

Rental Housing Inspection Program

Inspection Checklist Key

Explanation of Checked Items

Per the 2009 ICC Property Maintenance Code and City of Decorah Code of Ordinances

EXTERIOR

1. Legible address numbers visible from the street or road fronting the property. Not less than 3” in height, contrasting sharply in color from which affixed. Apartment numbers shall be displayed on, above, or to the side of each doorway. *City Code Section 12.16.030*
2. All exterior property and premises shall be maintained in a clean, safe and sanitary condition. *Existing City Code Section 15.08.040 (A, B, C & D)*
3. Lawn grasses shall not exceed 8” in height and weeds and plants other than trees, bushes and ornamentals shall not exceed 12” in height. Mow grass, trim shrubs and trees, manage cultivated plants and control weeds in a neat and orderly condition, comparable to other properties in the neighborhood. *Existing City Code Section 8.04.020 (10)*
4. 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. *Existing City Code Section 12.28.110*
5. Every stair, ramp, landing, balcony, porch, deck or other walking surface shall be maintained in sound condition and good repair. Every exterior stairway, deck, porch, balcony and all appurtenances attached thereto shall be maintained structurally sound, in good repair, with proper anchorage, and capable of supporting the imposed loads. *Existing City Code Section 15.08.030 (G)*
6. Every flight of stairs with four or more risers shall have a handrail on at least one side. The height of an exterior door threshold is considered a riser if more than 4 inches above the porch, deck, or stoop. However, 1 inch tolerance may be included for freeze-thaw effects. Every open portion of a stair, landing, balcony, porch, deck, ramp or other walking surface more than 30” above the floor or grade below shall have guards. *Code Section 307.1*
7. All points of ingress/egress into and out of the structure must be of a secure and safe design and made of standard building materials and must also provide clear and easy access via properly installed steps, porches, entryway landings and handrails that are intact, with no protruding or loose boards or surface materials causing a hazard, and which provide ready access to all points of entry to the structure. *Existing City Code Section 15.08.030 (G)*
8. If provided; all gutters and downspouts shall be maintained in good repair, be free flowing, and *be equipped with all extensions diverting water away from foundation*. Roof drainage shall be adequate to prevent dampness or deterioration in the walls or interior portion of the structure. Roof water shall not be discharged in a manner that creates a nuisance condition upon adjoining public or private properties or premises. *Existing City Code Section 15.08.030 (A&B)*
9. All exterior surfaces, including, but not limited to doors, window frames, cornices, porches, trim, balconies, and decks shall be maintained in good condition and be protected from the elements and decay by painting or other protective covering or treatment. Peeling, flaking and chipped paint shall be eliminated and surfaces repainted. All siding and masonry joints as well as those between the building envelope and the perimeter of windows, doors and skylights shall be maintained weather resistant and water tight. All metal surfaces subject to rust or corrosion shall be coated to inhibit such rust and corrosion and all surfaces with rust or corrosion shall be stabilized and coated to inhibit future rust and corrosion. Oxidation stains shall be removed from exterior surfaces. Surfaces designed for stabilization by oxidation are exempt from this requirement, as are decay-resistant woods. *Existing City Code Section 15.08.030 (H)*
10. All accessory structures, including detached garages, fences and walls shall be maintained structurally sound and in good repair. All structural members shall be maintained free from deterioration and shall be capable of safely supporting the imposed loads. All exterior doors, door assemblies and hardware that provide access to the building shall be maintained in good working condition. Every window, skylight, door and frame shall be kept in sound condition, good repair and weather tight. The roof and flashing shall be sound, tight and not have defects that admit rainwater or snow melt. All exterior walls shall be free from holes, breaks, and loose or rotting materials; and maintained weatherproof and properly surface coated where required to prevent deterioration. Exterior wood surfaces, other than decay-resistant woods, shall be protected from the elements and decay by painting or other protective covering or treatment. *Existing City Code Section 15.08.030 (J)*
11. The roof and flashing shall be sound, tight and not have defects that admit rain. *Existing City Code Section 15.08.030 (A)*

