

# BOROUGH OF HUNTINGDON INSPECTION CHECKLIST FORM

Initial Inspection       Re-Inspection       Other: \_\_\_\_\_

Housing Classification:

- \_\_\_\_\_ House
- \_\_\_\_\_ Mobile Home
- \_\_\_\_\_ Semi-Detached or Duplex
- \_\_\_\_\_ Apartment or Townhouse/Row-House or Multi-Family
- \_\_\_\_\_ Dormitory

Date of Inspection: \_\_\_\_\_ Date of Previous Inspection: \_\_\_\_\_

Name of Owner: \_\_\_\_\_

Telephone Number of Owner: \_\_\_\_\_

Name of Tenant/Family: \_\_\_\_\_

Telephone Number of Tenant: \_\_\_\_\_

Address of Inspected Building/Unit: \_\_\_\_\_

Number of Tenants: \_\_\_\_\_

Number of Unrelated Tenants: \_\_\_\_\_ Number of Children: \_\_\_\_\_

Number of Pets: \_\_\_\_\_

Inspected By: \_\_\_\_\_

Pass       Fail

If failed, follow-up inspection: Date: \_\_\_\_\_ / Time: \_\_\_\_\_

Signature (owner/local contact): \_\_\_\_\_

Signature (inspector): \_\_\_\_\_

NOTE: An inspection "No-Show" fee of \$50.00 will be charged to the homeowner if the homeowner and/or local contact person fails to be present within ten-minutes after the start time of a scheduled Inspection. \_\_\_\_\_ (homeowner/local contact person must initial this section to acknowledge the no-show requirement and fee)

## **LIVING ROOM**

**Living Room Present** - If the unit is an efficiency apartment, consider the living room present.

**Electricity** - The outlets must be present and properly installed in the baseboard, wall or floor of the room. Do not count a single duplex receptacle as two outlets, i.e., there must be two of these in the room, or one of these plus a permanently installed ceiling or wall light fixture. Both the outlets and/or the light must be working. Do not count any of the following items or fixtures as outlets/fixtures: Table or floor lamps (these are not permanent light fixtures); ceiling lamps plugged into socket; extension cords.

**Electrical Hazards** - Examples of what this means: broken wiring; non-insulated wiring; frayed wiring; improper types of wiring, connections or insulation; wires lying in or located near standing water or other unsafe places; light fixture hanging from electric wiring without other firm support or fixture; missing cover plates on switches or outlets; badly cracked outlets; exposed fuse box connections; overloaded circuits evidenced by frequently "blown" fuses (ask the tenant).

**Security** - "Accessible to outside" means: doors open to the outside or to a common public hall; windows accessible from the outside (e.g. basement and first floor); windows or doors leading onto a fire escape, porch or other outside place that can be reached from the ground. "Lockable" means: the window or door has a properly working lock, or the window is not designed to be opened. A storm window lock that is working properly is acceptable. Windows that are nailed shut are not acceptable.

**Window Condition** - Rate the windows in the room (including windows in doors). "Severe deterioration" means that the window no longer has the capacity to keep out the wind and the rain or is a cutting hazard. Examples are: missing or broken-out panes; dangerously loose cracked panes; windows that will not close; windows that, when closed, do not form a reasonably tight seal. If there is only "moderate deterioration" of the window(s) the item should "Pass." "Moderate deterioration" means windows which are reasonably weather-tight, but show evidence of some aging, abuse, or lack of repair. Signs of deterioration are: minor crack in window pane; splintered sill; signs of some minor rotting in the window frame or the window itself; window panes loose because of missing window putty.

**Ceiling Condition** - "Unsound or hazardous" means the presence of such serious defects that either a potential exists for structural collapse or that large cracks or holes allow significant drafts to enter the unit. The condition includes: severe bulging or buckling; large holes; missing parts; falling or in danger of falling loose surface materials (other than paper or paint). Pass ceilings that are basically sound but has some nonhazardous defects, including: small holes or cracks; missing or broken ceiling tiles; water stains; soiled surfaces; unpainted surfaces; peeling paint.

**Wall Condition** - "Unsound or hazardous" includes: serious defects such that the structural safety of the building is threatened, such as severe buckling, bulging or leaning; damaged or loose structural members; large holes; air infiltration. Pass walls that are basically sound but have some non hazardous defects, including: small or shallow holes; cracks; loose or missing parts; unpainted surfaces; peeling paint.

**Floor Condition** - "Unsound or hazardous" means the presence of such serious defects that a potential exists for structural collapse or other threats to safety or large cracks or holes allow substantial drafts from below the floor. The condition includes: severe buckling or major movements under walking stress; damaged or missing parts. Pass floors that are basically sound but have some nonhazardous defects, including: heavily worn or damaged floor surface (for example, scratches or gouges in surface, missing portions of tile or linoleum, previous water damage). If there is a floor covering, also note the condition, especially if badly worn or soiled. If there is a floor covering, including paint or sealant, also note the conditions, specifically if badly worn, soiled or peeling.

**Lead-Based Paint** – If test results are positive, a follow-up inspection must be performed and the building/unit certified lead-based paint free by a certified lead-based paint inspector. This requirement applies to all painted

surfaces (building components) within the unit. (Do not include tenant belongings). Surfaces to receive a visual assessment and/or Lead test performed by the Code Enforcement Officer for deteriorated paint include walls, floors, ceilings, built in cabinets (sink bases), baseboards, doors, door frames, windows systems including mullions, sills, or frames and any other painted building component within the unit. Deteriorated paint includes any painted surface that is peeling, chipping, chalking, cracking, damaged or otherwise separated from the substrate. All deteriorated paint surfaces more than 2 sq. ft. in any one interior room or space, of an interior type of component with a small surface area (i.e., window sills, baseboards, and trim) must be stabilized (corrected) in accordance with all safe work practice requirements and clearance is required. If the deteriorated painted surface is less than 2 sq. ft. of the component, only stabilization is required. Clearance testing is not required. Stabilization means removal of deteriorated paint, repair of the substrate, and application of a new protective coating or paint. Lead-Based Paint Owner Certification is required following stabilization activities, except for de minimis level repairs.

**LIVING ROOM**

Description	Yes Pass	No Fail	N/A	If Fail, what repairs are necessary If Pass with comments, give details.	If Fail, date of final inspection when Pass
<b>Living Room Present</b> Is there a living room?					
<b>Electricity</b> Are there at least two working outlets or one working outlet and one working light fixture?					
<b>Electrical Hazards</b> Is the room free from electrical hazards?					
<b>Security</b> Are all windows and doors that are accessible from the outside lockable?					
<b>Window Condition</b> Is there at least one window, and are all windows free of signs of severe deterioration or missing or broken out panes?					
<b>Ceiling Condition</b> Is the ceiling sound and free from hazardous defects?					
<b>Wall Condition</b> Are the walls sound and free from hazardous defects?					
<b>Floor Condition</b> Is the floor sound and free from hazardous defects?					
<b>Lead-Based Paint</b> Are all painted surfaces free of deteriorated paint? (If no, does the deteriorated surface exceed two square feet?)					

**Additional Comments:**

## **KITCHEN**

**Kitchen Area Present** - A kitchen is an area used for preparation of meals. It may be either a separate room or an area of a larger room (for example, a kitchen area in an efficiency apartment).

**Electricity** - There must be at least one outlet and one permanent light fixture present and working. Outlets must be present and properly installed in the baseboard, wall or floor of the room. GFCI outlets are required within four feet of a water source. A permanent light fixture must be installed on the ceiling or wall. Do not count any of the following items or fixtures as outlets/fixtures: Table or floor lamps (these are not permanent light fixtures); ceiling lamps plugged into socket; extension cords.

**Electrical Hazards** - Examples of what this means: broken wiring; non-insulated wiring; frayed wiring; improper types of wiring, connections or insulation; wires lying in or located near standing water or other unsafe places; light fixture hanging from electric wiring without other firm support or fixture; missing cover plates on switches or outlets; badly cracked outlets; exposed fuse box connections; overloaded circuits evidenced by frequently "blown" fuses (ask the tenant). Outlets that are located where water might splash or collect are considered an electrical hazard.

