



879 Mercer Butler Pike  
 Grove City, PA 16127  
 724-406-0031

**Property Maintenance Code Enforcement Division**

**RENTAL CHECKLIST**

<b>Inspection Description:</b>
The intent of this checklist is as a guide for life safety and quality of life inspections as they relate to property maintenance.
<b>Inspection Topics:</b>
<b>General</b>
<p>Is the address posted facing the street side and visible from the street?</p> <p>Buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. These numbers shall be Arabic Numerals or alphabet letters. Numbers shall not be less than 4 inches in height with a minimum stroke width of 0.5 inch.</p>
<p>Is the property in a clean, safe and sanitary condition?</p> <p>Exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occupant shall keep that part of the exterior property that such occupant occupies or controls in a clean and sanitary condition.</p>
<p>Is there an accumulation of rubbish/garbage inside and/or outside the residence?</p> <p>Accumulation of rubbish or garbage. Exterior property and premises, and the interior of every structure, shall be free from any accumulation of rubbish or garbage.</p>
<p>Is the property maintained free from weeds or plant growth?</p> <p>Premises and exterior property shall be maintained free from weeds or plant growth in excess. Noxious weeds shall be prohibited. Weeds shall be defined as all grasses, annual plants and vegetation, other than trees or shrubs provided; however, this term shall not include cultivated flowers and gardens.</p>
<p>Are there any inoperable vehicles on the property?</p> <p>Except as provided for in other regulations, no inoperative or unlicensed motor vehicle shall be parked, kept or stored on any premises, and no vehicle shall at any time be in a state of major disassembly, disrepair, or in the process of being stripped or dismantled. Painting of vehicles is prohibited unless conducted inside an approved spray booth.</p>

Are accessory structures such as garages, sheds, fences and/or retaining walls structurally sound?

Accessory structures, including detached garages, fences and walls, shall be maintained structurally sound and in good repair.

Is the exterior of the structure maintained, in good repair, structurally sound, and sanitary?

The exterior of a structure shall be maintained in good repair, structurally sound and sanitary so as not to pose a threat to the public health, safety or welfare.

Is the interior of the structure maintained, in good repair, structurally sound, and sanitary?

The interior of a structure and equipment therein shall be maintained in good repair, structurally sound, and in a sanitary condition. Occupants shall keep that part of the structure that they occupy or control in a clean and sanitary condition. Every owner of a structure containing a rooming house, housekeeping units, a hotel, a dormitory, two or more dwelling units or two or more nonresidential occupancies, shall maintain, in a clean and sanitary condition, the shared or public areas of the structure and exterior property.

Do stairs, interior and exterior, with more than four risers have a handrail on at least one side?

Every exterior and interior flight of stairs having more than four risers shall have a handrail on one side of the stair and every open portion of a stair, landing, balcony, porch, deck, ramp or other walking surface that is more than 30 inches (762mm) above the floor or grade below shall have guards. Handrails shall be not less than 30 inches (762mm) in height or more than 42 inches (1067mm) in height measured vertically above the nosing of the thread or above the finished floor of the landing or walking surfaces. Guards shall be not less than 30 inches (762mm) in height above the floor of the landing, balcony, porch, deck, or ramp or other walking surface.

Do open portions of stairs, landings, balconies, porches, decks, ramps or other walking surfaces over 30 inches above the floor or grade have guards?

Every exterior and interior flight of stairs having more than four risers shall have a handrail on one side of the stair and every open portion of a stair, landing, balcony, porch, deck, ramp or other walking surface that is more than 30 inches (762mm) above the floor or grade below shall have guards. Handrails shall be not less than 30 inches (762mm) in height or more than 42 inches (1067mm) in height measured vertically above the nosing of the thread or above the finished floor of the landing or walking surfaces. Guards shall be not less than 30 inches (762mm) in height above the floor of the landing, balcony, porch, deck, or ramp or other walking surface.

Are handrails between 30 inches and 42 inches in height and guards no less than 30 inches in height?

