

Rental Inspection Checklist

The following checklist is a brief description of the International Property Maintenance Code and some items that will be checked on a typical housing inspection. These descriptions are not, nor intended to be the actual IPMC code. If you have any questions you can call 894-8238.

Maintenance: Equipment, systems, devices and safeguards required by this code or a previous regulation or code under which the structure or premises was constructed, altered or repaired shall be maintained in good working order. The owner or owner's designated agent shall be responsible for the maintenance of buildings, structure and premises.

Application of other codes: Repairs, additions or alterations to a structure or changes of occupancy, shall be done in accordance with the procedures and provisions of the building, electrical, plumbing and mechanical codes. The code shall be construed to cancel, modify or set aside any zoning code provision.

Transfer of Ownership: It shall be unlawful for the owner of any dwelling unit or structure who has received a compliance order or upon whom a notice of violation who has been served to sell, transfer, mortgage, lease or otherwise dispose of to another until the provisions of the compliance order or notice of violation have been complied with, or until such owner shall furnish the grantee, transferee, mortgagee or lessee a true copy of any compliance order or notice of violation issued by the code official a signed and notarized statement from the grantee, transferee, mortgagee or lessee, acknowledging the receipt of such compliance order or notice of violation and gully accepting the responsibility without condition for making the corrections or repairs required by such compliance order or notice of violation.

Exterior Property Areas:

Sanitary: All exterior property shall be maintained in a clean, safe and sanitary condition.

Grading/Drainage: All premises shall be graded and maintained to prevent the erosion of soil and to prevent the accumulation of stagnant water.

Sidewalk/Driveway: All sidewalks, walkways, stairs, driveways, parking spaces and similar areas shall be kept in a proper state of repair and maintained free from hazardous conditions.

Weeds: All premises and exterior property shall be maintained free from weeds or plant growth in excess of 6 inches.

Infestation: All structures and exterior property shall be kept free from rodent harborage and infestation.

Exhaust Vents: Pipes, ducts, conductors, fans or blowers shall not discharge gases, vapor, hot air, grease, smoke, odors or other wastes directly upon abutting or adjacent public or private property.

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

Motor Vehicles: Any vehicle not registered and drivable shall not be stored outside on the premises.

Exterior Structure:

Protective Treatment: All exterior surfaces such as doors, door and window frames, cornices, porches and trim shall be maintained in good condition. Exterior wood surfaces shall be protected from the elements of decay by painting or other protective covering treatment. Peeling, flaking and chipped paint shall be eliminated and surfaces repainted.

House Numbers: Each structure shall have a street number and or unit number displayed in a position easily observable from the public way. All numbers shall be at least 3" high and ½" stroke.

Structural Members: All structural members shall be maintained free from deterioration, and shall be capable of safely supporting the imposed dead and live loads.

Foundation Walls: All foundation walls be maintained plumb, level and free from open cracks and breaks and shall be kept un such condition as so to prevent the entry of rodents.

Walls/Siding: All exterior walls shall be free from holes, breaks, loose or rotting materials; and maintained weatherproof and properly surfaced coated where required to prevent deterioration.

Roof/Drainage: The roof and flashing shall be sound, tight and not have defects that admit rain. Gutters and downspouts shall be maintained in good repair and free of obstructions.

Decorative Features: All cornices, belt courses, corbels, terra cotta trim and wall facings shall be maintained in good repair with proper anchorage and in safe condition.

Overhang Extensions: All canopies, marquees, signs, metal awnings, fire escapes, standpipes and similar overhang extensions shall be maintained in good repair and be properly anchored so as to be kept in good sound condition.

Decks/Porches/Stairs/Walks: Every exterior and interior flight of means of egress stairs, ramps, etc. serving any building and having more than four risers shall have a handrail on at least one side of the stair. Every entrance to the building shall be protected with gutters.

Chimney/Towers: All chimneys, smoke stacks, and similar appurtenances shall be maintained structurally safe and sound, and in good repair.

