

Village Of Milford

Rental Housing Pre-inspection Checklist

Exterior

- Gutters, downspouts and extensions are in good condition
- All roof coverings are in sound condition
- All exterior trim, foundations, wall surfaces and supports are properly painted, caulked, secured, anchored and in good condition
- The grade is properly sloped away from the building
- Chimney and flashing are in good repair and properly installed
- The site and the perimeter of the building is free of trash and debris
- The driveways, parking lots and walkways are in good repair
- The public walks are in good repair per Art. III, Sec. 70-63
- Each unit is properly addressed
- Exterior lighting is in good repair and functioning properly
- Grasses and lawns maintained per the adopted International Property Maintenance Code
- All accessory structures maintained structurally sound and in good repair
- Handrails and guards are firmly fastened, structurally sound and in good condition

Building Security

- All exterior doors and hardware are maintained in good condition
- All exterior doors to have a deadbolt lock activated by interior knob & exterior key on entry doors, or equivalent
- Wide angle peephole on exterior door
- Operable windows within 6 feet above ground to be equipped with a window sash locking device

Interior Stairways

- Handrails are provided on stairways with more than 3 risers
- New Handrails are graspable (1-1/8" to 2-5/8" width), have returns, 34"-38" above stair nosings
- Guards are placed on open sided stairways or elevated surfaces that are 30" above the adjacent walking surface
- Treads and risers are uniform in height and depth

Interior Environment

- Bath and kitchen exhaust fans operate smoothly and with adequate draw or each bathroom must contain a window that opens for ventilation
- Other rooms have natural light (8% of floor area) and ventilation (4% of floor area)
- Bath and kitchen floors coverings are impervious
- Floors are in a finished condition (carpet, paint, polyurethane, etc.)
- Carpet is sanitary and installed correctly to eliminate trip hazards
- Walls are free of holes, painted and free of peeling and there is no evidence of water leaks
- Window panes are not broken
- Window screens are installed March 1st to Dec 1st and in good repair

- Window sashes are in good repair, open and close easily, remain open without props

- Windows and exterior doors are weathertight
- Foundation walls are in good shape and holes to the exterior are sealed

General Safety

- Each bedroom has a working and safe egress window that fully opens
- A working smoke detector is installed in each bedroom, just outside of the bedroom vicinity and on each level either hard inter-connected hard wired or radio controlled so one will activate another
- Fire doors properly self-close and latch

Electrical

- Properly sized “S” fuses in fuse panel
- Minimum 3 foot clearance in front of electrical panel
- Water meter properly bonded
- Extension cords properly sized; limit 1 per appliance, maximum 6’ length
- Outlets wired properly (correct ungrounded 3 prongs and reversed polarity)
- Outlets/switches/light fixtures function properly and free of damage
- No apparent frayed wiring (inside or outside)
- **Kitchen/bath & exterior outlets GFCI protected and function properly**

Mechanical

- At least every 6 years a report is provided for furnace or boiler servicing by a Licensed Mechanical Contractor
- The furnace filter is clean and in good condition
- Clothes dryers are vented to the outside and is vented in rigid metal pipe and elbows with the joints secured with metallic tape (not screws)
- Maintain proper clearances from all heating and water heater appliances
- Approved gas shut off valves for gas appliances
- Area around flue pipe chimney penetrations sealed with non-combustible material

Plumbing

- Temperature and pressure relief valve on water heater is in good condition
- Approved water heater blow off pipe terminates within 4” of the floor
- Supply and drain lines are in good repair and free of leaks
- Sink and tub coatings are in good repair and free of rust and chips
- The toilet is adequately secured to the floor
- Vacuum breakers are on threaded connectors (laundry tubs, shower, hose bibs, etc.)
- Unused drain lines are properly capped
- Adequate hot and cold water pressure and faucets are free of leaks
- **The water service account is current and must be verified by the Water Department**

Note...All leased or rented dwelling units must be able to supply heat of not less than 68 degrees Fahrenheit in all habitable rooms, bathrooms and toilet rooms for the occupants of the dwelling during the period from October 1-May 15.