Every exterior and interior flight of stairs having more than four risers shall have a handrail on one side of the stair and every open portion of a stair, landing, balcony, porch, deck, ramp or other walking surface that is more than 30 inches (762mm) above the floor or grade below shall have guards. Handrails shall be not less than 30 inches (762mm) in height or more than 42 inches (1067mm) in height measured vertically above the nosing of the thread or above the finished floor of the landing or walking surfaces. Guards shall be not less than 30 inches (762mm) in height above the floor of the landing, balcony, porch, deck, or ramp or other walking surface.

**Exterior**



**Are foundation walls free of open cracks and breaks leading to the interior of the structure?**

Foundation walls shall be maintained plumb and free from open cracks and breaks and shall be kept in such condition so as to prevent the entry of rodents and other pests.

**Are basement doors and windows maintained as to prevent rodents and water from entering the structure?**

Every basement hatchway shall be maintained to prevent the entrance of rodents, rain and surface water.

**Are the exterior walls free of holes, breaks and loose or rotting materials?**

Exterior walls shall be free from holes, breaks, and loose or rotting materials; and maintained weatherproof and properly surface coated where required to prevent deterioration.

**Are all exterior surfaces maintained in good condition?**

Exterior wood surfaces, other than decay-resistant woods, shall be protected from the elements and decay by painting or other protective covering or treatment. Peeling, flaking and chipped paint shall be eliminated and surfaces repainted.

**Are exterior doors and door hardware in good repair and capable of being locked ?**

Exterior doors, door assemblies, operator systems if provided, and hardware shall be maintained in good condition. Locks at all the entrances to dwelling units and sleeping units shall tightly secure the door. Locks on means of egress doors shall be in accordance

**Are interior apartment doors leading to public areas of apartment buildings equipped with a deadbolt easily opened from the inside without a key or special knowledge?**

Doors providing access to a dwelling unit, rooming unit or housekeeping unit that is rented, leased or let shall be equipped with a deadbolt lock designed to be readily openable from the side from which egress is to be made without the need for keys, special knowledge or effort and shall have a minimum lock throw of 1 inch (25mm). Such deadbolt locks shall be installed according to the manufacture's specifications and maintained in good working order. For the purpose of this section, a sliding bolt shall not be considered an acceptable deadbolt lock.

**Are exterior stairways, decks, porches and balconies structurally sound and firmly anchored?**

Every exterior stairway, deck, porch and balcony, and all appurtenances attached thereto, shall be maintained structurally sound, in good repair, with proper anchorage and capable of supporting the imposed loads.

**Are exterior handrails and/or guards firmly fastened and in good condition?**

Every handrail and guard shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition.

**Does the roof appear sound and free of defects with proper roof drainage, observed from a safe vantage point?**

The roof and flashing shall be sound, tight and not have defects that admit rain. Roof drainage shall be adequate to prevent dampness or deterioration in the walls or interior portion of the structure. Roof drains, gutters and downspouts shall be maintained in good repair and free from obstructions. Roof water shall not be discharged in a manner that creates a public nuisance.

Are chimneys, smoke stacks and other ventilation appurtenances in good repair and working order?

Chimneys, cooling towers, smoke stacks, and similar appurtenances shall be maintained structurally safe and sound, and in good repair. Exposed faces of metal or wood shall be protected from the elements and against decay or rust by periodic application of weather-coating materials, such as paint or similar surface treatment.

**Interior**

Is there evidence of pest infestation?

Structures shall be kept free from insect and rodent infestation. Structures in which Insects or rodents are found shall be promptly exterminated by approved processes that will not be injurious to human health. After pest elimination. Proper precautions shall be taken to prevent infestation.

Are the floors and other walking surfaces in good repair and maintained?

Every stair, ramp, landing, balcony, porch, deck or other walking surface shall be maintained in sound condition and good repair.

Is there any peeling or chipping paint, cracked or loose plaster, or decaying wood?

Interior surfaces, including windows and doors, shall be maintained in good, clean and sanitary condition. Peeling, chipping, flaking or abraded paint shall be repaired, removed or covered. Cracked or loose plaster, decayed wood and other defective surface conditions shall be corrected.