**Security** - "Accessible to outside" means: doors open to the outside or to a common public hall; windows accessible from the outside (e.g. basement and first floor); windows or doors leading onto a fire escape, porch or other outside place that can be reached from the ground. "Lockable" means: the window or door has a properly working lock, or the window is not designed to be opened. A storm window lock that is working properly is acceptable. Windows that are nailed shut are not acceptable.

**Window Condition** - The absence of a window does not fail this item in the kitchen. If there is no window, check "Pass." If window(s) are present, rate the windows in the room (including windows in doors). "Severe deterioration" means that the window no longer has the capacity to keep out the wind and the rain or is a cutting hazard. Examples are: missing or broken-out panes; dangerously loose cracked panes; windows that will not close; windows that, when closed, do not form a reasonably tight seal. If there is only "moderate deterioration" of the window(s) the item should "Pass." "Moderate deterioration" means windows which are reasonably weather-tight, but show evidence of some aging, abuse, or lack of repair. Signs of deterioration are: minor crack in window pane; splintered sill; signs of some minor rotting in the window frame or the window itself; window panes loose because of missing window putty.

**Ceiling Condition** - "Unsound or hazardous" means the presence of such serious defects that either a potential exists for structural collapse or that large cracks or holes allow significant drafts to enter the unit. The condition includes: severe bulging or buckling; large holes; missing parts; falling or in danger of falling loose surface materials (other than paper or paint). Pass ceilings that are basically sound but has some nonhazardous defects, including: small holes or cracks; missing or broken ceiling tiles; water stains; soiled surfaces; unpainted surfaces; peeling paint.

**Wall Condition** - "Unsound or hazardous" includes: serious defects such that the structural safety of the building is threatened, such as severe buckling, bulging or leaning; damaged or loose structural members; large holes; air infiltration. Pass walls that are basically sound but have some non hazardous defects, including: small or shallow holes; cracks; loose or missing parts; unpainted surfaces; peeling paint.

**Floor Condition** - "Unsound or hazardous" means the presence of such serious defects that a potential exists for structural collapse or other threats to safety or large cracks or holes allow substantial drafts from below the floor. The condition includes: severe buckling or major movements under walking stress; damaged or missing parts. Pass floors that are basically sound but have some nonhazardous defects, including: heavily worn or damaged floor surface (for ex-ample, scratches or gouges in surface, missing portions of tile or linoleum, previous water damage). If there is a floor covering, also note the condition, especially if badly worn or soiled. If there is a floor covering, including paint or sealant, also note the conditions, specifically if badly worn, soiled or peeling.

**Lead-Based Paint** – If test results are positive, a follow-up inspection must be performed and the building/unit certified lead-based paint free by a certified lead-based paint inspector. This requirement applies to all painted surfaces (building components) within the unit. (Do not include tenant belongings). Surfaces to receive a visual assessment and/or Lead test performed by the Code Enforcement Officer for deteriorated paint include walls, floors, ceilings, built in cabinets (sink bases), baseboards, doors, door frames, windows systems including mullions, sills, or frames and any other painted building component within the unit. Deteriorated paint includes any painted surface that is peeling, chipping, chalking, cracking, damaged or otherwise separated from the substrate. All deteriorated paint surfaces more than 2 sq. ft. in any one interior room or space, of an interior type of component with a small surface area (i.e., window sills, baseboards, and trim) must be stabilized (corrected) in accordance with all safe work practice requirements and clearance is required. If the deteriorated painted surface is less than 2 sq. ft. of the component, only stabilization is required. Clearance testing is not required. Stabilization means removal of deteriorated paint, repair of the substrate, and application of a new protective coating or paint. Lead-Based Paint Owner Certification is required following stabilization activities, except for de minimis level repairs.

**Stove or Range with Oven** - Both an oven and a stove/range with top burners must be present and working. If either are missing and you know that the owner is responsible for supplying these appliances, check "Fail." Hot plates are not acceptable substitutes for these facilities. An oven is not working if it will not heat up. A working stove or range must have all burners working and knobs to turn them off and on. Under "working condition," also look for hazardous gas hook-ups evidenced by strong gas smells; these should fail. (Be sure that this condition is not confused with an unlit pilot light (this will be noted, but does not fail.) If both an oven and a stove/range are present and working, but defects exist, check "Pass" and note these to the right of the form. Possible defects are marked, dented, or scratched surfaces; cracked burner ring; limited size relative to family needs. A microwave oven may be substituted for a tenant-supplied oven and stove/range). A microwave oven may be substituted for an owner-supplied oven and stove/range if the tenant agrees and microwave ovens are furnished instead of ovens and stoves/ranges.

**Refrigerator** - If no refrigerator is present, check "Fail." A refrigerator is not working if it will not maintain a temperature low enough to keep food from spoiling over a reasonable period of time. If the refrigerator is present and working but defects exist, note these to the right of the form. Possible minor defects include: broken or missing interior shelving; dented or scratched interior or exterior surfaces; minor deterioration of door seal; loose door handle.

**Sink** - If a permanently attached kitchen sink is not present in the kitchen or kitchen area, mark "Fail." A sink in a bathroom or a portable basin will not satisfy this requirement. A sink is not working unless it has running hot and cold water from the faucets and a properly connected and properly working drain (with a "gas trap"). If a working sink has defects, note this to the right of the item. Possible minor defects include: dripping faucet; marked, dented, or scratched surface; slow drain; missing or broken drain stopper.

**Space for Storage, Preparation, and Serving of Food** - Some space must be available for the storage, preparation, and serving of food. If there is no built-in space for food storage and preparation, a table used for food preparation and a portable storage cabinet will satisfy the requirement. If there is no built-in space, and no room for a table and portable cabinet, discuss with the tenant. The tenant makes the final determination as to whether or not this space is acceptable. If there are some minor defects, check "Pass" and make notes to the right. Possible defects include: marked, dented, or scratched surfaces; broken shelving or cabinet doors; broken drawers or cabinet hardware; limited size relative to family needs.

**KITCHEN**

Description	Yes Pass	No Fail	N/A	If Fail, what repairs are necessary If Pass with comments, give details.	If Fail, date of final inspection when Pass
<b>Kitchen Area Present</b> Is there a living room?					
<b>Electricity</b> Are there at least one working outlet and one working, permanently installed light fixture?					
<b>Electrical Hazards</b> Is the kitchen free from electrical hazards?					
<b>Security</b> Are all windows and doors that are accessible from the outside lockable?					
<b>Window Condition</b> Are all windows free of signs of deterioration or missing or broken out panes?					
<b>Ceiling Condition</b> Is the ceiling sound and free from hazardous defects?					
<b>Wall Condition</b> Are the walls sound and free from hazardous defects?					
<b>Floor Condition</b> Is the floor sound and free from hazardous defects?					
<b>Lead-Based Paint</b> Are all painted surfaces free of deteriorated paint? (If no, does the deteriorated surface exceed two square feet?)					
<b>Stove or Range with Oven</b> Is there a working oven, and a stove/range) with top burners that work? If no oven and stove/range are present, is there a microwave oven and, if microwave is owner-supplied, do other tenants have microwaves instead of an oven and stove/range)?					
<b>Refrigerator</b> Is there a refrigerator that works and maintains a temperature low enough so that food does not spoil over a reasonable period of time?					

<b>Sink</b> Is there a kitchen sink that works with hot and cold running water?					
<b>Space for Storage, Preparation, and Serving of Food</b> Is there space to store, prepare, and serve food?					

**Additional Comments:**

## **BATHROOM**

**Bathroom Present** - Most units have easily identifiable bathrooms (i.e., a separate room with toilet, washbasin and tub or shower). In some cases, however, you will encounter units with scattered bathroom facilities (i.e., toilet, washbasin, and tub or shower located in separate parts of the unit). At a minimum, there must be an enclosure around the toilet. In this case, count the enclosure around the toilet as the bathroom. If there is more than one bathroom that is normally used, rate the one that is in best condition. If there is a second bathroom that is also used, complete "Other Rooms" of the checklist for this room.

**Electricity** - There must be at least one permanent light fixture present and working. A permanent light fixture must be installed on the ceiling or wall. Do not count any of the following items or fixtures: Table or floor lamps (these are not permanent light fixtures); ceiling lamps plugged into socket; extension cords. If there are any outlets present, they must be working and properly installed in the baseboard, wall or floor of the room. GFCI outlets are required within four feet of a water source.