Handrails/Guardrails: Every portion a stair, landing, balcony, porch, deck, ramp or other walking surface which is more than 30" above the floor or grade below shall have handrails and guards. Handrails shall not be less than 34 inches nor more than 38 inches high. Guardrails shall be 36" above the floor or grade.

Window/Door Frames: Every window, skylight, door and frames shall be kept in sound condition, good repair and weather tight.

Open-able Windows: Every window, other than a fixed window, shall be easily open-able and capable of being held in position by window hardware and weather tight.

Screens: During the period from May 1st to September 30th, every door, window and other outside opening required for ventilation of habitable rooms, food preparation areas shall be supplied with approved tightly fitting screens of not less than 16 meshes per inch and every swinging screen door shall have a self-closing device in good working condition.

Doors: All exterior doors, door assemblies and hardware shall be maintained in good condition and weather tight. Locks at all entrances to dwelling units and rooming units shall tightly secure door.

Interior Structure:

General: The interior of a structure and equipment shall be maintained in good repair, structurally sound and in a sanitary condition. Every occupant shall keep that part of the structure which such occupant occupies or controls in a clean and sanitary condition. Every owner of a structure containing a rooming house, a hotel, a dormitory, two or more dwelling units or two or more nonresidential occupancies, shall maintain, in a clean sanitary condition, the shared public areas of the structure and exterior property.

Interior Surfaces: All interior surfaces, including windows and doors, shall be maintained in good, clean and sanitary condition. Peeling paint, cracked or loose plaster, decayed wood, and other defective surface conditions shall be corrected.

Stairs/Railings: All exterior & interior stairs & railings shall be maintained in sound condition and good repair.

Stairs and Walking Surfaces: Every interior and exterior stair, ramp, balcony, porch, desk or other walking surface serving any building or portion thereof and having more than four risers shall have a handrail on at least one side of the stair.

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

Interior Doors: 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 manufacturer of the attachment hardware.

Garbage Accumulation: All exterior property and premises, and the interior of every structure, shall be free from any accumulation of rubbish and garbage.

Infestation: All structures shall be kept free from insect and rodent infestation.

Light / Vent Occupancy:

Light-Habitable Space: Every habitable space shall have at least one window of approved size facing directly to the outside or to a court.

Light Common Areas: Every common hall and stairway, other than one and two-family dwellings, shall be lighted at all times with at least a 60 watt standard incandescent light bulb for each 200 square feet of floor area.

Vent-Habitable Space: Every habitable space shall have at least one open-able window.

Vent-Bathrooms: Every bathroom or toilet room shall have a mechanical ventilation system or an open-able window.

Vent-Clothes Dryer: Clothes dryer venting systems shall be independent of all other systems and shall be vented in accordance with the manufacturer's instructions.

Room Width / Height: A habitable room, except a kitchen, shall not be less than 7 feet in any dimension.

Bedroom Requirements: Every bedroom shall contain at least 70 square feet of floor area.

Access from Bedrooms: Bedrooms shall not constitute the only means of egress from other habitable spaces.

Access-Water Closet: Every bedroom shall have access to at least one water closet and one lavatory without passing through another bedroom and on the same story as the bedroom.

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

Overcrowding: Dwelling units shall not be occupied by more occupants than the code official feels constitutes a safe, healthy environment.

Kitchen Clearances: Kitchens have to have at least 3' of space between a countertop and appliances or countertops and walls.

Ceiling Height: All habitable rooms, halls, corridors, laundry areas, bathrooms or toilet rooms, and habitable basements shall have a ceiling height of at least 7'.

Living rooms: Each living room has to be at least 120 sq. feet.

Efficiency Units

Efficiency Unit: *A unit occupied by not more than two occupants shall have a clear floor area of not less than 220 square feet. A unit occupied by 3 occupants shall have a clear floor area of not less than 320 square feet. These space requirements shall not include the following efficiency unit requirements.

*The unit shall be provided with a kitchen sink, cooking appliance and refrigeration facilities, each having a clear working space of not less than 30 inches in front.

*The unit shall be provided with a bathroom containing a water closet, lavatory, & bathtub/ shower.

