

PROPERTY MAINTENANCE CHECK LIST

Scope. These minimum conditions and responsibilities of persons for maintenance of structures, equipment and exterior property shall govern.

Responsibility. Owners shall be responsible to maintain structures and exterior property in compliance with these requirements while the occupants are to be responsible for keeping in a clean, sanitary, and safe condition which they occupy and control.

Vacant Structures and Land. Shall be maintained in a clean, safe, secure and sanitary condition as provided herein so as not to cause blighting problems adversely affecting the public health or safety.

Section 302: Exterior Property Areas

Sanitation. Area to be maintained in a clean, safe, and sanitary condition.

Grading & Drainage. Area to be maintained to prevent erosion and accumulation of stagnant water.

Sidewalks and Driveways. (also stairs) are to be kept in a proper state of repair and maintained free from hazardous conditions.

Rodent harborage. Proper precautions to be taken to eliminate rodent harborage and prevent infestation.

Exhaust Vents. Vents shall not be discharged directly upon abutting adjacent public or private property.

Accessory Structures. To be maintained structurally sound and in good repair.

Defacement of Property. Responsibility of owner to restore defaced surface to an approved state of maintenance and repair.

Section 303: Swimming Pools, Spas & Hot Tubs

Swimming Pools. Shall be maintained in a clean and sanitary condition and in good repair.

Enclosures. Those units which contain a water depth of more than 24 inches are required to be completely surrounded by a fence or barrier at least 48 inches in height above the finished ground leaved with gates that are self-closing and self-latching maintained in good repair.

Section 304: Exterior Structure

General. The exterior 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.

Protective Treatment. All exterior surfaces shall be maintained in good condition and protected from the elements and decay by painting or other protective covering or treatment.

Premises Identification. To have placed address numbers on the buildings that are plainly legible from the street These numbers shall be contrasting with background and a minimum of 4 inches in height

Structural Members. Shall be maintained free from deterioration and capable of safely supporting the imposed loads.

Foundation Walls. Shall be maintained plumb and free from open cracks/openings for rodents and pests.

Exterior Walls. Shall be free from holes, breaks, and loose or rotting materials, maintained weatherproofed and proper surface coated to prevent deterioration.

Roofs and Drainage. Shall not have defects that admit rain with drainage to prevent dampness deterioration with drains, gutters, & downspouts maintained and not discharged in a manner to create a nuisance.

Decorative Features. Shall be maintained in good repair with proper anchorage and in a safe condition.

Overhang Extensions. Shall be maintained in good repair with proper anchorage and in a safe condition with periodic application of weather coating materials.

Stairways, Decks, Porches and Balconies. Shall be maintained structurally sound, in good repair, with proper anchorage and capable of supporting imposed loads.

Chimneys and Towers. Shall be maintained structurally safe and sound and in good repair with exposed surfaces protected from the elements and against decay or rust.

Handrails and Guards. Shall be firmly fastened and capable of supporting normally imposed loads and maintained

Windows, Skylights and Door Frames. Shall be kept in sound condition, good repair and weather tight with glazing free from cracks and holes, easily openable, and capable of being held in position by window hardware.

Insect Screens. From April 1st to October 31st, outside openings required for ventilation shall be supplied with tightly fitting screens of not less than 16 mesh per inch and every swinging door shall have a self-closing device in good working condition.

Doors. Shall be maintained in good condition with locks at unit's entrances being tightly secured.

Basement Hatchways. Shall be maintained to prevent the entrance of rodents, rain, and surface drainage water.

Guards for Easement Windows. Every basement window that is openable shall be supplied with protection against the entry of rodents.

Building Security. Doors, windows, or hatchways for units shall be provided with devices designed to provide security for the occupants and property within.

Doors. Doors providing access to units shall be equipped with a deadbolt lock that is operated only by the turning of a knob and shall have a lock throw of not less than one inch (a sliding bolt shall not be acceptable) and the lock shall be operable without the use of a key, tool, special knowledge or effort.

Windows. A unit's operable windows located in whole or part within six feet of ground level shall be equipped with sash locking devices.

Basement Hatchways. If the hatchway provides access to a unit; then it shall be equipped with devices that secure the units from unauthorized entry.

Section 305: Interior Structure

General. Shall be maintained in good repair, structurally sound and in a clean / sanitary condition. Occupants shall keep that part of the structure which they occupy in a clean and sanitary condition. The owner of multi-family units shall maintain the shared or public areas of the structure and exterior in a clean and sanitary condition.

Structural Members. Shall be maintained structurally sound, and capable of supporting the imposed loads.

Interior Surfaces. Shall be maintained in good, clean / sanitary condition being free of defective surface conditions.

Stairs and Walking Surfaces. Shall be maintained in sound condition and good repair.

