMENTS:

Fire escapes	PASS	FAIL
All required fire escapes shall be maintained in working condition and appear structurally sound		

COMMENTS:

Exit signs	PASS	FAIL
All required exit signs shall be maintained, illuminated and visible		

COMMENTS:

FIRESAFETY (CONT.)

Smoke-detector system	PASS	FAIL
Every dwelling unit shall be provided with an approved smoke detector tested and installed in accordance with the Fire Prevention Rules and Regulations of the State of Delaware. When activated, the detector shall be tested in accordance with and meet the requirements of UL 217, Single and Multiple Station Smoke Detectors		

COMMENTS:

Any noted deficiencies as a result of an inspection shall be noticed and corrected in accordance with Chapter 136 Housing Standards, Article II. Administration and Enforcement § 136-30. Notices and orders

