

City of Longmont Property Maintenance Inspection Checklist

GENERAL REQUIREMENTS

Responsibilities:

- | |
|--|
| <p>Owner: Maintain the structure and exterior property in accordance with these requirements and not occupy, or permit others to occupy, premises which are not in a sanitary and safe condition and which do not comply with the <i>Property Maintenance Code</i>. The owner shall be responsible for extermination of all common areas and for rental buildings with more than four units. If a rental building has four or fewer units, the landlord is responsible for extermination unless the lease agreement assigns responsibility to the tenant.</p> <p>Occupant: Keeping the dwelling unit or premises which they occupy and control in a clean, sanitary and safe condition. In rental buildings with four or less units, or in single family homes, the occupant will responsible for maintaining the property rodent and pest free if the lease agreement assigns responsibility to the tenant.</p> |
|--|

EXTERIOR PROPERTY AREAS

Is the exterior property in clean, safe and in a sanitary condition?

Yes / No

Is grading and drainage maintained to prevent drainage and stagnant water?

Yes / No

Are the sidewalks, driveways, stairways, parking areas and similar spaces maintained and free of hazardous conditions?

Yes / No

Are the premises maintained free of noxious weeds and weedy growth over 12" tall?

Yes / No

Are all structures and the exterior property maintained free of rodent harborage and infestation?

Yes / No

Are pipes, ducts and fans maintained so as not to discharge gases, steam, vapor, hot air, grease, smoke, odors or other gaseous or particulate wastes directly upon abutting property?

Yes / No

Are accessory structures, including garages, fences, walls and sheds, structurally sound and in good repair?

Yes / No

Are swimming pools, spas and hot tubs maintained in a clean and sanitary condition and in good repair with a proper security fence, locking self closing gate and/or lockable cover?

Yes / No

Are motor vehicles licensed, operable and parked in proper locations? (Exception: one vehicle per lot may be covered with an approved car cover.)

Yes / No

Is the property free from marking, carving, graffiti, damage or defacement?

Yes / No

Is garbage and rubbish stored in approved containers for disposal?

Yes / No

Are landscaping areas planted and maintained, with no dead or severely damaged plant materials?

Yes / No

EXTERIOR STRUCTURE

Does the premises have approved address numbers displayed?

Yes / No

Is the exterior structure maintained in good repair, structurally sound and sanitary?

Yes / No

Are all exterior surfaces, including doors, door and window frames, cornices, porches, decks, balconies and trim, maintained in good condition and protected from the elements and decay with paint or other protective treatment in good condition (except those elements that are made from decay resistant materials)?

Yes / No

Are structural members maintained free from deterioration and capable of supporting all loads?

Yes / No

Are foundation walls maintained plumb and free from open cracks and breaks to prevent rodent and pest infestation?

Yes / No

Are exterior walls free from holes, breaks and loose or rotting materials and maintained weatherproof and surface coated to prevent deterioration?

Yes / No

Are roofs and flashings sound, tight and with no defects that admit water? Is roof drainage adequate to prevent damage or deterioration in the walls or interior? Are roof drains, gutters and downspouts maintained in good repair and free of obstructions? Is roof water discharged so it does not create a nuisance?

Yes / No

Are decorative features maintained in good repair and properly anchored to the structure?

Yes / No

Are overhang extensions, canopies, signs, awnings, fire escapes, stairways, decks, porches, balconies, and attached appurtenances maintained in good repair, structurally sound and properly anchored?

Yes / No

Are handrails and guards firmly fastened and capable of supporting normally imposed loads?

Yes / No

Are chimneys, towers and smoke stacks and similar features maintained structurally safe and in good repair?

Yes / No

Are windows, skylights, doors and frames maintained in sound condition, in good repair and weather tight? Is glazing free of cracks and holes and can all operable windows be opened easily. Are insect screens provided on all openable windows and free of defects, tears and openings?

Yes / No

Are doors, frames and hardware maintained in good repair and do locks at entrances secure the door. Is the hardware the proper type for the particular means of egress?

Yes / No

Do the guards for basement egress windows open with a force no greater than the normal operation of the window?

Yes / No

Is the drainage from roofs, paved areas, yards, courts and other areas discharged in a manner that does not create a public nuisance?