Handrails and Guards. Shall be firmly fastened and capable of supporting normally imposed loads and maintained.

Interior Doors. Shall be fit reasonably well and capable of being opened and closed properly and securely.

Section 307: Handrails and Guardrails.

General. Every exterior and interior flight of stairs having more than 4 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 which is more than 30 inches above the floor or grade below shall have guards. Handrails shall not be less than 30 inches high or more than 42 inches high measured vertically above the nosing of the tread or above the finished floor of the landing or walking surface. Guards shall not be less than 30 inches high above the floor of the landing, balcony, porch, deck, or ramp or other walking surface.

Section 308: Rubbish and Garbage

Accumulation. There shall be no accumulation of rubbish or garbage.

Disposal of Rubbish. Every occupant shall use approved covered containers so as to dispose in a clean and sanitary manner.

Disposal of Garbage. Every occupant shall dispose of garbage in a clean and sanitary manner in covered / leakproof containers.

Section 309: Extermination

Infestation. Structures shall be kept free from insect and rodent infestation and exterminated if found.

Owner. Shall be responsible for extermination prior to renting or leasing.

Single Occupant. Shall be responsible for extermination on the premises of a one family dwelling.

Multiple Occupancy. The owner shall be responsible for extermination in public or shared areas.

the occupant shall be responsible for extermination if caused by failure to prevent infestation.

Occupant. Shall be responsible for continued rodent and pest-free conditions.

LIGHT, VENTILATION AND OCCUPANCY LIMITATIONS

General. These provisions shall govern the minimum conditions and standards for light, ventilation, and space for occupying a structure.

Responsibility. Owner shall provide and maintain light; ventilation, and space conditions in compliance with these requirements and no person shall occupy any premises that do not comply with this code.

Alternative Devices. In lieu of the means for natural light and ventilation prescribed, artificial light or mechanical ventilation complying with the International Building Code is permitted.

Section 402: Light.

Habitable Spaces. Every habitable space shall have at least one window of approved size facing directly to the outdoors or to a court with a minimum glazed area of 8% of the floor area.

Common Halls and Stairways. Multi-family occupancies shall be lighted at all times with at least a least a 60 watt bulb for each 200 square feet of floor area, with a spacing not greater than 30 feet.

Other Spaces. Shall be provided with natural or artificial light sufficient to the maintenance of sanitary conditions, and the safe occupancy of the space and utilization of the appliances, equipment and fixtures.

Section 403: Ventilation.

Habitable Spaces. Shall have at least one openable window in every habitable room equal to 45% of the minimum required glazed area.

Bathrooms and Toilet Rooms. Shall comply with ventilation requirements for a habitable space, except that a window shall not be required in such spaces equipped with a mechanical ventilation system discharged to the outdoors.

Cooking Facilities. Shall not be present or permitted in any rooming or dormitory unit.

Process Ventilation. Shall be discharged to the outdoors to remove the contaminating agent at the source.

Clothes Dryer Exhaust. Shall be independent of all other systems by exhausting in accordance with manufacturer's instructions.

Section 404: Occupancy Limitations

Privacy. Units shall be arranged to provide privacy and be separate from other adjoining spaces.

Minimum Room Widths. A habitable room, other than a kitchen, shall not be less than 7 feet in any plan dimension. Kitchens shall have a clear passageway of not less than 3 feet between counter fronts and appliances or walls.

Minimum Ceiling Heights. Habitable spaces, hallways, corridors, laundry areas, bathrooms, toilet rooms, and habitable basement areas shall have a clear ceiling height of not less than 7 feet (3 exceptions).

Bedroom Regulations.

Area for Sleeping Purposes. Every bedroom occupied by one person shall contain at least 70 square feet of floor area and every person more shall be an additional 50 square feet per occupant.

Access from Bedrooms. Bedrooms shall not constitute the only means of access to other bedrooms or habitable spaces and shall not serve as the only means of egress from other habitable spaces.

Water Closet Accessibility. Every bedroom shall have access to at least one water closet and one lavatory without passing through another bedroom. Every bedroom in a dwelling unit shall have access to at least one water closet and lavatory located in the same story as the bedroom or an adjacent story.

Prohibited Occupancy. Kitchens and non-habitable spaces shall not be used for sleeping purposes.

Other Requirements. Bedrooms shall comply with all applicable provisions of this code.

Overcrowding. Dwelling units shall not be occupied by more occupants than permitted by the minimum area requirements.

Minimum Square Feet

Efficiency Units. A unit occupied by only one occupant shall have a clear floor area of not less than 150 sq ft and a unit occupied by two occupants shall have a clear floor area of not less than 220 sq ft and three occupants shall have a clear floor area of not less than 320 sq ft. The unit shall be provided with a working space of 30 inches in front of the kitchen sink, cooking appliance, and refrigerator. The unit shall have a separate bathroom containing a toilet, lav, and a tub or shower. The maximum number of occupants shall be 3. There are special conditions for units of 150 sq ft clear floor area and only occupied by one person shall be specially permitted.

