

**Property Maintenance Code Inspection Checklist**  
**Rental Interior Inspection**

## **Attic**

### **305.3 Interior Surfaces**

- Painted surfaces are free from chipping and peeling paint;
- Floor is in good condition;
- Floor is free from holes

### **305.6 Interior Doors**

- Door fits in frame;
- Door properly functions as designed;
- Door hardware operates and functions are intended;
- Door is attached to frame;
- Door is free from holes;
- Door has all hardware;
- Door latches in the frame

### **305.4 Stair Condition**

- Stairs are intact;
- Treads are in place;
- Treads are in good condition;
- Treads are secure;
- Stair stringers are capable of supporting imposed loads

### **306.1 Handrails/Guardrail requirements**

- Handrail is in place;
- Graspable handrail for full length of stairs;
- Guards are in place for elevated surfaces over 30 inches;
- Guards are capable of supporting imposed loads;
- Any stairs with four or more risers have handrails;
- Spacing on guardrails is less than 4 inches measured from center of guard to center of guard

### **604.3 Electrical Systems Hazards**

- All wiring is properly secured;
- Receptacles are free from objects to allow proper use of the receptacle;
- Wiring is protected from physical damage;
- Open ground receptacles are properly labeled;

*Please be advised that this checklist is advisory only, and it is not intended to be a comprehensive list of all code requirements. Property owners are ultimately responsible for compliance with all applicable provisions of the Code of the City of Hagerstown. City Code Inspectors will assess properties for compliance with all provisions of the Code of the City of Hagerstown.*

- Faceplates are installed;
- Electrical switches operate properly;
- Floor receptacles have flip faceplate covers;
- Receptacles operate properly;
- Receptacles are wired correctly;
- Receptacles are free from burns or melted areas;
- Receptacles in lighting fixtures are disabled or non-functional;
- Junction boxes are properly covered with manufactured coverplates;
- Electrical wiring is being used as intended

### **304.13 Window & Door Condition**

- Window glass is intact;
- All window components are free from deteriorating and rotting conditions;
- Thresholds are intact and in good repair;
- Weather stripping is in place and in good repair;
- Window prevents the entry of birds and other rodents;
- Windows and doors are free from chipping/peeling paint;
- Window/Door properly fits in the frame;
- Window/Door properly operates as designed;
- Window/Door hardware operates properly;
- Door closes and latches

#### **304.13.1 Window Glazing**

- Window glass is intact;
- Window glass is in place

#### **304.13.2 Openable windows**

- Window opens;
- Windows stays open on its own hardware

### **305.1 Interior General**

- Free from fecal matter/excrement and animal carcasses;
- Area is clean;
- Free from rubbish, garbage, and debris

#### **605.4.1 Light globe/shield protection**

- Light fixture that is designed for a globe/shield has globe/shield in place;
- Globe/shield is intact;
- Globe/shield is secured to the fixture

**304.7 Roofs & Drainage**

- Roof is free from evidence of leaks

**304.4 Structural Members**

- Roof rafters are free from structural cracks;
- Roof rafters are free from deterioration

**308.1 Infestation**

- No evidence of roach/mice/other pests infestation

**605.1 Electrical Equipment maintained**

- Electrical components are installed correctly

**605.4 Lighting Fixtures**

- Minimum of one electric lighting fixture illuminates the stairs with a minimum of 1 foot candle per tread

**304.11 Chimneys and towers**

- All mortar joints are intact and in good repair;
- All openings are properly sealed;
- Material used for construction of chimney/tower is free from deterioration