Yes / No

INTERIOR STRUCTURE

Is the interior of the structure and equipment therein maintained in good repair, structurally sound and in a sanitary condition?

Yes / No

Are the structural members sound and capable of supporting the imposed loads?

Yes / No

Are interior surfaces maintained in good repair, clean and sanitary with no peeling, flaked, abraded or chipped paint or cracked or loose plaster?

Yes / No

Are stairways, ramps, landings, balconies, porches, decks or other walking surfaces maintained in sound condition and in good repair?

Yes / No

Are handrails and guards firmly fastened and capable of supporting normally imposed loads and maintained in good condition?

Yes / No

Do interior doors fit frames and are they easily open and closed?

Yes / No

Is the interior free from accumulation of rubbish and garbage and are approved trash containers used until trash is removed from the premises?

Yes / No

Are the premises free from rodent and insect infestation?

Yes / No

LIGHT, VENTILATION AND OCCUPANCY

Are habitable rooms provided with windows having a square foot area of at least 8% of the square foot floor area.

Yes / No

Are common halls and stairways, in other than one and two family dwellings, lighted with one 60 watt bulb/200 sf or equivalent? Are non-residential occupancies provided with 1 foot-candle minimum at floors, landings and treads at the entries to the building?

Yes / No

Are other spaces provided with natural or artificial light sufficient to permit the maintenance of sanitary conditions and safe occupancy of the space, fixtures equipment and appliances?

Yes / No

Do habitable rooms have at least one openable window with a square foot area equal to 3.6% of the square foot floor area?

Yes / No

Do bathrooms and toilet rooms have natural ventilation as required above or mechanical ventilation that is exhausted to the outdoors?

Yes / No

Are only specifically approved cooking facilities provided in rooming units or dormitories?

Yes / No

Are injurious, toxic, irritating or noxious fumes, gases, dusts or mists properly exhausted to the exterior?

Yes / No

Are clothes dryer exhaust systems independent of all other systems and exhausted to the exterior?

Yes / No

Are dwelling units, hotel units, rooming units and dormitory rooms arranged to provide privacy to separate adjoining units?

Yes / No

Do all habitable rooms have a minimum dimension each way of 7' (except kitchens)? Does the kitchen have a minimum passageway of 3' between counter fronts and appliances or walls?

Yes / No

Do all habitable spaces, hallways, corridors, laundry areas, bathrooms, toilet rooms and habitable basements have a minimum ceiling height of 7'?

Yes / No

Does each bedroom contain a minimum of 70 square feet of floor area for one person and 50 additional square feet for each additional person?

Yes / No

Do no bedrooms serve as the only means of access to other bedrooms or other habitable rooms. (except units that have only one bedroom)?

Yes / No

Is a water closet and a lavatory accessible from all bedrooms without going through another bedroom or more than one adjacent story?

Yes / No

Are no kitchen or other uninhabitable spaces used as sleeping rooms?

Yes / No

Do efficiency units occupied by up to two persons have a clear floor area of 220 square feet (320 square feet for 3 persons), and contain a kitchen sink, cooking appliance and refrigeration facilities with clear working spaces of 30" in front and a separate bathroom containing a water closet, lavatory and tub or shower?

Yes / No

Do food preparation areas contain suitable space and equipment to store, prepare and serve foods in a sanitary manner and include adequate facilities for the sanitary disposal of food wastes and refuse?

Yes / No

PLUMBING

Do all dwelling units contain a tub or shower, lavatory, water closet and kitchen sink maintained in a sanitary, safe working condition?

Yes / No

Do rooming houses have at least one tub or shower, lavatory and water closet per four rooming units?

Yes / No

Do hotels without separate in-room facilities have at least one water closet, lavatory and tub or shower accessed from a public hallway for each ten occupants?

Yes / No

Do employees have at least one water closet, lavatory, tub or shower and drinking facility available to them?

Yes / No

Do toilet rooms and bathrooms provide privacy and a door and is an interior locking device provided for all common or shared bathrooms and toilet rooms?

Yes / No

Are shared toilet rooms and bathrooms in hotels, rooming houses and dormitories provided with access from a common hall or passageway not more than one flight of stairs from all rooms served?

Yes / No

Do employee toilet facilities have access from within the employees' regular work area and not located more than one flight of stairs or 500' away?

