

Property Maintenance Code Inspection Checklist
Rental Interior Inspection

Basement

305.1 Interior General

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

305.3 Interior Surfaces

- Painted wall surfaces are free from chipping and peeling paint

305.4 Stairs 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 Handrail/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

305.2 Structural Members

- Structural supports are free from cracks;
- Structural supports are free from deterioration;
- Structural members are properly supporting the structure;
- Structural supports are properly anchored together;
- Support columns are anchored/bolted to floor

304.5 Foundation Walls

- Walls are intact with all components;
- Mortar is in sound condition and in place;
- Walls and mortar are free from holes;

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- All stones/blocks are in place and secured;
- Foundation walls appear structurally sound

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

402.3 Light required

- Furnace area's artificial light is functioning and in place to service equipment

505.3 Water Supply

- Water lines are installed and maintained to provide water to fixtures at adequate pressure

506.1 Connected to sewer

- All drainage pipes are properly connected to sewer system

506.2 Drainage leaks or defects

- Sewer system is free from leaks and defects

504.3 Plumbing System Hazards

- Control valves are free from damage;
- Pipes are intact and free from breaks and leaks;
- Plumbing systems are properly installed;
- Sump pumps are properly installed and maintained;

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- Plumbing system is free from deterioration

604.3 Electrical System 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;
- Faceplates are installed;
- Electrical switches operate properly;
- 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;
- Knockout enclosures are in place;
- Panel box cover is in place and secured to the panel box

304.16 Basement Hatchways (including Bilco doors, sidewalk doors)

- Hatchways are in good repair;
- Hatchways are capable of supporting imposed loads;
- Hatchways are weather tight

304.18.4 Basement Hatchways Secure

- Basement hatchway locks to prevent entry

304.15 Exterior Doors

- Door hardware is in place and capable of performing intended functions;
- All door panels are in good repair;
- Windows in doors are intact;
- Screen/storm doors are in good condition and have all door components;
- Screen/storm doors are free from rips/breaks and screens are properly secured

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

605.2.1 Ground Fault Circuit-Interrupter (GFCI) Receptacle

- Receptacle located within 6 feet of sink basin is GFCI protected

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305.6 Interior Doors

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

308.1 Infestation

- No evidence of roach/mice/other pests infestation

605.1 Electrical Equipment maintained

- Electrical components are installed correctly

304.18.2 Window Security

- Windows located within 6 feet of a walking surface can lock;
- Lock functions and secures all moving parts of the window

505.1 Hot/Cold water at fixtures

- Laundry tub has hot and cold water

505.4 Hot Water temperature of 110°F

- Hot water supply must have a temperature of not less than 110°F
 - Hot water temperature must not be more than 140°F

605.4 Lighting Fixtures

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