Food Preparation. Shall contain suitable space and equipment to store, prepare, and serve foods in a sanitary manner with adequate facilities and services for the sanitary disposal of food waste and refuse, including facilities for temporary storage.

Space	1-2 Occupants	3-5 Occupants	6 or more Occupants
Living Room	No Requirements	120 sq ft	150 sq ft
Dining Room	No Requirements	80 sq ft	100 sq ft
Kitchen	50sq ft	50sq ft	60 sq ft
Bedrooms	Shall comply with Section		

PLUMBING FACILITIES & FIXTURE REQUIREMENTS

General. This chapter shall govern the minimum plumbing systems, facilities and plumbing fixtures to be provided.

Responsibility. The owner shall provide and maintain such plumbing facilities and plumbing fixtures in compliance with these requirements. A person shall not occupy as owner-occupant or permit another person to occupy and structure which does not comply with these requirements.

Section 502: Required Facilities

Dwelling Units. Shall contain its own tub or shower; lavatory, toilet; kitchen sink which shall be maintained in a sanitary and safe working condition. The lavatory shall be placed in the same room as the toilet or in close proximity. A kitchen sink shall not be used as a substitute for the required lavatory.

Rooming Houses. At least one toilet, lavatory and tub or shower shall be supplied for each four rooming units.

Hotels. Where private toilets, lavatories and baths are not provided, then one toilet, lavatory, and tub or shower having access for a public hallway shall be provided for each ten occupants.

Employee's Facilities. A minimum of one toilet; lavatory, and drinking facility shall be available to employees but the drinking facility shall not be located in the bathroom.

Section 503: Toilet Rooms

Privacy. Bathrooms shall provide privacy and shall not constitute the only passage to a hall or other space or exterior. A door and interior locking device shall be provided for all common or shared bathrooms in a multiple dwelling.

Location. Bathrooms serving hotel units, rooming units or dorm units, shall have access by transversing not more than one flight of stairs and shall have access from a common hall or passageway.

Location of Employee Toilet Facilities. Toilet facilities shall have access from within the employees regular working area and not more than one story above or below and the path not to exceed 500 feet.

PLUMBING SYSTEMS AND FIXTURES

General. All plumbing fixtures shall be properly installed and maintained in working order, kept free from obstructions, leaks, defects, and capable of performing its function.

Fixture Clearances. Plumbing fixtures shall have adequate clearance for usage and cleaning.

Plumbing System Hazards. If a hazard is found, the Code Official shall require the defects to be corrected to eliminate the hazard promptly.

Section 505: Water System.

General. Every fixture shall be properly connected to an approved water system and shall be supplied with hot or tempered and cold running water as per the Plumbing Code.

Contamination. The water supply shall be maintained free from contamination, and all water inlets for plumbing fixtures shall be located above the flood-level rim of the fixture. Hose connections shall be protected by an approved atmospheric-type vacuum breaker.

Supply. Shall be installed and maintained to provide a supply of water to fixtures in sufficient volume and pressures adequate to enable the fixtures to function properly, safely and free from defects and leaks.

Water Heating Facilities. Shall be properly installed, maintained and capable of providing an adequate amount of water to be drawn at every required fixture at a temperature of not less than 110 degrees F. A gas-burning water heater shall not be located in any bathroom, bedroom, or other occupied room normally kept closed, unless adequate combustion air is provided. An approved combination temperature and pressure-relief valve discharge pipe shall be properly installed and maintained on water heaters.

Sanitary Drainage System

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

Maintenance. Every plumbing stack, vent; waste and sewer line shall function properly and be kept free from obstructions, leaks, and defects.

Storm Drainage

General. Drainage of roofs and paved areas, yards and courts and other open areas on the premises shall not be discharged in a manner that creates a public nuisance.

MECHANICAL AND ELECTRICAL REQUIREMENTS

General. The provisions of this chapter shall govern the minimum mechanical and electrical facilities and equipment to be provided.

Responsibility. The owner of the structure shall provide and maintain mechanical and electrical facilities and equipment in compliance with these requirements. A person shall not occupy as owner-occupant or permit another person to occupy any premises which does not comply with these requirements.

Section 602: Heating Facilities

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

Residential Occupancies. Dwellings shall be provided with heating facilities capable of maintaining a room temperature of 68 degrees F in all habitable rooms and bathrooms. Cooking appliances or excessive portable heating units shall not be used to provide space heating to meet the requirement.