Yes / No

In non-residential units, are floors of toilet rooms finished with a smooth, nonabsorbent material extending upward on the walls for 5" minimum? Are walls within 2' of the front and sides of urinals and water closets finished with smooth, nonabsorbent material to a height of 4'?

Yes / No

Are plumbing fixtures properly installed and maintained in a safe and sanitary working order and kept free from obstructions, leaks and defects?

Yes / No

Do plumbing fixtures have proper clearances for usage and cleaning?

Yes / No

Are plumbing fixtures are free from hazardous conditions?

Yes / No

Is every sink, lavatory, bathtub or shower, drinking fountain, water closet or other plumbing fixture properly connected to an approved water system and supplied with hot or temperate and cold running water as designed?

Yes / No

Is the water supply maintained free of contamination and do all fixtures with hose attachments have proper backflow protection?

Yes / No

Is the water supply adequate to all fixtures to ensure proper operation?

Yes / No

Is the hot water provided at a minimum temperature of 120°f to every sink, lavatory, tub, shower and laundry?

Yes / No

Are all gas-burning water heaters located outside the bathrooms?

Yes / No

Is an approved temperature and pressure-relief valve and a properly terminated relief valve discharge pipe installed and maintained on all water heaters?

Yes / No

Are plumbing fixtures properly connected to an approved waste water system?

Yes / No

Is every plumbing stack, drain, waste and vent properly connected and maintained to perform its intended function?

Yes / No

MECHANICAL

Are all mechanical appliances, fireplaces, solid-fuel burning appliances, cooking appliances and water heaters properly installed and maintained in a safe working condition and capable of performing their intended function?

Yes / No

Are duct systems maintained free of obstructions and capable of performing their required function?

Yes / No

Are all fuel burning equipment and appliances connected to an approved chimney or vent?

Yes / No

Are all required clearances to combustible materials maintained?

Yes /No

Are all safety controls for fuel-burning equipment maintained for effective operation?

Yes / No

Is an adequate supply of combustion air provided for all fuel-burning equipment?

Yes / No

Are energy conservation devices, if installed, properly labeled and installed in an approved manner?

Yes / No

ELECTRICAL

Are all occupied buildings provided with an electrical system that is properly installed and maintained?

Yes / No

Do dwelling units have an electrical service adequate for the size and usage of appliances and equipment served, but no less than a 120/240 volt, single phase, 60 amp service?

Yes / No

Are all equipment, wiring and appliances properly installed and maintained in a safe and approved manner?

Yes / No

Do all habitable rooms in a dwelling unit contain at least two separate and remote receptacle outlets?

Yes / No

Does every laundry area contain at least one grounded-type receptacle outlet or a receptacle outlet with a ground fault circuit interrupter?

Yes / No

Does every bathroom contain at least one receptacle outlet?

Yes / No

Does every public hall, interior stairway, toilet room, kitchen, bathroom, laundry room, boiler room and furnace room contain at least one electric lighting fixture?

Yes / No

Are no extension cords used for permanent wiring?

Yes / No

Are all elevators, escalators and dumbwaiters maintained to sustain safely all imposed loads, operate properly and free from physical and fire hazards?

Yes / No

In buildings equipped with multiple passenger elevators, is at least one elevator maintained in operation at all times the building is occupied?

Yes / No

FIRE SAFETY

Is a safe, continuous and unobstructed path of travel provided from any point in a building or structure to the public way?

Yes / No

Is the required width of aisles unobstructed?

Yes / No

Are all egress doors readily operable from the inside without the use of keys, special knowledge or effort?

Yes / No

Are emergency escape and rescue openings operational from the inside without the use of keys or tools?

Yes / No

Are bars, grills, grates or similar devices releasable or removable from inside without the use of a key, tool or force greater than that required for normal operation of the escape and rescue opening?

Yes / No

Is the required fire resistance rating of walls, fire stops, shaft enclosures, partitions and floors properly maintained?

Yes / No

Are the required opening protective covers maintained in an operable condition and capable of performing the intended function?

Yes / No

Are single station smoke detectors provided in all residential occupancies?

Yes / No

Is the location of new required smoke detectors in accordance with the international residential building code?

Yes / No

Are smoke detectors equipped with working batteries or properly wired and maintained in an operable condition?

Yes / No

Other comments and observations: _____
