

Landlord Check List

Responsibilities of owners and occupants

- No accumulations of trash, garbage and junk
 - Clean and sanitary conditions in the dwelling
 - Rubbish should be disposed of in an approved container (premises of four or more dwelling units is owners responsibility to provide containers and service)
 - All Screens and storm doors be in good condition
 - Free of insects, rodents or other pests
 - Plumbing fixtures must be clean and sanitary
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Basic equipment and facilities

- Kitchen sink in good working condition
 - All bathroom fixtures in good working condition (properly connected with hot and cold water lines)
 - Water heater must be safe and provide a temperature of not less than 120 degrees Fahrenheit
 - Egress exits are to be safe and kept maintained
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Light, ventilation and heating

- Every habitable room shall have at least one window or other approved method of providing adequate light
- Every habitable room shall have an operable window or other approved method of providing adequate ventilation
- Every bathroom shall have an operable window or mechanical ventilation
- Every habitable room shall have two wall type outlets or one outlet and a light fixture
- Every bathroom, laundry room, furnace room and public hall must have one light fixture
- Chimneys, vents, incinerators, furnaces, stoves and boilers shall be maintained so as not to create a safety hazard
- Provide clearance between ignition sources, such as light fixtures, heaters and flame producing devices, and combustible materials.
- All the circuits in the electrical panels must be labeled to ensure they are properly identified.
- Repair or replace damaged or exposed electrical wiring.
- Provide approved junction boxes for electrical connections in accordance with the State Electrical Code and install covers for all open junction boxes.
- Remove extension cords that are being used as a substitute for permanent wiring.
- Electrical cords shall not pass through walls, ceilings, doorways or other locations where the cords are subjected to damage. Power taps must be connected directly to an outlet.
- All outlets and fixtures shall be connected to a source of power maintained in a safe working condition
- Additional outlets may be required when multiple adapters are plugged into outlets or extension cords are in use
- Heating facilities shall be properly installed and maintain at least 68 degrees (three feet above the floor level)
- All public areas should be adequately lighted
 - Five or more dwelling units must be lighted at all times
 - Not more than four dwelling units may be supplied with conveniently located light switches

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Maintenance of parts of dwelling and dwelling units

- Provide approved address numbers that are plainly visible from the street or road.
 - Every foundation, floor, wall, ceiling and roof shall be reasonably weather tight
 - All exterior wood or other material which is susceptible to deterioration by the action of weather must be protected by paint
 - All interior walls and the ceiling finish must be in good condition
 - Every inside and outside stair including porches shall be kept in sound condition and good repair
 - Every plumbing fixture and water and sewer pipe shall be properly installed and maintained in good sanitary working condition, free from defects, leaks and obstructions
 - Bathroom and kitchen floors shall be structurally sound and kept in a clean and sanitary condition
 - All equipment and utilities shall be maintained in satisfactory working order
 - Remove all combustible storage from attic, under-floor and concealed spaces -OR- provide one-hour fire resistive construction on the storage side of such areas -OR- provide sprinkler protection.
 - Remove and discontinue the storage of combustible materials in all electrical distribution equipment rooms.
 - Remove and discontinue the storage of combustible materials in all elevator equipment rooms.
 - Discontinue the storage of gas-fuel equipment (lawn maintenance, snow removal, etc.) inside buildings -OR- store only in rooms specifically designed and separated from other portions of the building.
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Space, use and location requirements

- Every dwelling unit shall contain at least 150 square feet of floor space for the first occupant and at least 100 additional square feet for every additional occupant
 - Every sleeping unit shall contain at least 70 square feet of floor space, each additional adult will require an additional 45 square feet
 - Every habitable room shall have a required ceiling height of seven feet
 - No cellar space or basement shall be used as a sleeping room (for exceptions see Sec. 34-60 (5) and (6))
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Smoke Detectors and Carbon Monoxide Detectors

- Homes built after March 20th, 1995 are required to have a smoke detector in each bedroom or sleeping room
 - Smoke detector outside each separate sleeping area are required in all dwellings
 - Smoke detector in each story within dwelling unit including basement/cellar
 - Smoke detectors in one & two family dwellings must be replaced when they reach 10 years of age
 - Carbon Monoxide Detectors located within 10 feet of each sleeping area
 - Carbon Monoxide Detectors replaced when they reach 6 years of age or per manufactures requirement
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Fire Protection

- Provide portable fire extinguishers (2A-10BC) in buildings of 3 or more units
- Provide annual maintenance of the fire extinguishers
- Provide annual inspection and testing of sprinkler systems
- Provide annual inspection and testing of alarm systems
- Fire detection, alarm and extinguishing systems shall be maintained in an operative condition

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Egress

- Remove unapproved locking devices from exit doors. Exit doors shall be openable from the inside without the use of a key or any special knowledge or effort.
- Ensure that the means of egress illumination is equipped and maintained with an emergency power system capable of providing 30 minutes of illumination in the event of primary power loss.
- Ensure that exit signs are provided with an emergency power system capable of providing at least 30 minutes of illumination in the event of power failure.
- Provide approved exit signs for rooms, areas, or floor levels where two or more exits are required.
- Discontinue the practice of blocking open required fire-rated doors.
- Remove and discontinue the storage of combustible materials in exits and exit enclosures.

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