**Electrical Hazards** - Examples of what this means: broken wiring; non-insulated wiring; frayed wiring; improper types of wiring, connections or insulation; wires lying in or located near standing water or other unsafe places; light fixture hanging from electric wiring without other firm support or fixture; missing cover plates on switches or outlets; badly cracked outlets; exposed fuse box connections; overloaded circuits evidenced by frequently "blown" fuses (ask the tenant). Outlets that are located where water might splash or collect are considered an electrical hazard.

**Security** - "Accessible to outside" means: doors open to the outside or to a common public hall; windows accessible from the outside (e.g. basement and first floor); windows or doors leading onto a fire escape, porch or other outside place that can be reached from the ground. "Lockable" means: the window or door has a properly working lock, or the window is not designed to be opened. A storm window lock that is working properly is acceptable. Windows that are nailed shut are not acceptable.

**Window Condition** - The absence of a window does not fail this item in the bathroom. If there is no window, but a working ventilation system is present (see Ventilation below), check "Pass." If there are windows, rate the windows in the room (including windows in doors). "Severe deterioration" means that the window no longer has the capacity to keep out the wind and the rain or is a cutting hazard. Examples are: missing or broken-out panes; dangerously loose cracked panes; windows that will not close; windows that, when closed, do not form a reasonably tight seal. If there is only "moderate deterioration" of the window(s) the item should "Pass." "Moderate deterioration" means windows which are reasonably weather-tight, but show evidence of some aging, abuse, or lack of repair. Signs of deterioration are: minor crack in window pane; splintered sill; signs of some minor rotting in the window frame or the window itself; window panes loose because of missing window putty.

**Ceiling Condition** - "Unsound or hazardous" means the presence of such serious defects that either a potential exists for structural collapse or that large cracks or holes allow significant drafts to enter the unit. The condition includes: severe bulging or buckling; large holes; missing parts; falling or in danger of falling loose surface materials (other than paper or paint). Pass ceilings that are basically sound but has some nonhazardous defects, including: small holes or cracks; missing or broken ceiling tiles; water stains; soiled surfaces; unpainted surfaces; peeling paint.

**Wall Condition** - "Unsound or hazardous" includes: serious defects such that the structural safety of the building is threatened, such as severe buckling, bulging or leaning; damaged or loose structural members; large holes; air infiltration. Pass walls that are basically sound but have some non hazardous defects, including: small or shallow holes; cracks; loose or missing parts; unpainted surfaces; peeling paint; broken or loose tile; deteriorated grouting at tub/wall and tub/floor joints, or tiled surfaces; water stains.

**Floor Condition** - "Unsound or hazardous" means the presence of such serious defects that a potential exists for structural collapse or other threats to safety or large cracks or holes allow substantial drafts from below the

floor. The condition includes: severe buckling or major movements under walking stress; damaged or missing parts. Pass floors that are basically sound but have some nonhazardous defects, including: heavily worn or damaged floor surface (for ex-ample, scratches or gouges in surface, missing portions of floor tile or linoleum, water stains “previous water damage”). If there is a floor covering, also note the condition, especially if badly worn or soiled. If there is a floor covering, including paint or sealant, also note the conditions, specifically if badly worn, soiled or peeling.

**Lead-Based Paint** – If test results are positive, a follow-up inspection must be performed and the building/unit certified lead-based paint free by a certified lead-based paint inspector. This requirement applies to all painted surfaces (building components) within the unit. (Do not include tenant belongings). Surfaces to receive a visual assessment and/or Lead test performed by the Code Enforcement Officer for deteriorated paint include walls, floors, ceilings, built in cabinets (sink bases), baseboards, doors, door frames, windows systems including mullions, sills, or frames and any other painted building component within the unit. Deteriorated paint includes any painted surface that is peeling, chipping, chalking, cracking, damaged or otherwise separated from the substrate. All deteriorated paint surfaces more than 2 sq. ft. in any one interior room or space, of an interior type of component with a small surface area (i.e., window sills, baseboards, and trim) must be stabilized (corrected) in accordance with all safe work practice requirements and clearance is required. If the deteriorated painted surface is less than 2 sq. ft. of the component, only stabilization is required. Clearance testing is not required. Stabilization means removal of deteriorated paint, repair of the substrate, and application of a new protective coating or paint. Lead-Based Paint Owner Certification is required following stabilization activities, except for de minimis level repairs.

**Flush Toilet in Enclosed Room in Unit** - The toilet must be contained within the unit, be in proper operating condition, and be available for the exclusive use of the occupants of the unit (i.e., outhouses or facilities shared by occupants of other units are not acceptable). It must allow for privacy. Not working means: the toilet is not connected to a water supply; it is not connected to a sewer drain; it is clogged; it does not have a trap; the connections, vents or traps are faulty to the extent that severe leakage of water or escape of gases occurs; the flushing mechanism does not function properly. Comment to the right of the form if the toilet is “present, exclusive, and working,” but has the following types of defects: constant running; chipped or broken porcelain; slow draining. If drain blockage is more serious and occurs further in the sewer line, causing backup, check item as “Fail.” A sign of serious sewer blockage is the presence of numerous backed-up drains.

**Fixed Wash Basin or Lavatory in Unit** - The wash basin must be permanently installed (i.e., a portable wash basin does not satisfy the requirement). Also, a kitchen sink used to pass the requirements of the checklist (kitchen facilities) cannot also serve as the bathroom wash basin. The wash basin may be located separate from the other bathroom facilities (e.g., in a hallway). Not working means: the wash basin is not connected to a system that will deliver hot and cold running water; it is not connected to a properly operating drain; the connectors (or vents or traps) are faulty to the extent that severe leakage of water or escape of sewer gases occurs. Comment to the right of the form if the wash basin is “present and working,” but has the following types of minor defects: insufficient water pressure; dripping faucets; minor leaks; cracked or chipped porcelain; slow drain.

**Tub or Shower in Unit** - Not present means that neither a tub nor shower is present in the unit. Again, these facilities need not be in the same room with the rest of the bathroom facilities. They must, however, be private. Not working covers the same requirements detailed above for wash basin. Comment to the right of the form if the tub or shower is present and working, but has the following types of defects: dripping faucet; minor leaks; cracked porcelain; slow drain; absent or broken support rod for shower curtain.

**Ventilation** - Working vent systems include: ventilation shafts (non-mechanical vents) and electric fans. Electric vent fans must function when switch is turned on. (Make sure that any malfunctions are not due to the fan not being plugged in.) Exhaust vents must be vented to the outside, attic, or crawlspace.

**BATHROOM #1**

Description	Yes Pass	No Fail	N/A	If Fail, what repairs are necessary If Pass with comments, give details.	If Fail, date of final inspection when Pass
<b>Bathroom Present</b> Is there a bathroom?					
<b>Electricity</b> Is there at least one permanently installed light fixture?					
<b>Electrical Hazards</b> Is the bathroom free from electrical hazards?					
<b>Security</b> Are all windows and doors that are accessible from the outside lockable?					
<b>Window Condition</b> Are all windows free of signs of deterioration or missing or broken out panes?					
<b>Ceiling Condition</b> Is the ceiling sound and free from hazardous defects?					
<b>Wall Condition</b> Are the walls sound and free from hazardous defects?					
<b>Floor Condition</b> Is the floor sound and free from hazardous defects?					
<b>Lead-Based Paint</b> Are all painted surfaces free of deteriorated paint? (If no, does the deteriorated surface exceed two square feet?)					
<b>Flush Toilet in Enclosed Room in Unit</b> Is there a working toilet in the unit for the exclusive private use of the tenant?					
<b>Fixed Wash Basin or Lavatory in Unit</b> Is there a working, permanently installed wash basin with hot and cold running water in the unit?					
<b>Tub or Shower</b> Is there a working tub or shower with hot and cold running water in the unit?					
<b>Ventilation</b> Are there operable windows or a working vent system?					

