

# *Upper Dublin Township*

## RENTAL HOUSING INSPECTION GUIDELINES

Listed below are some of the items that will be checked during the inspection of your rental property. Please use this list to prepare for your inspection and make the necessary corrections prior to your inspection date. This is only a general list, and is not intended to be a complete list of all potential deficiencies. Any deficiencies identified during the inspection must be corrected before the required certificate can be issued. Please call if you have any questions regarding the requirements (215-643-1600 x3922).

### General

	<p><b><u>FIRE/SMOKE DETECTION:</u></b></p> <ul style="list-style-type: none"> <li>· <b>Smoke Detector <u>on each floor</u> of the residence, including basement.</b></li> <li>· <b>Smoke Detector <u>inside</u> each bedroom.</b></li> <li>· <b>Smoke Detectors must be less than 10yrs. old</b></li> </ul> <p>Not required in unfinished attic. Smoke detectors can be battery powered; wireless communicating alarms are encouraged as they activate all alarms when smoke is detected in any alarm. You cannot remove any hardwired detectors if present. Photo-Electric smoke detectors are recommended over Ionization type</p> <ul style="list-style-type: none"> <li>· <b>Carbon Monoxide Alarm is required</b> whenever heating, cooking or hot water is by a Fossil Fuel device, or there is an attached garage to the residence. Alarms should be installed as per the manufactures instructions outside the sleeping area</li> <li>· <b>Fire Escapes (if present) must be maintained.</b></li> <li>· <b>Outdoor grills must be 15 ft. away from the building</b> and any other combustibles cannot be stored inside. Grills cannot be used or stored on balconies</li> </ul>
	<p><b>PROPERTY ADDRESS</b> must be posted on the building and clearly visible for emergency personnel from the street. If a mailbox is present at the curb, address should be posted there as well. Address numbers shall be at least 4" in height</p>
	<p><b>APARTMENT DESIGNATIONS:</b> If structure contains multiple apartments, each should be identified on the door as appropriate (A, B, C / 1, 2, 3 / 1<sup>st</sup> fl 2<sup>nd</sup> fl 3<sup>rd</sup> fl)</p>
	<p><b>DOORS:</b> All exterior doors have locks that operate from the inside without keys or special tools (thumb latch type). Sliding doors (if present) should open easily and have locking mechanism</p>
	<p><b>SCREENS</b> are in at least one window in every habitable room and not torn or loose (May 15 through Oct. 1)</p>
	<p><b>APPEARANCE:</b> Property is maintained in a clean and sanitary manner</p>
	<p><b>EXTENSION CORDS</b> are not run under rugs, doorways, or through windows</p>
	<p><b>EXTERIOR OF BUILDING</b> must be properly maintained: foundation, roof, windows, gutters, downspouts, etc. Exterior walls and surfaces must be protected by weather resistant coating (paint) and be free from deterioration</p>
	<p><b>THERMAL STANDARDS:</b> Heating facilities properly installed and capable of heating all habitable rooms to 68°. Temporary/portable space heaters are not permitted to be used (electric, kerosene, propane)</p>
	<p><b>WINDOWS:</b> All non-fixed windows must be operable, and stay in the open position without the use of an object to prop open</p>

### Mechanical / Electrical

	<b>FURNACE</b> has been serviced by a Recognized Heater Contractor within the last 12 months, certification letter provided to inspector (Combustibles at least 18" away)
	<b>ELECTRICAL PANEL BOX:</b> breakers are labeled and the cover is in place
	<b>WATER HEATER</b> is not leaking and has proper down tube from pressure release
	<b>FIREPLACE / GAS FIREPLACE</b> (if present) must be inspected within the last 12 months and certification letter provided to inspector
	<b>ELECTRICAL SERVICE:</b> minimum 60 amps.
	<b>LIGHT SWITCHES:</b> All light switches and outlets must have cover plates
	<b>TWO (2) RECEPTACLES</b> are required in each habitable room
	<b>ELECTRICAL JUNCTION BOXES</b> should have covers, no exposed wires
	<b>SUMP PUMPS</b> must drain to the outside, not into a sink / sanitary sewer

### Laundry Area

	<b>GFI</b> outlet required if there is a sink within 6'
	<b>DRYER:</b> vented to the outside with a rigid or flexible <u>metal</u> dryer pipe

### Kitchen

	<b>FIRE EXTINGUISHER</b> (minimum rating of 1A:10-BC) in area visible to occupants. Replacement after 10 years or per manufacturer's specification
	<b>OUTLETS WITHIN 6' OF WATER MUST BE GFCI</b>
	<b>FAUCETS AND DRAINS</b> are free of leaks
	<b>HOT AND COLD RUNNING WATER AT SINK</b>

### Bedrooms

	<b>SMOKE DETECTOR</b> located inside each bedroom
	<b>WINDOWS:</b> All windows are operational and not obstructed, and stay in the open position without the use of an object to prop open
	<b>DOOR</b> must close and latch

### Bathrooms

	<b>GFCI OUTLET:</b> Bathroom contains a functioning GFCI outlet
	<b>EXHAUST FAN</b> is operational, or bathroom has an operable window
	<b>FAUCETS, DRAINS, AND TOILETS ARE FREE OF LEAKS</b>
	<b>WALLS, CEILINGS AND SURFACES ARE FREE OF MOLD / MILDEW</b>
	<b>DOOR</b> must close and latch
	<b>HOT AND COLD RUNNING WATER AT SINK</b>

### Stairways (Interior & Exterior)

	<b>STAIRWAYS:</b> All stairways with more than four risers must have a firmly fastened handrail. Stairways must not be obstructed. Stairways must be lighted.
	<b>GUARDRAIL:</b> required at 30" or greater drop off
	<b>BASEMENT STAIRS:</b> must have guards in place