

# Complete Pre-Inspection Rundown

If you are looking for a less extensive overview, see our **Pre-Inspection Checklist**.

## Life Safety

- Annual fire sprinkler inspections, if applicable
- Annual fire alarm inspections, if applicable
- Annual fire extinguisher inspections or new within the last 12 months (only required in buildings with 3 or more connected units)
  - In rooming houses and multiunit buildings a common fire extinguisher can be used as long as it's within 75 feet of the unit entry doors and no intervening staircases
  - If there is a fire extinguisher on property it needs to be new or have a valid inspection tag whether it's supplied or tenant owned.
- Smoke detectors all less than 10 years old from manufacture date and in every required location
  - In every sleeping room
  - In immediate vicinity outside every sleeping room (recommend within 10 ft. of every sleeping room door to match CO detector requirements)
  - On every level (basement, main, second, attic if accessible with a permanently installed staircase and finished)
  - Installed on ceilings not within 3 feet of ceiling fan blades or vents. Installed on walls between 4-12 inches down from ceiling (recommend measuring down 8 inches to the center of the mounting bracket)
  - Ensure hardwired smoke detectors stay hardwired and are not replaced with battery and likewise hardwired detectors cannot be used in place of battery only smoke detector locations
  - If the smoke detectors are wirelessly interconnected make sure if/when they are replaced they all are still interconnected
- Carbon monoxide (CO) detectors in place within 10 feet of every sleeping room door and less than 10 years old from manufacture date
- Ensure fire wall penetrations are sealed with appropriate fire blocking materials
  - Attached garage ceilings and walls that adjoin the dwelling
  - Garage attic access panels and hatches
  - Mechanical rooms
  - Under stair closets if a door is installed on the closet
- Egress windows, doors & pathways clear
  - Egress windows need to have the openable side fully clear and hardware must not be blocked (cranks and locks on casement windows)
  - Open area on egress windows must be a minimum of 720 square inches for existing windows and 820 square inches for any new or replacement windows. The minimum width of the open area is 20 inches and the minimum height is 24 inches. Sill height, measured from floor to bottom of open area of the window, must not exceed 44 inches on a new window. For existing windows sill height must not exceed 48 inches.



- o Basement egress window wells need to measure 3 feet by 3 feet minimum and if they are 44 inches deep or deeper, they must have a permanently affixed ladder. The ladder must not protrude into the window well more than 6 inches.
- o Egress windows and doors need to open fully, have a clear 3 foot wide path to them and windows need to stay fully open under their own power
- o Self-closing devices on unit entry doors and fire doors need to fully close and latch doors they are installed on
- o Tempered glass or film if it is an old window is required on windows that meet all four of these conditions:
  - Top edge of window is more than 36 inches from the floor
  - The single window pane is 9 square feet or greater in area
  - The window is located within 36 inches of a walking surface
  - The bottom edge is 18 inches or less from the floor
- o Tempered or filmed glass is also required in bathrooms if the window is located within a bathtub/shower area if the window is within 60 inches of the floor and if there is a window within 60 inches of the edge of the tub horizontally and within 60 inches of the floor.
- o Water heaters
- o Boilers
- o Furnaces
- o Air conditioners (not including window or portable floor units)
- All permits must pass a final inspection that is required to be scheduled by the permit holder before the permit can be closed
- Permits are required for all remodel work where sheetrock is removed, walls are added or removed, electrical is added or altered, plumbing is added or altered, mechanical if ductwork is added or altered
- Backflow prevention
  - o All backflow devices on domestic water supply lines, lawn irrigation supplies, automatic boiler fill lines & trash room water supply lines need to be tested annually
  - o Handheld shower heads that allow the shower head to hang lower than the water line must have a built in backflow protector or have a vacuum breaker installed where the hose connects to supply pipe
  - o Bidets must be listed as having a backflow device built into them or removed
  - o Approved shower heads will have A112.18.1 stamped or printed on the shower head somewhere
- Any plumbing leaks from drains, supply lines, showerheads, water heaters, etc should be restored to a leak free state
- Aerators shall be installed and working properly on all faucets that come with them (kitchen faucets, bathroom vanity faucets, etc)

## Security & Health

- Every entry door into a dwelling unit may have a deadbolt with a minimum one inch throw (excluding sliding doors)
- Sliding doors must have an appropriate latch set in place that allows the door to function, latch and lock (usually integrated into the latch)
- All doors must be operable from the side of egress (inside) without the use of a key or special knowledge or effort
  - o Dead bolts, chain locks or additional locking devices can be installed no higher than 48 inches off the floor
- All windows within 6 feet of the ground outside must be equipped with a locking device
  - o All windows equipped with a locking mechanism must remain intact with the manufacturer's locking device
- Permits are required for the replacement of every stationary appliance and the work must be completed by a licensed contractor



- Bathroom exhaust fans, return air vents & furnace filters should be clean
- Any loose or damaged flooring that could be a tripping hazard or be in such a deteriorated state that it cannot be cleaned or maintained should be repaired or replaced
- Any tripping hazards (cords, cables, etc.) going across walkways should be routed in a fashion that prevents them from being a tripping hazard
- Handrails on any set of stairs with four or more risers (steps) shall have a graspable handrail installed at a height between 34 & 38 inches from the nose of the stair and securely fastened that runs the full length of the stairs and have returns to the wall or finished surface to prevent anyone or anything from getting snagged on the open end of the handrail
- Guardrails shall be installed on any open landing or stairs that is 30 inches or higher from floor or ground below it at 36 inches or higher
- Any peeling paint or surface with biological growth on them should be cleaned and or repaired
- Garbage disposals if installed should function properly and have some kind of strain relief or clamp on the electrical cord where it enters the disposal
- Stove burners should all be operational with drip pans installed if applicable and no aluminum foil on the drip pans or cook top surface or oven
- No items should be stored within the oven
- Over the range microwaves and range hoods should have functional lights, light covers installed, grease filters installed and in a clean state
- Dryer vents should be connected & properly installed
  - No diverters in the vent
  - No vinyl or plastic venting
  - No duct tape used at connections
  - No more than 8 feet of flexible ducting used
- All electrical boxes (switches, outlets, etc) should have proper cover plates installed to prevent accidental shocks
- Breaker panels and fuse boxes should not have any open slots or large gaps where accidental contact with electrical components could occur
- Ground fault interrupter (GFCI) outlets should be able to be tested and reset with the buttons on the GFCI outlet

## Exterior

- Repair or address any sunken or heaved concrete that has a difference in height and any cracks that are 1 inch or more
- Repair any erosion caused by gutter downspouts or storm water that appears on the property
- Remove and dispose of any junk and debris on the exterior areas of the building including garbage, brush, interior furniture, etc
- Ensure the lawn and landscaping are free of noxious weeds such as thistles
- Make sure vehicles are all in a functional state and have current license plate tabs
- Check that all siding is in good condition and free of holes and cracks
- Make sure any penetrations such as air conditioning lines, vents & gas lines are properly sealed to prevent the entrance of moisture and pests
- Check dryer vents for cleanliness & the backdraft flaps are properly functioning and no screens or grids are attached to the dryer vent
- Make sure all soffit and fascia are in place and not missing
- Check all painted surfaces including window & door trim, siding, soffit & fascia are not peeling or rotted