**Additional Comments:**

**BATHROOM #2**

Description	Yes Pass	No Fail	N/A	If Fail, what repairs are necessary If Pass with comments, give details.	If Fail, date of final inspection when Pass
<b>Bathroom Present</b> Is there a bathroom?					
<b>Electricity</b> Is there at least one permanently installed light fixture?					
<b>Electrical Hazards</b> Is the bathroom free from electrical hazards?					
<b>Security</b> Are all windows and doors that are accessible from the outside lockable?					
<b>Window Condition</b> Are all windows free of signs of deterioration or missing or broken out panes?					
<b>Ceiling Condition</b> Is the ceiling sound and free from hazardous defects?					
<b>Wall Condition</b> Are the walls sound and free from hazardous defects?					
<b>Floor Condition</b> Is the floor sound and free from hazardous defects?					
<b>Lead-Based Paint</b> Are all painted surfaces free of deteriorated paint? (If no, does the deteriorated surface exceed two square feet?)					
<b>Flush Toilet in Enclosed Room in Unit</b> Is there a working toilet in the unit for the exclusive private use of the tenant?					
<b>Fixed Wash Basin or Lavatory in Unit</b> Is there a working, permanently installed wash basin with hot and cold running water in the unit?					
<b>Tub or Shower</b> Is there a working tub or shower with hot and cold running water in the unit?					
<b>Ventilation</b> Are there operable windows or a working vent system?					

**Additional Comments:**

## **BEDROOM**

**Bedroom Present** - Any room used for sleeping (regardless type of room).

**Electricity** - The outlets must be present and properly installed in the baseboard, wall or floor of the room. Do not count a single duplex receptacle as two outlets, i.e., there must be two of these in the room, or one of these plus a permanently installed ceiling or wall light fixture. Both the outlets and/or the light must be working. Do not count any of the following items or fixtures as outlets/fixtures: Table or floor lamps (these are not permanent light fixtures); ceiling lamps plugged into socket; extension cords.

**Electrical Hazards** - Examples of what this means: broken wiring; non-insulated wiring; frayed wiring; improper types of wiring, connections or insulation; wires lying in or located near standing water or other unsafe places; light fixture hanging from electric wiring without other firm support or fixture; missing cover plates on switches or outlets; badly cracked outlets; exposed fuse box connections; overloaded circuits evidenced by frequently "blown" fuses (ask the tenant).

**Security** - "Accessible to outside" means: doors open to the outside or to a common public hall; windows accessible from the outside (e.g. basement and first floor); windows or doors leading onto a fire escape, porch or other outside place that can be reached from the ground. "Lockable" means: the window or door has a properly working lock, or the window is not designed to be opened. A storm window lock that is working properly is acceptable. Windows that are nailed shut are not acceptable.

**Window Condition** - Any room used for sleeping must have at least one window. If the windows in sleeping rooms are designed to be opened, at least one window must be operable. Rate the windows in the room (including windows in doors). "Severe deterioration" means that the window no longer has the capacity to keep out the wind and the rain or is a cutting hazard. Examples are: missing or broken-out panes; dangerously loose cracked panes; windows that will not close; windows that, when closed, do not form a reasonably tight seal. If there is only "moderate deterioration" of the window(s) the item should "Pass." "Moderate deterioration" means windows which are reasonably weather-tight, but show evidence of some aging, abuse, or lack of repair. Signs of deterioration are: minor crack in window pane; splintered sill; signs of some minor rotting in the window frame or the window itself; window panes loose because of missing window putty.

**Ceiling Condition** - "Unsound or hazardous" means the presence of such serious defects that either a potential exists for structural collapse or that large cracks or holes allow significant drafts to enter the unit. The condition includes: severe bulging or buckling; large holes; missing parts; falling or in danger of falling loose surface materials (other than paper or paint). Pass ceilings that are basically sound but has some nonhazardous defects, including: small holes or cracks; missing or broken ceiling tiles; water stains; soiled surfaces; unpainted surfaces; peeling paint.

**Wall Condition** - "Unsound or hazardous" includes: serious defects such that the structural safety of the building is threatened, such as severe buckling, bulging or leaning; damaged or loose structural members; large holes; air infiltration. Pass walls that are basically sound but have some non hazardous defects, including: small or shallow holes; cracks; loose or missing parts; unpainted surfaces; peeling paint.

**Floor Condition** - "Unsound or hazardous" means the presence of such serious defects that a potential exists for structural collapse or other threats to safety or large cracks or holes allow substantial drafts from below the floor. The condition includes: severe buckling or major movements under walking stress; damaged or missing parts. Pass floors that are basically sound but have some nonhazardous defects, including: heavily worn or damaged floor surface (for ex-ample, scratches or gouges in surface, missing portions of tile or linoleum, previous water damage). If there is a floor covering, also note the condition, especially if badly worn or soiled. If there is a floor covering, including paint or sealant, also note the conditions, specifically if badly worn, soiled or peeling.

**Lead-Based Paint** – If test results are positive, a follow-up inspection must be performed and the building/unit certified lead-based paint free by a certified lead-based paint inspector. This requirement applies to all painted surfaces (building components) within the unit. (Do not include tenant belongings). Surfaces to receive a visual assessment and/or Lead test performed by the Code Enforcement Officer for deteriorated paint include walls, floors, ceilings, built in cabinets (sink bases), baseboards, doors, door frames, windows systems including mullions, sills, or frames and any other painted building component within the unit. Deteriorated paint includes any painted surface that is peeling, chipping, chalking, cracking, damaged or otherwise separated from the substrate. All deteriorated paint surfaces more than 2 sq. ft. in any one interior room or space, of an interior type of component with a small surface area (i.e., window sills, baseboards, and trim) must be stabilized (corrected) in accordance with all safe work practice requirements and clearance is required. If the deteriorated painted surface is less than 2 sq. ft. of the component, only stabilization is required. Clearance testing is not required. Stabilization means removal of deteriorated paint, repair of the substrate, and application of a new protective coating or paint. Lead-Based Paint Owner Certification is required following stabilization activities, except for de minimis level repairs.

**Smoke Detectors** - At least one battery-operated or hard-wired smoke detector must be present and working in each bedroom, each level (floor) of the unit, including the basement, but not the crawl spaces and unfinished attic. A smoke detector will be located within 15 feet of each bedroom door. A smoke detector for each level (floor) shall be located in common areas or hallways. Smoke detectors must be installed in accordance with and meet the requirements of the National Fire Protection Association Standard (NFPA) 74 (or its successor standards). If the dwelling unit is occupied by any hearing-impaired person, smoke detectors must have an alarm system designed for hearing-impaired persons as specified in NFPA 74 (or successor standards).

**BEDROOM #1**

Description	Yes Pass	No Fail	N/A	If Fail, what repairs are necessary If Pass with comments, give details.	If Fail, date of final inspection when Pass
<b>Bedroom Present</b> Is there a Bedroom?					
<b>Electricity</b> Are there at least two working outlets or one working outlet and one working permanently installed light fixture?					
<b>Electrical Hazards</b> Is the room free from electrical hazards?					
<b>Security</b> Are all windows and doors that are accessible from the outside lockable?					
<b>Window Condition</b> Is there at least one window, and are all windows free of signs of severe deterioration or missing or broken out panes?					
<b>Ceiling Condition</b> Is the ceiling sound and free from hazardous defects?					
<b>Wall Condition</b> Are the walls sound and free from hazardous defects?					
<b>Floor Condition</b> Is the floor sound and free from hazardous defects?					
<b>Lead-Based Paint</b> Are all painted surfaces free of deteriorated paint? (If no, does the deteriorated surface exceed two square feet?)					
<b>Smoke Detectors</b> Is there a working smoke detector within 15 feet of each bedroom door? Do the smoke detectors meet the requirements of NFPA 74? In units occupied by the hearing impaired, is there an alarm system connected to the smoke detector?					
<b>Additional Comments:</b>					

**BEDROOM #2**

Description	Yes Pass	No Fail	N/A	If Fail, what repairs are necessary If Pass with comments, give details.	If Fail, date of final inspection when Pass
<b>Bedroom Present</b> Is there a Bedroom?					
<b>Electricity</b> Are there at least two working outlets or one working outlet and one working permanently installed light fixture?					
<b>Electrical Hazards</b> Is the room free from electrical hazards?					
<b>Security</b> Are all windows and doors that are accessible from the outside lockable?					
<b>Window Condition</b> Is there at least one window, and are all windows free of signs of severe deterioration or missing or broken out panes?					
<b>Ceiling Condition</b> Is the ceiling sound and free from hazardous defects?					
<b>Wall Condition</b> Are the walls sound and free from hazardous defects?					
<b>Floor Condition</b> Is the floor sound and free from hazardous defects?					
<b>Lead-Based Paint</b> Are all painted surfaces free of deteriorated paint? (If no, does the deteriorated surface exceed two square feet?)					
<b>Smoke Detectors</b> Is there a working smoke detector within 15 feet of each bedroom door? Do the smoke detectors meet the requirements of NFPA 74? In units occupied by the hearing impaired, is there an alarm system connected to the smoke detector?					
<b>Additional Comments:</b>					