Are interior handrails and/or guards firmly fastened and in good condition?

Every handrail and guard shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition.

Do interior doors open and close, fit reasonably well in their frames and are properly affixed to their jambs?

Every interior door shall fit reasonably well within its frame and shall be capable of being opened and closed by being properly and securely attached to jambs, headers or tracks as intended by the manufacture of the attachment hardware.

Are the windows easily operable and supported by window hardware?

Every window, other than a fixed window, shall be easily openable and capable of being held in position by window hardware.

Do windows located within 6 feet of ground level or any walking surface securely lock?

Operable windows located in whole or in part within 6 feet (1828mm) above ground level or a walking surface below that provide access to a dwelling unit, rooming unit or housekeeping unit that is rented, leased or let shall be equipped with a window sash locking device.

**Fire Safety / Means of Egress**



**Does any component or condition of the building or portion thereof present an imminent danger to the occupants of the building?**

Where any components are not maintained and do not function as intended or do not have the fire resistance required by the code under which the building was constructed or altered, such components or portions thereof shall be deemed unsafe conditions in accordance with section 110.1.1 of the International Fire Code (2015 edition). Components or portions thereof determined to be unsafe shall be repaired or replaced to conform to that code under which the building was constructed or altered. Where the condition of components is such that any building, structure or portion thereof presents an imminent danger to the occupants of the building, structure or portion thereof, the fire code official shall act in accordance to section 110.2 of the International Fire Code (2015 edition).

**Has the fire detection or suppression system or any portion thereof been tampered with or removed?**

It shall be unlawful for any person to remove, tamper with or otherwise disturb any fire hydrant, fire detection and alarm system, fire suppression system or other fire appliance required by this code except for the purposes of extinguishing fire, training, recharging or making necessary repairs.

**Is there a safe, continuous and unobstructed path of travel to exit the dwelling?**

A safe, continuous and unobstructed path of travel shall be provided from any point in a building or structure to the public way. Means of egress shall comply with the International Fire Code.

**Are doors along the path of egress readily openable from the egress side without the need for keys or special knowledge or effort?**

Means of egress doors shall be readily openable from the side from which egress is to be made without the need for keys, special knowledge or effort, except for where the door hardware conforms to that permitted by the International Building Code.

**Are smoke detectors present in each sleeping room, outside the sleeping areas and on each level of the dwelling, including the basement and attic?**

Single- or multiple station smoke alarms shall be installed and maintained in Groups R-2, R-3, R-4 and 1-1 regardless of occupant load at all of the following locations: 1. On the ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms 2. In each room used for sleeping purposes 3. In each story within a dwelling unit, including basements but not including crawl spaces and uninhabitable attics. In dwellings or dwelling units with split levels and without an intervening door between the adjacent levels a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.

**Are smoke detectors in working condition?**

Single- and multiple- station smoke alarms shall be tested and maintained in accordance with the manufacturer's instructions. Smoke alarms that do not function shall be replaced. Smoke alarms installed in one- and two-family dwellings shall be replaced not more than 10 years from the date of manufacture marked on the unit, or shall be replaced if the date of manufacture cannot be determined.

Are smoke detectors installed within 20 feet horizontally of a cooking appliance, within 10 feet for a smoke alarm with a silencing switch or 6 feet for a photoelectric smoke alarm?

Smoke alarms shall not be installed in the following locations unless this would prevent placement of a smoke alarm in a location previously mentioned. Ionization smoke alarms shall not be installed less than 20 feet horizontally from a permanently installed cooking appliance. 2. Ionization smoke alarms with an alarm silencing switch shall not be installed less than 10 feet horizontally from a permanently installed cooking appliance. 3. Photoelectric smoke alarms shall not be installed less than 6 feet horizontally from a permanently installed cooking appliance.

Are any smoke detectors installed within 3 feet horizontally of a bathroom door?

Smoke alarms shall be installed not less than 3 feet horizontally from the door or opening of a bathroom that contains a bathtub or shower unless this would prevent placement of a smoke alarm in area previously mentioned.

