

Please inspect your home, complete the following checklist, and return the checklist to the Code Enforcement Office at 258 Main Street, Oneonta, NY 13820. Please identify any defects by writing a brief description on the back of this checklist.

GENERAL:

PROPERTY ADDRESS

Yes No Not Applicable

- [] [] [] 1) Are all walls and ceilings in good condition, including closets: holes, cracks, deterioration, damage, buckled areas, exposed lath, wallpaper peeling, paint peeling, mildew, waterstains, water damage?
- [] [] [] 2) Is all wall and ceiling repair work painted over?
- [] [] [] 3) Are all appliances working properly?
- [] [] [] 4) Is an adequate and permanent form of heating provided for all habitable spaces? Portable heaters are prohibited.
- [] [] [] 5) Are there any unsanitary conditions/health hazards: improperly stored trash, foul odors, etc.?
- [] [] [] 6) Is trash stored in sturdy receptacles with tight fitting covers?
- [] [] [] 7) Is the cellar used for utility purposes only?
- [] [] [] 8) Are all clothes dryers which are vented indoors, filtered to capture lint?
- [] [] [] 9) Are there leaks in any water or drain pipes?

BATHROOMS:

- [] [] [] 10) Is ventilation provided? (by either openable window or fan)
- [] [] [] 11) Is tub caulking deteriorated, missing, or mildewed?
- [] [] [] 12) Are faucets dripping?

ALL STAIRCASES:

- [] [] [] 13) Have handrails?
- [] [] [] 14) Are handrails and railings secure?
- [] [] [] 15) Do railings have missing spindles?
- [] [] [] 16) Are stairs, landings, and fire escapes clear of stored items?

DOORS:

- [] [] [] 17) Are doors and doorways in good condition: doors, jambs, saddles, molding, hardware, etc.?
- [] [] [] 18) Do all doors open and close easily?
- [] [] [] 19) Are all exit doors from dwelling units equipped with a locking device which is securable by means of a key from the outside and with a simple type of releasing device on the inside?
- [] [] [] 20) Are there hasp type locks on any doors?

INTERIOR COMMON HALL DOORS AND INTERIOR CELLAR DOORS:

- [] [] [] 21) Are self-closers provided and operational?
- [] [] [] 22) Are self-closing doors kept in closed position?

SMOKE DETECTORS:

- [] [] [] 23) Is there a smoke detector installed in your dwelling unit?
- [] [] [] 24) Are all smoke detectors operative?
- [] [] [] 25) Are all smoke detector covers provided?
- [] [] [] 26) Are all smoke detectors secured to ceiling/wall?
- [] [] [] 27) If your dwelling unit is occupied by three or more unrelated individuals, is a smoke detector installed in each sleeping room?
- [] [] [] 28) Is a smoke detector, which is clearly audible in your apartment, installed in the cellar or basement?
- [] [] [] 29) If the building contains two or more dwelling units, are interconnected detectors, clearly audible in your apartment, installed in each common passageway on each floor?

FIRE SAFETY:

- [] [] [] 30) Are all openings in ceilings and walls around ducts, pipes and wires sealed with a fire-resistive material?
- [] [] [] 31) Is there an excessive amount of loose wallpaper or fabric being used as wall and/or ceiling covering?
- [] [] [] 32) Is any egress reduced or obstructed by stored items?
- [] [] [] 33) Is there an excessive amount of stored combustibles anywhere?
- [] [] [] 34) Are all flammables on site stored in approved storage unit or fire rated enclosure?
- [] [] [] 35) Are basement and cellar stairways separated from stairways leading from upper stories, at the grade level story, by walls and ceilings having a fire-resistance rating of at least 3/4 hour and self-closing doors?
- [] [] [] 36) Are all fire extinguishers charged?
- [] [] [] 37) Are unused chimney flue pipe openings sealed?

ELECTRICAL:

Yes No Not Applicable

- 38) Are electrical extension cords in use?
- 39) Are there any exposed electrical wires?
- 40) Are there any open electrical junction boxes?
- 41) Are any electrical switch plate covers missing or damaged?
- 42) Are any electrical receptacle covers missing or damaged?
- 43) Do you have clear access to the panel boxes?
- 44) Do all lights and electrical switches work properly?
- 45) Are all stairs provided with electrical lights to allow safe ascent and descent?
- 46) Are all electrical receptacles working properly?

EXTERIOR:

- 47) Are there any cracked, broken, or missing windows?
- 48) Are all exterior doors, windows, skylights, and similar openings weathertight?
- 49) Are all exterior stairs, porches, entrance platforms, fire escapes, and the railings thereon, maintained in a safe and sound condition?
- 50) Are all barbecues removed from porches?
- 51) Is the sidewalk clear of ice and snow?
- 52) Are there any unlicensed vehicles on the site?
- 53) Is the garage accessible to tenants?
- 54) Are there potholes in the driveway?

COMMENTS:

_____ DATE _____ NAME (print) _____ SIGNATURE _____