**BEDROOM #3**

Description	Yes Pass	No Fail	N/A	If Fail, what repairs are necessary If Pass with comments, give details.	If Fail, date of final inspection when Pass
<b>Bedroom Present</b> Is there a Bedroom?					
<b>Electricity</b> Are there at least two working outlets or one working outlet and one working permanently installed light fixture?					
<b>Electrical Hazards</b> Is the room free from electrical hazards?					
<b>Security</b> Are all windows and doors that are accessible from the outside lockable?					
<b>Window Condition</b> Is there at least one window, and are all windows free of signs of severe deterioration or missing or broken out panes?					
<b>Ceiling Condition</b> Is the ceiling sound and free from hazardous defects?					
<b>Wall Condition</b> Are the walls sound and free from hazardous defects?					
<b>Floor Condition</b> Is the floor sound and free from hazardous defects?					
<b>Lead-Based Paint</b> Are all painted surfaces free of deteriorated paint? (If no, does the deteriorated surface exceed two square feet?)					
<b>Smoke Detectors</b> Is there a working smoke detector within 15 feet of each bedroom door? Do the smoke detectors meet the requirements of NFPA 74? In units occupied by the hearing impaired, is there an alarm system connected to the smoke detector?					
<b>Additional Comments:</b>					

## **ENTRANCE HALLWAYS / CORRIDORS / HALLS / STAIRCASES**

**Entrance Hallways, Corridors, Halls, Staircases Present** - Entrance halls, corridors, and staircases that are located within the unit and are part of the area used for living. If a hall, entry and/or stairway are contiguous, rate them as a whole (i.e., as part of one space). Identify the location within the unit and do a separate checklist for each floor. For staircases, the adequacy of light and condition of the stair rails and railings is evaluated and is also covered under General Health and Safety.

**Electricity/Illumination** - The room must have a means of natural or artificial illumination such as a permanent light fixture, wall outlet present, or light from a window in the room or near the room. Outlets must be properly installed in the baseboard, wall or floor of the room. The ceiling or wall light fixture must be permanently installed. Both the outlet(s) and/or the light must be working. Do not count any of the following items or fixtures as outlets/fixtures: Table or floor lamps (these are not permanent light fixtures); ceiling lamps plugged into socket; extension cords.

**Electrical Hazards** - Examples of what this means: broken wiring; non-insulated wiring; frayed wiring; improper types of wiring, connections or insulation; wires lying in or located near standing water or other unsafe places; light fixture hanging from electric wiring without other firm support or fixture; missing cover plates on switches or outlets; badly cracked outlets; exposed fuse box connections; overloaded circuits evidenced by frequently "blown" fuses (ask the tenant).

**Security** - "Accessible to outside" means: doors open to the outside or to a common public hall; windows accessible from the outside (e.g. basement and first floor); windows or doors leading onto a fire escape, porch or other outside place that can be reached from the ground. "Lockable" means: the window or door has a properly working lock, or the window is not designed to be opened. A storm window lock that is working properly is acceptable. Windows that are nailed shut are not acceptable.

**Window Condition** - The minimum standards do not require a window in "other rooms." Therefore, if there is no window in another room not used for sleeping, check "Pass," and note "no windows" in the comment section. If windows are present, rate the windows in the room (including windows in doors). "Severe deterioration" means that the window no longer has the capacity to keep out the wind and the rain or is a cutting hazard. Examples are: missing or broken-out panes; dangerously loose cracked panes; windows that will not close; windows that, when closed, do not form a reasonably tight seal. If there is only "moderate deterioration" of the window(s) the item should "Pass." "Moderate deterioration" means windows which are reasonably weather-tight, but show evidence of some aging, abuse, or lack of repair. Signs of deterioration are: minor crack in window pane; splintered sill; signs of some minor rotting in the window frame or the window itself; window panes loose because of missing window putty.

**Ceiling Condition** - "Unsound or hazardous" means the presence of such serious defects that either a potential exists for structural collapse or that large cracks or holes allow significant drafts to enter the unit. The condition includes: severe bulging or buckling; large holes; missing parts; falling or in danger of falling loose surface materials (other than paper or paint). Pass ceilings that are basically sound but has some nonhazardous defects, including: small holes or cracks; missing or broken ceiling tiles; water stains; soiled surfaces; unpainted surfaces; peeling paint.

**Wall Condition** - "Unsound or hazardous" includes: serious defects such that the structural safety of the building is threatened, such as severe buckling, bulging or leaning; damaged or loose structural members; large holes; air infiltration. Pass walls that are basically sound but have some non hazardous defects, including: small or shallow holes; cracks; loose or missing parts; unpainted surfaces; peeling paint.

**Floor Condition** - "Unsound or hazardous" means the presence of such serious defects that a potential exists for structural collapse or other threats to safety or large cracks or holes allow substantial drafts from below the

floor. The condition includes: severe buckling or major movements under walking stress; damaged or missing parts. Pass floors that are basically sound but have some nonhazardous defects, including: heavily worn or damaged floor surface (for ex-ample, scratches or gouges in surface, missing portions of tile or linoleum, previous water damage). If there is a floor covering, also note the condition, especially if badly worn or soiled. If there is a floor covering, including paint or sealant, also note the conditions, specifically if badly worn, soiled or peeling.

**Lead-Based Paint** – If test results are positive, a follow-up inspection must be performed and the building/unit certified lead-based paint free by a certified lead-based paint inspector. This requirement applies to all painted surfaces (building components) within the unit. (Do not include tenant belongings). Surfaces to receive a visual assessment and/or Lead test performed by the Code Enforcement Officer for deteriorated paint include walls, floors, ceilings, built in cabinets (sink bases), baseboards, doors, door frames, windows systems including mullions, sills, or frames and any other painted building component within the unit. Deteriorated paint includes any painted surface that is peeling, chipping, chalking, cracking, damaged or otherwise separated from the substrate. All deteriorated paint surfaces more than 2 sq. ft. in any one interior room or space, of an interior type of component with a small surface area (i.e., window sills, baseboards, and trim) must be stabilized (corrected) in accordance with all safe work practice requirements and clearance is required. If the deteriorated painted surface is less than 2 sq. ft. of the component, only stabilization is required. Clearance testing is not required. Stabilization means removal of deteriorated paint, repair of the substrate, and application of a new protective coating or paint. Lead-Based Paint Owner Certification is required following stabilization activities, except for de minimis level repairs.

**Smoke Detectors** - At least one battery-operated or hard-wired smoke detector must be present and working in each bedroom, each level (floor) of the unit, including the basement, but not the crawl spaces and unfinished attic. A smoke detector will be located within 15 feet of each bedroom door. A smoke detector for each level (floor) shall be located in common areas or hallways. Smoke detectors must be installed in accordance with and meet the requirements of the National Fire Protection Association Standard (NFPA) 74 (or its successor standards). If the dwelling unit is occupied by any hearing-impaired person, smoke detectors must have an alarm system designed for hearing-impaired persons as specified in NFPA 74 (or successor standards).