*The maximum number of occupants shall be 3.

Plumbing Facilities:

Required Facilities - Dwellings: Every dwelling unit shall contain its own bathtub or shower, lavatory, water closet and kitchen sink which shall be maintained in a sanitary, safe working condition. A kitchen sink shall not be used as a substitute for the required lavatory.

Required Facilities - Roomers: At least one water closet, lavatory and bathtub or shower shall be supplied for each 4-rooming unit.

Toilet Rooms-Privacy/Locations: Toilet rooms and bathrooms shall provide privacy and shall not constitute the only passage way to a hall or other space, or to the exterior. A door and interior locking device shall be provided for all common or shared bathrooms and toilet rooms in a multiple dwelling.

Plumbing Fixtures-General: All plumbing fixtures shall be properly installed and maintained in working order, and shall be kept free from obstructions, leaks and defects.

Plumbing System Hazard: Where it is found that a plumbing system in a structure constitutes a hazard to the occupants or the structure by reason of inadequate service, inadequate venting, cross connection, back-siphonage, improper installation, deterioration or damage the code official shall require the defects to be corrected to eliminate the hazard.

Water System General: All kitchen sinks, lavatories, laundry facilities, bathtubs and showers shall be supplied with hot or tempered and cold running water in accordance with the plumbing code.

Water Contamination: Shampoo basin faucets, janitor sink faucets, & other hose bibs or faucets to which hoses are attached, shall be protected by an approved atmospheric-type vacuum breaker.

Water Supply: The water supply shall be in sufficient volume and pressure to enable the fixtures to function properly, safely and free from defects and leaks.

Water Heating Facility: 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,

bathub, shower and laundry facility at a temperature of not less than 120 degrees Fahrenheit. A gas water heater shall not be located in any bathroom, bedroom or other occupied room normally kept closed, unless adequate combustion air is provided.

DMV 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 / Heating Facility:

Heat Supply: Every owner of any building shall furnish heat of not less than 68 degrees Fahrenheit in all habitable rooms, bathrooms, and toilet rooms.

Mechanical Equipment: All mechanical equipment, fireplaces and solid fuel-burning appliances shall be properly installed and maintained in a safe working condition.

Cooking / Heating Equipment: All cooking and heating equipment, components and accessories in every heating, cooking a water heating device shall be maintained free from leaks and obstructions.

Cooking Equipment-Heat Source: Cooking appliances shall not be used to provide space heating.

Flue-Mechanical Equipment: All fuel-burning equipment and appliances shall be connected to an approved chimney or vent.

Safety Controls-Mechanical Equipment: All safety controls for fuel-burning equipment shall be maintained in effective operation.

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

Electrical Facilities:

Existing Systems: Existing electrical systems installed in compliance with laws and codes in effect at the same time of installation may continue in use, provided that the systems are unaltered, maintained in safe condition, are adequate to carry the imposed loads, and meet the requirements of section IPMC-604.2.

Exterior Lighting: Provide exterior lighting with interior wall switches at all entrances.

Living Rooms: Provide a lighting outlet controlled by a wall switch near an entrance and exit and electrical sufficient outlet on each wall.

Kitchens: Provide a lighting outlet controlled by a wall switch near an entrance and exit, and at least two separate feed small appliance circuits supplying grounding type duplex outlets. All counter top receptacles to be protected with GFCI.

Bathrooms: Provide illumination controlled by a wall switch near the entrance and exit. A 20 amp grounding type duplex receptacle outlet protected with a ground fault circuit interrupter (GFCI) shall be provided at least 30 inches above the floor near the lavatory.

Habitable Rooms: Provide a lighting outlet controlled by a wall switch near an entrance and exit. A minimum of two duplex outlets shall be provided and they shall be located on opposite walls.

Basement: Provide a minimum of one lighting outlet for every 200 square feet of area in addition to stair and laundry lighting outlets. Any enclosed area shall have at least one lighting outlet.

Laundry: Laundry areas shall be provided with illumination. The laundry appliance circuit shall be an independent circuit with a 20 amp ground type duplex receptacle outlet mounted on the wall.