If required, are CO detector(s) present and in working condition?

Carbon monoxide alarm shall be installed in dwellings in accordance with Section 1103.9 of the International Fire Code, except that alarms in dwellings covered by the International Residential Code shall be installed in accordance with Section R315 of that code.

## **Mechanical**

Is the mechanical equipment, appliances, fireplaces, solid fuel-burning appliances, cooking appliances and water heating appliances properly installed and maintained in a safe working condition?

Mechanical equipment, appliances, fireplaces, solid fuel-burning appliances, cooking appliances and water heating appliances shall be properly installed and maintained in a safe working condition, and shall be capable of performing the intended function.

Are heating facilities present and capable of heating the unit?

Heating facilities shall be provided in structures as required by this section.

Are fuel-burning appliances properly vented?

Fuel-burning equipment and appliances shall be connected to an approved chimney or vent.

Is the clothes dryer properly exhausted?

Clothes dryer exhaust systems shall be independent of all other systems and shall be exhausted outside the structure in accordance with the manufacturer's instructions.

Are HVAC vents free of obstructions and perform the required function?

Duct systems shall be maintained free of obstructions and shall be capable of performing the required function.

## **Electrical**



**Are there any electrical system hazards? e.g. improper fusing, improper wiring or installation, deterioration or damage to any parts of the system**

Where it is found that the electrical system in a structure constitutes a hazard to the occupants or the structure by reason of inadequate service, improper fusing, insufficient receptacle and lighting outlets, improper wiring or installation, deterioration or damage, or for similar reasons, the code official shall require the defects to be corrected to eliminate the hazard. \*NOTE: If no ground wire or ground path is provided, it is improper and unsafe to install a grounding (3-prong) electrical receptacle on that outlet.

**Is the electrical equipment, wiring and appliances properly installed and maintained?**

Electrical equipment, wiring and appliances shall be properly installed and maintained in a safe and approved manner.

**Do the electrical outlets have appropriate face-plate covers for their location?**

Every habitable space in a dwelling shall contain not less than two separate and remote receptacle outlets. Every laundry area shall contain not less than one grounding-type receptacle or receptacle with a ground fault circuit interrupter. Every bathroom shall contain not less than one receptacle. Any new bathroom receptacle outlet shall have ground fault circuit interrupter protection. All receptacle outlets shall have the appropriate face-plate cover for the location.

**Is there flexible wiring (extension cords) being used for permanent wiring?**

Flexible cords shall not be used for permanent wiring, or for running through doors, windows, or cabinets, or concealed within walls, floors, or ceilings.

## **Plumbing**

**Are water fixtures properly connected to a public or approved private sewage system?**

Plumbing fixtures shall be properly connected to either a public sewer system or to an approved private sewage disposal system.

**Are bathtubs, showers, lavatories and sinks properly connected to a public or approved private water source capable of supplying hot or tempered and cold running water?**

Every sink, lavatory, bathtub or shower, drinking fountain, water closet or other plumbing fixture shall be properly connected to either a public water system or to an approved private water system. Kitchen sinks, lavatories, laundry facilities, bathtubs and showers shall be supplied with hot or tempered and cold running water in accordance with the International Plumbing Code.

**Is the water heater properly installed in an approved location?**

Water heating facilities shall be properly installed, maintained and capable of providing an adequate amount of water to be drawn at every required sink, lavatory, bathtub, shower and laundry facility at a temperature not less than 110° F (43°F). A gas-burning water heater shall not be located in any bathroom, toilet room, bedroom or other occupied room normally kept closed, unless adequate combustion air is provided. An approved combination temperature and pressure-relief valve and relief valve discharge pipe shall be properly installed and maintained on water heaters.

**Is the bathroom properly ventilated?**

Every bathroom and toilet room shall comply with the ventilation requirements for habitable spaces as required by . except that a window shall not be required in such spaces equipped with a mechanical ventilation system. Air exhausted by a mechanical ventilation system from a bathroom or toilet room shall discharge to the outdoors and shall not be recirculated.