**ENTRANCE HALLWAYS / CORRIDORS / HALLS / STAIRCASES #1**

Location (what level/floor: \_\_\_\_\_)

Area Inspected: \_\_\_\_\_

Description	Yes Pass	No Fail	N/A	If Fail, what repairs are necessary If Pass with comments, give details.	If Fail, date of final inspection when Pass
<b>Electricity</b> Is there a means of natural or artificial illumination?					
<b>Electrical Hazards</b> Is the room free from electrical hazards?					
<b>Security</b> Are all windows and doors that are accessible from the outside lockable?					
<b>Window Condition</b> Are all windows free of signs of severe deterioration or missing or broken out panes?					
<b>Ceiling Condition</b> Is the ceiling sound and free from hazardous defects?					
<b>Wall Condition</b> Are the walls sound and free from hazardous defects?					
<b>Floor Condition</b> Is the floor sound and free from hazardous defects?					
<b>Lead-Based Paint</b> Are all painted surfaces free of deteriorated paint? (If no, does the deteriorated surface exceed two square feet?)					
<b>Smoke Detectors</b> Is there a working smoke detector on each level? Do the smoke detectors meet the requirements of NFPA 74? In units occupied by the hearing impaired, is there an alarm system connected to the smoke detector?					
<b>Additional Comments:</b>					

**ENTRANCE HALLWAYS / CORRIDORS / HALLS / STAIRCASES #2**

Location (what level/floor: \_\_\_\_\_)

Area Inspected: \_\_\_\_\_

Description	Yes Pass	No Fail	N/A	If Fail, what repairs are necessary If Pass with comments, give details.	If Fail, date of final inspection when Pass
<b>Electricity</b> Is there a means of natural or artificial illumination?					
<b>Electrical Hazards</b> Is the room free from electrical hazards?					
<b>Security</b> Are all windows and doors that are accessible from the outside lockable?					
<b>Window Condition</b> Are all windows free of signs of severe deterioration or missing or broken out panes?					
<b>Ceiling Condition</b> Is the ceiling sound and free from hazardous defects?					
<b>Wall Condition</b> Are the walls sound and free from hazardous defects?					
<b>Floor Condition</b> Is the floor sound and free from hazardous defects?					
<b>Lead-Based Paint</b> Are all painted surfaces free of deteriorated paint? (If no, does the deteriorated surface exceed two square feet?)					
<b>Smoke Detectors</b> Is there a working smoke detector on each level? Do the smoke detectors meet the requirements of NFPA 74? In units occupied by the hearing impaired, is there an alarm system connected to the smoke detector?					
<b>Additional Comments:</b>					

## **OTHER ROOM USED FOR LIVING**

**Other Room Present (Dining Room/Area, Family Room, Den, Playroom, TV Room)** - Complete an "Other Room" checklist for as many "other rooms used for living" as are present in the unit and not already noted. Definition of "used for living" are areas of the unit that are walked through or lived in on a regular basis. Do not include rooms or other areas that have been permanently, or near permanently, closed off or areas that are infrequently entered. For example, do not include a utility room, basement, or garage if they are closed off from the main living area or are infrequently entered. Do include any of these areas if they are frequently used (e.g., a finished basement/play-room, a closed-in porch that is used as a bedroom during summer months).

**Electricity** - The room must have a means of natural or artificial illumination such as a permanent light fixture, wall outlet present, or light from a window in the room or near the room. Outlets must be properly installed in the baseboard, wall or floor of the room. The ceiling or wall light fixture must be permanently installed. Both the outlet(s) and/or the light must be working. Do not count any of the following items or fixtures as outlets/fixtures: Table or floor lamps (these are not permanent light fixtures); ceiling lamps plugged into socket; extension cords.

**Electrical Hazards** - Examples of what this means: broken wiring; non-insulated wiring; frayed wiring; improper types of wiring, connections or insulation; wires lying in or located near standing water or other unsafe places; light fixture hanging from electric wiring without other firm support or fixture; missing cover plates on switches or outlets; badly cracked outlets; exposed fuse box connections; overloaded circuits evidenced by frequently "blown" fuses (ask the tenant).

**Security** - "Accessible to outside" means: doors open to the outside or to a common public hall; windows accessible from the outside (e.g. basement and first floor); windows or doors leading onto a fire escape, porch or other outside place that can be reached from the ground. "Lockable" means: the window or door has a properly working lock, or the window is not designed to be opened. A storm window lock that is working properly is acceptable. Windows that are nailed shut are not acceptable.

**Window Condition** - The minimum standards do not require a window in "other rooms." Therefore, if there is no window in another room not used for sleeping, check "Pass," and note "no windows" in the comment section. If windows are present, rate the windows in the room (including windows in doors). "Severe deterioration" means that the window no longer has the capacity to keep out the wind and the rain or is a cutting hazard. Examples are: missing or broken-out panes; dangerously loose cracked panes; windows that will not close; windows that, when closed, do not form a reasonably tight seal. If there is only "moderate deterioration" of the window(s) the item should "Pass." "Moderate deterioration" means windows which are reasonably weather-tight, but show evidence of some aging, abuse, or lack of repair. Signs of deterioration are: minor crack in window pane; splintered sill; signs of some minor rotting in the window frame or the window itself; window panes loose because of missing window putty.

**Ceiling Condition** - "Unsound or hazardous" means the presence of such serious defects that either a potential exists for structural collapse or that large cracks or holes allow significant drafts to enter the unit. The condition includes: severe bulging or buckling; large holes; missing parts; falling or in danger of falling loose surface materials (other than paper or paint). Pass ceilings that are basically sound but has some nonhazardous defects, including: small holes or cracks; missing or broken ceiling tiles; water stains; soiled surfaces; unpainted surfaces; peeling paint.

**Wall Condition** - "Unsound or hazardous" includes: serious defects such that the structural safety of the building is threatened, such as severe buckling, bulging or leaning; damaged or loose structural members; large holes; air infiltration. Pass walls that are basically sound but have some non hazardous defects, including: small or shallow holes; cracks; loose or missing parts; unpainted surfaces; peeling paint.

**Floor Condition** - "Unsound or hazardous" means the presence of such serious defects that a potential exists for structural collapse or other threats to safety or large cracks or holes allow substantial drafts from below the

floor. The condition includes: severe buckling or major movements under walking stress; damaged or missing parts. Pass floors that are basically sound but have some nonhazardous defects, including: heavily worn or damaged floor surface (for ex-ample, scratches or gouges in surface, missing portions of tile or linoleum, previous water damage). If there is a floor covering, also note the condition, especially if badly worn or soiled. If there is a floor covering, including paint or sealant, also note the conditions, specifically if badly worn, soiled or peeling.

**Lead-Based Paint** – If test results are positive, a follow-up inspection must be performed and the building/unit certified lead-based paint free by a certified lead-based paint inspector. This requirement applies to all painted surfaces (building components) within the unit. (Do not include tenant belongings). Surfaces to receive a visual assessment and/or Lead test performed by the Code Enforcement Officer for deteriorated paint include walls, floors, ceilings, built in cabinets (sink bases), baseboards, doors, door frames, windows systems including mullions, sills, or frames and any other painted building component within the unit. Deteriorated paint includes any painted surface that is peeling, chipping, chalking, cracking, damaged or otherwise separated from the substrate. All deteriorated paint surfaces more than 2 sq. ft. in any one interior room or space, of an interior type of component with a small surface area (i.e., window sills, baseboards, and trim) must be stabilized (corrected) in accordance with all safe work practice requirements and clearance is required. If the deteriorated painted surface is less than 2 sq. ft. of the component, only stabilization is required. Clearance testing is not required. Stabilization means removal of deteriorated paint, repair of the substrate, and application of a new protective coating or paint. Lead-Based Paint Owner Certification is required following stabilization activities, except for de minimis level repairs.

**OTHER ROOM USED FOR LIVING #1**

Location (what level/floor: \_\_\_\_\_)

Area Inspected (Dining Room/Area, Family Room, Den, Playroom, TV Room): \_\_\_\_\_

Description	Yes Pass	No Fail	N/A	If Fail, what repairs are necessary If Pass with comments, give details.	If Fail, date of final inspection when Pass
<b>Electricity</b> Is there a means of natural or artificial illumination?					
<b>Electrical Hazards</b> Is the room free from electrical hazards?					
<b>Security</b> Are all windows and doors that are accessible from the outside lockable?					
<b>Window Condition</b> Windows are not required. If present are all windows free of signs of severe deterioration or missing or broken out panes?					
<b>Ceiling Condition</b> Is the ceiling sound and free from hazardous defects?					
<b>Wall Condition</b> Are the walls sound and free from hazardous defects?					
<b>Floor Condition</b> Is the floor sound and free from hazardous defects?					
<b>Lead-Based Paint</b> Are all painted surfaces free of deteriorated paint? (If no, does the deteriorated surface exceed two square feet?)					