Heat Supply. Every owner is to furnish and maintain heat to occupants at a temperature of not less than 65 degrees F in all habitable rooms and bathrooms.

Occupiable Work Spaces. Indoor occupiable work spaces shall be supplied with heat maintained at a temperature of not less than 65 degrees F during the period the spaces are occupied.

Room Temperature Measurement. Shall be measured 3 feet about the floor near the center of the room and 2 feet inward from the center of each exterior wall.

Section 603: Mechanical Equipment

Mechanical Appliances. Shall be properly installed and maintained in a safe working condition.

Removal of Combustion Products. All fuel-burning equipment and appliances shall be connected to an approved chimney or vent (exception for labeled and unvented).

Clearances. All required clearances to combustible materials shall be maintained.

Safety Controls. Shall be maintained in effective operation.

Combustion. A supply of air for complete combustion of the fuel and for ventilation of the space containing the fuel-burning equipment shall be provided.

Energy Conservation Devices. Shall be installed unless labeled for such purpose and the installation is specifically approved.

Section 604: Electrical Facilities

Facilities Required. Every occupied building shall be provided with an electrical system in compliance with the requirements of this section.

Service. The size and usage of appliances and equipment shall serve as a basis for determining the need for additional facilities in accordance with the Electrical Code. Dwellings shall be served by a three wire, 120/240 volt, single phased electrical service having a rating of not less than 60 amps.

Electrical System Hazards. Where a hazard is found 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.

Section 605: Electrical Equipment

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

Receptacles. Every habitable space in a dwelling unit shall contain at least two separate and remote receptacle outlets. Every laundry area shall contain at least one grounded-type receptacle or a receptacle with a ground fault circuit Interrupter. Every bathroom shall contain at least one receptacle. Any new bathroom outlet shall have ground fault circuit interrupter protection.

Lighting Fixtures. Every public hall, interior stairway, bathroom, kitchen, laundry room, boiler room, and furnace room shall contain at least one electric lighting fixture.

ELEVATORS, ESCALATORS, AND DUMBWAITERS

General. Shall be maintained to sustain oil imposed loads, to operate properly, and to be free from physical and fire hazards with current certificate of inspection displayed and available for public inspection.

Elevators. In buildings equipped with passenger elevators, at least one elevator shall be maintained in operation at all times when the building is occupied.

Section 607: Duct Systems

General. Shall be maintained free of obstructions and shall be capable of performing the required function.

FIRE SAFETY REQUIREMENTS

General. The provisions of this chapter shall govern the MINIMUM conditions and standards for fire safety relating to structures and exterior premises, including fire safety facilities and equipment to be provided. The State Fire Marshal may impose additional provisions.

Responsibility. The owner shall provide and maintain such fire safety facilities and equipment in compliance with these requirements. A person shall not occupy as owner-occupant or permit another person to occupy any premises that do not comply with the requirements of this chapter.

Section 702: Means of Egress

General. A safe, continuous and unobstructed path of travel shall be provided from any point in a building or structure to the public way.

Aisles. The required width of aisles in accordance with the Fire Code shall be unobstructed.

Locked Doors. All means of egress doors shall be readily openable from the side from which egress is to be made without need for keys, special knowledge or effort.

Emergency Escape Openings. Required emergency escape and rescue openings shall be operational from the inside of the room without the use of keys or tools. Bars, grills, grates, or similar devices are permitted to be placed over emergency escape and rescue openings provided the minimum net clear opening size complied with the Building Code and such devices shall be releaseable or removable from the inside without the use of a key, tool, or force greater than which is required for normal operation of the escape and rescue opening.

Section 703: Fire-Resistance Ratings

Fire-Resistance-Rated Assemblies. The fire resistance rating of the walls, fire stops, shaft enclosures, partitions and floors shall be maintained.

Opening Protection. Required opening protectives shall be maintained in an operative condition. All fire and smokestop doors shall be maintained in operable condition. Fire doors and smoke barrier doors shall not be blocked or obstructed or otherwise made inoperable.

Section 704: Fire Protection Systems

General. Existing residential occupancies not already provided with single-station smoke alarms shall be provided with approved single-station smoke alarms.

Smoke Alarms. Approved single or multi-station smoke alarms shall be installed and maintained in existing multi-family dwelling units, duplexes, congregate residences, and hotel/lodging house guestrooms regardless of occupant load in each sleeping room and immediately outside of sleeping areas and on each story including the basement

Power Source. In Residential Occupancies, single-station smoke alarms shall receive their primary power from the building wiring provided that such wiring is served from a commercial source with battery backup. When power is provided by the building wiring, the wiring shall be permanent and without a disconnecting switch other than those required for overcurrent protection.

Interconnection. Shall be interconnected in such a manner that the activation of one alarm will activate all of the alarms in the individual unit.