Mechanical Equipment / Furnace: Furnaces or heating equipment shall be provided with an independent circuit. A disconnect switch shall be provided on or adjacent to the unit.

Lighting of Public Areas: Every hall and stairway shall be continuously illuminated. However, fewer than five dwelling units may be controlled by a wall switch capable of operating the light at either end.

Service: Every building shall be supplied with a three wire, 120/240 volt electrical service to carry the imposed loads but not less than 100 ampere capacity. Each dwelling unit shall have adequate electrical supply safely fused to supply ordinary loads. When fusible service equipment is used it shall be protected using type "S" 15 amp fuses. Occupants of a dwelling unit shall have ready and independent access to all over current protection devices which serve their dwelling unit.

Alterations: Any alteration to bring electrical equipment into compliance with this code must comply with the Michigan Electrical Code. Such alterations shall be inspected in accordance with the requirements of the code before it is put into service.

Repair, Maintenance, and Alterations: Existing wiring and electrical equipment shall be maintained and used as listed and approved, and designed to be used.

Existing Systems / Equipment: *Additions, alterations or repairs are permitted to use the same wiring material and/or methods as provided with the existing systems or equipment when the electrical inspector determines that a material and/or method will not create a hazard to life, health or safety.

*A structure undergoing a change of use or occupancy shall meet the requirements of this code for the new occupancy, for all existing electrical equipment.

*All electrical systems and equipment shall be maintained in proper operating condition and as designed, free from defect or hazard.

Fire Safety:

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

Locked Doors: All means of egress doors shall be readily open-able from the side from which egress is to be made without the needs for keys, special knowledge or effort.

Security: Bars, grilles or screens placed over emergency escape windows shall be releasable or removable from the inside without the use of a key, tool or force greater than that which is required for normal operation of the window.

Accumulation: Rubbish, garbage or other materials shall not be stored or allowed to accumulate in stairways, passageways, doors, windows, fire escapes or other means of egress.

Fire Protection-General: All systems, devices and equipment to detect a fire, actuate an alarm, or suppress or control a fire or any combination thereof shall be maintained in an operable condition at all times in accordance with the fire prevention code.

Smoke Detectors: Provide working smoke detectors in all sleeping areas, outside all sleeping areas, and on all floors at top of stairs, in the main dwelling and in basements. Installations shall be done as per manufacturer's instructions. Batteries must be capable of powering detectors for a minimum of five years in service. Alkaline batteries do not meet this requirement, you must use lithium batteries.

Tampering: Anyone tampering or interfering with the effectiveness of a smoke detector shall be in violation of this code.

Definitions:

Dwelling Unit: A single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.

Rooming Unit: Any room or group of rooms forming a single habitable unit occupied or intended to be occupied for sleeping or living, but not for cooking purposes.

Bedroom: Any room or space used for sleeping purposes.

Bathroom: A room containing plumbing fixtures including a bathtub or shower,

Exterior Property: The open space on the premises and on adjoining property under the control of owners or operators of such premises.

Habitable Space: Space in a structure for living, sleeping, eating or cooking. Bathrooms, toilet rooms, closet halls, storage or utility spaces, and similar areas are not considered habitable spaces.

Labeled: Devices, equipment, appliances or materials to which has been affixed by a label, seal, symbol or other identifying mark or other organization concerned with product evaluation that maintains periodic inspection of the production of the above-labeled items and by whose label the manufacturer at-test to compliance with applicable nationally recognized standards.

Comments

Building (structural), Plumbing, Mechanical, and Electrical work:

Any installation, modifications, replacement or service of any electrical equipment, plumbing or mechanical equipment including hot water heaters, furnaces, space heaters, water supply lines, drain & vent waste lines, electrical wiring etc... require a permit and to be done by a licensed trade contractor and you provide the Rental Department with a receipt. A property owner may draw his/her own building permit for structural work, but not for any other trade work. No rental approvals will be provided for any work which requires a permit until the appropriate trade inspector has inspected and approved the work prior to the rental inspection.