**Additional Comments:**

**OTHER ROOM USED FOR LIVING #2**

Location (what level/floor: \_\_\_\_\_)

Area Inspected (Dining Room/Area, Family Room, Den, Playroom, TV Room): \_\_\_\_\_

Description	Yes Pass	No Fail	N/A	If Fail, what repairs are necessary If Pass with comments, give details.	If Fail, date of final inspection when Pass
<b>Electricity</b> Is there a means of natural or artificial illumination?					
<b>Electrical Hazards</b> Is the room free from electrical hazards?					
<b>Security</b> Are all windows and doors that are accessible from the outside lockable?					
<b>Window Condition</b> Windows are not required. If present are all windows free of signs of severe deterioration or missing or broken out panes?					
<b>Ceiling Condition</b> Is the ceiling sound and free from hazardous defects?					
<b>Wall Condition</b> Are the walls sound and free from hazardous defects?					
<b>Floor Condition</b> Is the floor sound and free from hazardous defects?					
<b>Lead-Based Paint</b> Are all painted surfaces free of deteriorated paint? (If no, does the deteriorated surface exceed two square feet?)					

**Additional Comments:**

## **SECONDARY ROOMS (ROOMS NOT USED FOR LIVING)**

**Secondary Room Present (Rooms not used for living)** - If any room in the unit did not meet the requirements for "other room used for living", it is to be considered a "secondary room (not used for living)." Complete a "Secondary Room" checklist for as many "secondary rooms not used for living" as are present in the unit. Inspection is required since hazardous defects could jeopardize the rest of the unit, even if present in rooms not used for living: electrical hazards, security, and other potentially hazardous features of the room.

**Electrical Hazards** - Examples of what this means: broken wiring; non-insulated wiring; frayed wiring; improper types of wiring, connections or insulation; wires lying in or located near standing water or other unsafe places; light fixture hanging from electric wiring without other firm support or fixture; missing cover plates on switches or outlets; badly cracked outlets; exposed fuse box connections; overloaded circuits evidenced by frequently "blown" fuses (ask the tenant).

**Security** - "Accessible to outside" means: doors open to the outside or to a common public hall; windows accessible from the outside (e.g. basement and first floor); windows or doors leading onto a fire escape, porch or other outside place that can be reached from the ground. "Lockable" means: the window or door has a properly working lock, or the window is not designed to be opened. A storm window lock that is working properly is acceptable. Windows that are nailed shut are not acceptable.

**Other Potentially Hazardous Features** - Examples of what this means; "Unsound or hazardous" condition that is a serious defect to the structural safety of the room/building. Are there serious defects that a potential exists for structural collapse, structural safety of the room/building threatened, or other threats to the safety of the room/building.

**SECONDARY ROOMS (ROOMS NOT USED FOR LIVING) #1**

Location (what level/floor: \_\_\_\_\_

Area Inspected: \_\_\_\_\_

Description	Yes Pass	No Fail	N/A	If Fail, what repairs are necessary If Pass with comments, give details.	If Fail, date of final inspection when Pass
<b>Electrical Hazards</b> Is the room free from electrical hazards?					
<b>Security</b> Are all windows and doors that are accessible from the outside lockable?					
<b>Other Potentially Hazardous Features</b> Are all of these rooms free of any other potentially hazardous features? For each room with an "other potentially hazardous feature," explain the hazard and the means of control of interior access to the room.					

**Additional Comments:**

**SECONDARY ROOMS (ROOMS NOT USED FOR LIVING) #2**

Location (what level/floor: \_\_\_\_\_)

Area Inspected: \_\_\_\_\_

Description	Yes Pass	No Fail	N/A	If Fail, what repairs are necessary If Pass with comments, give details.	If Fail, date of final inspection when Pass
<b>Electrical Hazards</b> Is the room free from electrical hazards?					
<b>Security</b> Are all windows and doors that are accessible from the outside lockable?					
<b>Other Potentially Hazardous Features</b> Are all of these rooms free of any other potentially hazardous features? For each room with an "other potentially hazardous feature," explain the hazard and the means of control of interior access to the room.					

**Additional Comments:**

## **BUILDING EXTERIOR**

**Condition of Foundation** - "Unsound or hazardous" means foundations with severe structural defects indicating the potential for structural collapse; or foundations that allow significant entry of ground water (for example, evidenced by flooding of basement).

**Condition of Stairs, Rails, and Porches** - "Unsound or hazardous" means: stairs, porches, balconies, or decks with severe structural defects; broken, rotting, or missing steps; absence of a handrail when there are extended lengths of steps (generally four or more consecutive steps); absence of or insecure railings around a porch or balcony which is approximately 30 inches or more above the ground.

**Condition of Roof and Gutters** - "Unsound and hazardous" means: The roof has serious defects such as serious buckling or sagging, indicating the potential of structural collapse; large holes or other defects that would result in significant air or water infiltration (in most cases severe exterior defects will be reflected in equally serious surface defects within the unit, e. g., buckling, water damage). The gutters, downspouts and soffits shows serious decay and have allowed the entry of significant air or water into the interior of the structure. Gutters and downspouts are in good working condition. If the roof is not observable and there is no sign of interior water damage, check "Pass."

**Condition of Exterior Surfaces** - Exterior surfaces/structure will be maintained in good repair, structurally sound and sanitary so as not to pose a threat to the public health, safety or welfare.

**Condition of Chimney** - The chimney should not be seriously leaning or showing evidence of significant disintegration (i.e., many missing bricks).

**Lead-Based Paint (Exterior Surfaces)** - Visual assessment for deteriorated paint applies to all exterior painted surfaces (building components) associated with the unit including windows, window sills, exterior walls, floors, porches, railings, doors, decks, stairs, play areas, garages, fences or other areas if frequented by children under age six. All deteriorated paint surfaces more than 20 sq. ft. on exterior surfaces must be stabilized (corrected) in accordance with all safe work practice requirements. If the painted surface is less than 20 sq. ft., only stabilization is required. Clearance testing is not required. Stabilization means removal of deteriorated paint, repair of the substrate, and application of a new protective coating or paint. Lead-Based Paint Owner Certification is required following stabilization activities except for *de minimis level* repairs.

**Manufactured Homes (Tie Downs)** - Manufactured homes must be placed on a site in a stable manner and be free from hazards such as sliding and wind damage. Manufactured homes must be securely anchored by a tie down device which distributes and transfers the loads imposed by the unit to appropriate ground anchors so as to resist wind overturning and sliding.



## **HEATING AND PLUMBING**

**Adequacy of Heating Equipment** - “Adequate heat” means that the heating system is capable of delivering enough heat (72 degrees in occupied/livable rooms during winter months) to assure a healthy environment is maintained inside the unit/building. Portable electric room heaters or kitchen stoves/ranges with a built-in heat unit are not acceptable as a primary source of heat for units. “Directly or indirectly to all rooms used for living” means: “Directly” means that each room used for living has a heat source (e.g., working radiator; working hot air register; baseboard heat). “Indirectly” means that, if there is no heat source present in the room, heat can enter the room easily from a heated adjacent room (e.g., a dining room may not have a radiator, but would receive heat from the heated living room through a large open archway).

**Safety of Heating Equipment** - Examples of “unvented fuel burning space heaters” are: portable kerosene units; unvented open flame portable units. “Other unsafe conditions” include: breakage or damage to heating system such that there is a potential for fire or other threats to safety; improper connection of flues allowing exhaust gases to enter the living area; improper installation of equipment (e.g., proximity of fuel tank to heat source, absence of safety devices); indications of improper use of equipment (e.g., evidence of heavy build-up of soot, creosote, or other substance in the chimney); disintegrating equipment; combustible materials near heat source or flue. If the system has passed a recent local inspection, check “Pass.” This applies to units in which heat is provided by a large scale, complex central heating system that serves multiple units (e.g., a boiler in the basement of a large apartment building). In most cases, a large scale heating system for a multi-unit building will be subject to periodic safety inspections by a local public agency. Check with the owner or manager to determine the date and outcome of the last such inspection, or look for an inspection certificate posted on the heating system.

**Ventilation and Adequacy of Cooling** - If the tenant is present and has occupied the unit during the summer months, inquire about the adequacy of air flow. If the tenant is not present or has not occupied the unit during the summer months, test a sample of windows to see that they open. “Working cooling equipment” includes: central (fan) ventilation system; evaporative cooling system; room or central air conditioning.