12. The foundation of the structure is sound, capable of supporting the structure and not deteriorated to the point that failure is judged to be inevitable, but not necessarily imminent. *Existing City Code Section 15.08.030 (E)*

INTERIOR – KITCHEN

13. All plumbing fixtures shall be properly installed and maintained in working order, and shall be kept free from obstructions, leaks, and defects and be capable of performing the functions for which such plumbing fixtures were designed. All plumbing fixtures shall be maintained in a safe, sanitary and functional condition. *Code Section 504.1*

INTERIOR - BATHROOM

14. Each bathroom shall have at least one receptacle. Any new bathroom receptacle outlet shall have ground fault circuit interrupter protection. *Code Section 605.2*
15. All bathrooms shall have natural ventilation provided by easily open able exterior openings or adequate ventilation may be an installed mechanical ventilation system. *Code Section 403.2*
16. Same as No. 13 above. *Code Section 504.1*

INTERIOR - BEDROOM

17. Uncovered, bare, or partially enclosed incandescent luminaries (light fixtures, bulbs) are not permitted in clothes closets. All closet lights must have fully enclosed globed fixtures. Either replace the current light(s) with a fully enclosed globed fixture or completely remove the existing fixture, and properly end wires and plate. Clothes closet is defined as a non-habitable room or space intended primarily for storage of garments and apparel. *[recommendation]*
18. Working smoke detectors must be in place on the ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms, one in each sleeping room and one in each story, including the basement. Smoke detectors are to be placed on the wall within 4”-12” of the ceiling or on the ceiling no closer than 4” to the wall. *Code Section 704.2 - Interconnectivity (Code Section 704.4)*

INTERIOR - GENERAL

19. Every stairway and all parts attached thereto, including treads, risers, stringers and handrails, shall be maintained structurally sound, in good repair, with proper anchorage and capable of supporting the imposed loads. *[Code Section 305.4 and 305.5]*
20. Every flight of stairs having four or more risers shall have a handrail on one side of the stair. Existing handrails shall not be less than 30” high or more than 42” high measured vertically above the nosing of the tread or above the finished floor of the landing or walking surfaces. *Code Section 307.1*
21. Every public hall, interior stairs, toilet room, kitchen, bathroom, laundry room, boiler room, and furnace room shall contain at least one electric laminar *Code Section 605.3*
22. Clothes dryer exhaust systems shall be independent of all other systems and shall be exhausted in accordance with the manufacturer’s instruction. *Code Section 403.5*
23. All plumbing fixtures shall be properly installed and maintained in working order, and shall be kept free from obstructions, leaks, and defects and be capable of performing the functions for which such plumbing fixtures are designed. All plumbing fixtures shall be maintained in a safe, sanitary and functional condition. Plumbing fixtures shall have adequate clearances for usage and cleaning. Plumbing system must be of adequate service, adequate venting, proper, protected cross connections, no back-siphonage, deterioration or damage. *Code Section 504.1, 504.2 and 504.3*
24. All windows must be in operable condition, be equipped with working hardware, no broken glass and stay open without the use of props. All windows must be equipped with screens in good repair and storms, no broken glass. All windows must seal reasonably weather-tight. All glazing compound materials shall be maintained free from holes. Glazing materials include glass, sash, frame, casing, muntins, glazing compound, i.e., all parts of the window assembly. *Code Section 304.13, 304.13.1 and 304.13.2*
25. Working smoke detectors must be in place on the ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms, one in each sleeping room and one in each story, including the basement. Smoke detectors are to be placed on the wall within 4”-12” of the ceiling or on the ceiling no closer than 4” to the wall. *Code Section 704.2]Interconnectivity (Code Section 704.4)*
26. Every basement hatchway shall be maintained to prevent the entrance of rodents, rains and surface drainage water. *Code Section 302.5 and City Code Section 15.08.030 (F&G)*

