

# PROPERTY MAINTENANCE CHECKLIST



## Exterior

### Windows & Doors:

- Bug/rodent proof, weather tight, working hardware.

### Walls:

- No holes/cracks, soffit & fascia in good repair.

### Paint:

- Wood & metal surfaces protected and no peeling.

### Foundation:

- Structurally secure, no holes or cracks.

### Roof:

- Free of leaks.

### Gutters & Downspouts:

- Good condition and free of leaves & debris.

### Chimney:

- Tuck pointing/mortar & Flue liner in good repair.

### Porch/Decks:

- Good condition/repair and guard railings are required if over 30-inches above grade.

### Steps:

- Evenly spaced, securely attached and a handrail at 4 or more steps.

### Yard:

- Spring/Summer; grass & weeds cut.
- Winter; sidewalks shoveled.
- No litter/debris, no parking in yard, no abandoned cars, car parts, tires or construction materials.
- Fences in good condition
- Garages/sheds in good repair & surfaces protected with paint.
- Firewood stacked on a non-rotting base, 6" off the ground and not stored in the front yard.

### Garbage & Recycling:

- Proper city containers, not stored in the front yard, lids closed & not overflowing.
- Recycling containers must not be stored in front yard.

## Interior

### Walls & Ceilings:

- Clean, no loose wallpaper/plaster, no cracks or peeling paint.

### Floors:

- Clean, no holes, no torn floor covering and structurally sound.

### Hallways:

- Clean, clear pathway, well lit, railings on stairs and carpets securely attached.

### Windows:

- No broken glass, opens freely, locks, screens, storms or double pane glass, secure glass, weather tight, water proof & no mold.

### Doors:

- Secure, tight fitting, clear path.
- Entrance doors; proper locking hardware.
- Bathroom door; privacy locks.
- Bedroom doors; NO keyed locks, hasp locks or deadbolts.
- Exterior doors must be weather tight & rodent proof.

### Kitchen:

- Hot & cold water, no dripping faucets, no plugged drains.
- Bug & rodent proof; avoid these common rodent & roach attractors;
  - Dirty dishes, stove & refrigerator
  - Uncovered food (including pet food)
  - Garbage in open containers
  - Grease covered walls & ceiling

### Bathroom:

- A tub/shower properly installed & maintained in good repair with caulking intact.
- A washbasin properly installed & in good repair with caulking intact.
- Toilet properly installed, intact, secured & functioning.
- Light fixture/cabinets in good repair, no leaking faucets, water-impervious flooring, openable window or mechanical fan, hot & cold running water to all faucets.

## Electrical:

- GFCI outlets installed in kitchens and bathrooms within 6-feet of each sink.
- Cover plates required on all outlets, switches & junction boxes.
- Fixtures must be intact & functioning properly.
- Extension cords cannot be used in lieu of permanent wiring.
- All wiring must be intact and properly maintained.

## Mechanical:

- Heating facility must be properly installed & capable of maintaining 68-degrees.
- Temporary heating devices shall not be used as primary heat source.
- Fuel burning facility must be connected to an approved chimney, flue or vent.
- You will be required to provide service records of the heating system.

## Plumbing:

- All plumbing must be installed & maintained to code requirements.
- Adequate hot & cold running water, no leaking faucets or pipes, drains free from obstructions.
- Washing machines must discharge into a standpipe and have a "P" trap. Washers may not drain directly into a floor drain.

## Fire Prevention:

- One smoke detector **outside each sleeping area, one in each sleeping room and at least one on every floor.**
- One **2A10BC (5-LB)** fire extinguisher installed in a conspicuous and covenant location and currently serviced & tagged.
- CO detector **located within 10-feet of sleeping rooms** and/or one in **each** sleeping room, must be UL approved and properly installed.