**Water Heater** - “Location presents hazard” means that the gas or oil water heater is located in living areas or closets where safety hazards may exist (e.g., water heater located in very cluttered closet with cloth and paper items stacked against it). Gas water heaters in bedrooms or other living areas must have safety dividers or shields. Water heaters must have a temperature-pressure relief valve and discharge line (directed toward the floor or outside of the living area) as a safeguard against build up of steam if the water heater malfunctions. To pass, gas or oil fired water heaters must be vented into a properly installed chimney or flue leading outside. Electric water heaters do not require venting. Obtain verification of safety of system from owner or manager to determine if the water heater has passed a local inspection. This applies primarily to hot water that is supplied by a large scale complex water heating system that serves multiple units (e.g., water heating system in large apartment building).

**Water Supply** - Ensure the unit/building is connected to the Borough’s water system.

**Plumbing** - Check for “major leaks” at the main water drain and feed pipes (often located in the basement) are seriously leaking. (Leaks present at specific facilities have already been evaluated under the checklist items for “Bathroom” and “Kitchen.”) Check for “corrosion” (causing serious and persistent levels of rust or contamination in the drinking water) can be determined by observing the color of the drinking water at several taps. Badly corroded pipes will produce noticeably brownish water. Make sure that the “rusty water” is not a temporary condition caused by the Borough maintenance of main water lines.

**Sewer Connection** - Ensure the unit/building is connected to the Borough’s sewer system. The following conditions constitute “evidence of sewer back up”: strong sewer gas smell in the basement or outside of unit; numerous clogged or very slow drains.

**HEATING AND PLUMBING**

Description	Yes Pass	No Fail	N/A	If Fail, what repairs are necessary If Pass with comments, give details.	If Fail, date of final inspection when Pass
<p><b>Adequacy of Heating Equipment</b> Is the heating equipment capable of providing adequate heat (either directly or indirectly) to all rooms used for living?</p>					
<p><b>Safety of Heating Equipment</b> Is the unit free from unvented fuel burning space heaters or any other types of unsafe heating conditions?</p>					
<p><b>Ventilation and Adequacy of Cooling</b> Does the unit have adequate ventilation and cooling by means of openable windows or a working cooling system?</p>					
<p><b>Water Heater</b> Is the water heater located, equipped, and installed in a safe manner?</p>					
<p><b>Water Supply</b> Is the unit/building connected to the Borough's water system?</p>					
<p><b>Plumbing</b> Is plumbing free from major leaks or corrosion that causes serious and persistent levels of rust or contamination of the drinking water?</p>					
<p><b>Sewer Connection</b> Is the unit/building connected to the Borough's sewer system and is it free from sewer back-up?</p>					
<p><b>Additional Comments:</b></p>					

## **GENERAL HEALTH AND SAFETY**

**Access to Unit** - Each structure to which a street number has been assigned shall have such number displayed in a position easily observed and readable from the public right-of-way. All numbers shall be in Arabic numerals at least four inches high and 1/2 inch stroke. All individual apartments/units within a structure/building will display the apartment/unit number on the entrance doors. "Through another unit" means that access to the unit is only possible by means of passage through another dwelling unit.

**Exits** - "Acceptable fire exit" means that the building must have an alternative means of exit that meets local or State regulations in case of fire; this could include: An openable window if the unit is on the first floor or second floor or easily accessible to the ground. A back door opening onto a porch with a stairway leading to the ground. Fire escape, fire ladder, or fire stairs. "Blocked" means that the exit is not useable due to conditions such as debris, storage, door or window nailed shut, broken lock. Important note: The Borough of Huntingdon has the final responsibility for deciding whether the type of emergency exit is acceptable, although the tenant should assist in making the decision.

**Evidence of Infestation** - "Presence of rats or severe infestation by mice or vermin" (such as roaches) is evidenced by: rat holes; droppings; rat runs; numerous settings of rat poison. Get input from the tenant.

**Garbage and Debris** - "Heavy accumulation" means large piles of trash and garbage, discarded furniture, and other debris (not temporarily stored awaiting removal) that might harbor rodents. This may occur inside the unit, in common areas, or outside. All exterior property and premises and the interior of every structure shall be free from any accumulation of rubbish or garbage.

**Refuse Disposal** - Every owner/occupant of a structure shall dispose of all garbage and/or rubbish in a clean and sanitary manner by placing such rubbish in approved containers. The owner of every occupied premises shall provide approved containers with close fitting covers that are leak proof for the storage of such materials until removed from the premises for disposal. Rubbish storage facilities (containers) shall not be placed along curbside or at a location off the public alley right-of-way more than 24 hours prior to scheduled pickup. All empty rubbish storage facilities (containers) must be removed from the curbside or off the public alley right-of-way no later than 12 hours after scheduled pickup.

**Interior Stairs and Common Halls** - "Loose, broken, or missing steps" should fail if they present a serious risk of tripping or falling. A handrail is required on extended sections of stairs (generally four or more consecutive steps). A railing is required on unprotected heights such as around stairwells. "Other hazards" would be conditions such as bare electrical wires and tripping hazards.

**Other Interior Hazards** - Examples of other hazards might be: a broken bathroom fixture with a sharp edge in a location where it represents a hazard; a protruding nail in a doorway.

**Elevators** - Is the elevator in good working condition (e.g., check inspection date).

**Interior Air Quality** - If the inspector has any questions about whether an existing poor air quality condition should be considered dangerous, other agencies will be notified.

**Site and Neighborhood Conditions** - Examples of conditions that would "seriously and continuously endanger the health or safety of the residents" are: other buildings on, or near the property, that pose serious hazards (e.g., dilapidated shed or garage with potential for structural collapse), evidence of flooding or major drainage problems, evidence of mud slides or large land settlement or collapse, proximity to open sewage, unprotected heights (cliffs, quarries, mines, sandpits), fire hazards, abnormal air pollution or smoke which continues throughout the year and is determined to seriously endanger health, and continuous or excessive vibration of vehicular traffic (ask the tenant).

**Lead-Based Paint (Owner Certification)** - If the owner is required to correct any lead-based paint hazards at the property including deteriorated paint or other hazards identified by a visual assessor, a certified lead-based paint risk assessor, or certified lead-based paint inspector, the homeowner must obtain a certification that the work has been done in accordance with all applicable requirements of 24 CFR Part 35. The Lead-Based Paint Owner Certification must be given to the inspector to final any inspection. Receipt of the completed and signed Lead-Based Paint Owner Certification signifies that all lead-based paint requirements have been met and no re-inspection is required.

**GENERAL HEALTH AND SAFETY**

Description	Yes Pass	No Fail	N/A	If Fail, what repairs are necessary If Pass with comments, give details.	If Fail, date of final inspection when Pass
<p><b>Access to Unit</b> Can the unit be entered without having to go through another unit? Are there Arabic numerals at least 4" high and ½" stroke to identify the street address? Does each individual apartment/unit within a structure/building have number/letter on the entrance doors?</p>					
<p><b>Exits</b> Is there an acceptable fire exit from this building that is not blocked?</p>					
<p><b>Evidence of Infestation</b> Is the unit free from rats or severe infestation by mice or vermin?</p>					
<p><b>Garbage and Debris</b> Is the unit free from heavy accumulation of garbage or debris inside and outside?</p>					
<p><b>Refuse Disposal</b> Are there adequate covered facilities for temporary storage and disposal of food wastes?</p>					
<p><b>Interior Stairs and Common Halls</b> Are interior stairs and common halls free from hazards to the occupant because of loose, broken, or missing steps on stairways; absent or insecure railings; inadequate lighting; or other hazards?</p>					
<p><b>Other Interior Hazards</b> Is the interior of the unit free from any other hazard not specifically identified previously?</p>					
<p><b>Elevators</b> Are all elevators working and safe? Do all elevators have a current inspection certificate?</p>					

<p><b>Interior Air Quality</b> Is the unit free from abnormally high levels of air pollution from vehicular exhaust, sewer gas, fuel gas, dust, or other pollutants?</p>					
<p><b>Site and Neighborhood Conditions</b> Are the site and immediate neighborhood free from conditions which would seriously and continuously endanger the health or safety of the residents?</p>					
<p><b>Lead-Based Paint: Owner Certification</b> If the owner of the unit is required to correct any deteriorated paint or lead-based paint hazards at the property, has the Lead-Based Paint Owner's Certification been completed, and received? If the owner was not required to correct any deteriorated paint or lead-based paint hazards, check NA.</p>					
<p><b>Additional Comments:</b></p>					