27. All exterior doors, door assemblies and hardware shall be maintained in good condition. Locks at all entrance doors to dwelling units and sleeping units shall secure such doors. All means of egress doors shall be readily opened from the side from which egress is to be made without the need for keys, special knowledge, or effort. **Code Section 304.15**
28. All Fire alarm and protection systems shall be inspected, repaired, tested and maintained in accordance with this code. Records of all system inspections, tests, and maintenance shall be provided at the time of the re-inspection. Also show record that sprinkler systems and backflow have been tested / serviced. **Code Section 704.1**
29. Emergency lighting shall be provided in all common hallways and stairways in multiple dwellings with more than two units. Light intensity shall be sufficient to illuminate the path of travel at floor level at all times. **Code Section 402.2**
30. Peeling, blistered, or flaking paint shall be removed or effectively covered in a workmanlike manner so as to provide a smooth, easily cleaned finish. Must be kept in a clean and sanitary condition. **Code Section 305.3**
31. All structures shall be kept free from insect and rodent infestation. All structures in which insects or rodents are found shall be promptly exterminated by approved processes that will not be injurious to human health. After extermination, proper precautions shall be taken to prevent re-infestation. **Code Section 302.5**

ELECTRICAL

32. Dwelling units shall be served by a minimum three wire, 120/240 volt, single-phase electrical service having a rating of not less than 60 amperes. **Code Section 604.2**
33. All electrical equipment, wiring and appliances shall be properly installed and maintained in a safe and approved manner. **Code Section 605.1**
34. Overuse of extension cords create a hazardous condition. Additional outlets may be required in those conditions where outlet overuse creates a hazard. Each habitable space shall have at least two duplex electrical outlets where an electrical cord may be easily and directly plugged in with a minimum of inconvenience. **Code Section 604.3 and 605.2**
35. In buildings equipped with passenger elevators, at least one elevator shall be maintained in operation at all times when the building is occupied. Buildings equipped with only one elevator shall be permitted to have the elevator temporarily out of service for testing or servicing. **Code Section 606.2**
36. Near the entrance to each habitable room, bathroom, and hallway, a switched convenience outlet or a light fixture must be provided. **Code Section 605.3**

PLUMBING and MECHANICAL

37. 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, bathtub, shower and laundry facility. A gas-burning water heater shall not be located in any bathroom, toilet room, bedroom or other occupied room normally kept closed, unless adequate combustion air is provided. **Code Section 505.4**
38. The water supply shall be maintained free from contamination, and all water inlets for plumbing fixtures shall be located above the floor-level rim of the fixture. The water supply system shall be installed and maintained to provide a supply of water to plumbing fixtures, devices and appurtenances in sufficient volume and at pressures adequate to enable the fixtures to function properly, safely and free from defects and leaks. **Code Section 505.3**
39. All fixtures must be properly trapped and vented with proper connection to sanitary sewer or to a private sewage disposal system approved by the City. Every plumbing stack, vent, waste and sewer line shall function properly and be kept free from obstructions, leaks and defects. **Code Section 506.1 and 506.2**
40. All safety controls for fuel-burning equipment shall be maintained in effective operation. **Code Section 603.1**

ELECTRICAL PANEL, SUMP PUMP, FURNACE, WATER HEATER

41. Dwelling units shall be served by a minimum three wire, 120/240 volt, single-phase electrical service having a rating of not less than 60 amperes. **Code Section 604.2**
42. Sump pumps, roof drains and other storm water drainage systems shall not be connected to a sanitary sewer. **City Code Section 13.24.060 (H)**

43. Water heater must be properly installed and maintained in a safe working condition. The water heater discharge pipe must be within 6 inches above the floor; it cannot have a threaded connection at the end of the piping. Some instances for water heater pressure relief valve would require an air gap. *Code Section 505.4*

CEILING HEIGHTS, BASEMENT BEDROOM EGRESS WINDOW, WINDOW WELL

44. Basement bedroom windows must meet egress requirements of 5.7sq ft of complete open-able space. Sill height cannot exceed 44” from the floor. Must be met by next inspection. *City Code Section 5.28.130 (C)*
45. The minimum horizontal area of the window well is to be 9 sq ft. meeting all code requirements. *Existing City Code Section 5.28.130 (C)*