



## CITY OF ANN ARBOR, MICHIGAN

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<http://www.a2gov.org>

Planning and Development Services (734) 794-6267

Rental Housing Inspection (734) 794-6264

### RENTAL HOUSING PRE-INSPECTION CHECKLIST

#### Ventilation 8:502

- Bath and kitchen exhaust fans operate smoothly and with adequate draw
- Bathrooms and kitchens contain a window or exhaust fan for ventilation
- Other rooms have natural light (8% of floor area) and ventilation (4% of floor area)

#### Security 8:503

- Chain lock, slide bolt, etc. on all entry doors; wide angle peephole on main entry door
- 1" deadbolt activated by interior knob & exterior key on entry doors, or equivalent
- Minimum 5/8" thick dowel rods for sliding window/door tracks
- Pin locks or vent locks installed on double hung windows that are readily accessible

#### Stairways 8:504

- Handrails are provided on stairways with more than 3 risers
- New handrails are graspable (1 1/8" – 2 5/8"), have returns, 34"-38" above nosings
- Intermediate guardrails are installed 12"-15" above nosings
- Treads and risers are uniform in depth and height
- Minimum headroom is 6' (or 5'6" if hardwired interconnected smoke alarms exist)

#### Electrical 8:505

- Properly sized type "S" fuses in fuse panel; knockout covers installed as needed
- Minimum 3 foot clearance in front of electrical panel
- Water meter properly bonded
- Extension cords properly sized; limit 1 per appliance; maximum 6' in length
- Garbage disposal functions properly and wiring secured with electrical clamp
- Kitchen, bath and exterior outlets GFCI protected; all GFCI outlets function properly
- Outlets wired properly (correct ungrounded 3 prongs and reversed polarity)
- 3 way switched lighting functions properly; switch/outlet covers installed
- Outlets/switches/light fixtures function properly and free of damage
- Garage door openers are plugged directly into an outlet

#### Mechanical 8:506

- At least every 5 years report provided for furnace and or boiler servicing by Licensed Mechanical Contractor
- Furnace filter clean and in good condition
- Clothes dryers are vented directly to the outside
- Dryer vent: rigid metal pipe and elbows, joints secured with metallic tape not screws
- Approved gas shut off valves for gas appliances
- Minimum 5 foot clearance around heating facilities/water heater in 1 & 2 family
- No storage in mechanical rooms in buildings with 3 or more apartments
- Storage in buildings of 3 or more apartments is in fire rated or sprinkled rooms
- Area around flue pipe chimney penetrations sealed with non-combustible material

#### Plumbing 8:507

- Temperature and pressure relief valve on water heater, in good condition
- Approved water heater blow off pipe terminates within 6 inches of floor
- Supply and drain lines are in good repair and free of leaks
- Sink and tub coatings are in good repair and free of rust and chips
- Approved ballcock valve in toilet; toilet is adequately secured to floor
- Vacuum breakers are on threaded connections (laundry tubs, showers, hose bibs, etc.)
- Unused drain lines are properly capped
- Adequate hot and cold water pressure; faucets are free of leaks

**Sanitation 8:508**

- Unit clean and sanitary

**Interior Surfaces 8:508 and 8:509**

- Bath and kitchen floor coverings are impervious
- Floors are in a finished condition (carpet, paint, polyurethane, etc.)
- Carpet is sanitary and tightly installed to eliminate trip hazards
- Walls and ceilings are free of holes
- Paint is in good condition free of peeling
- There is no evidence of water leaks

**Exterior 8:509**

- Gutters, downspouts and extensions are clean and in good condition
- Roof and covering (shingles, rolled roofing, etc.) are in sound condition
- Not more than 15% of the paint is peeling
- Grade is properly sloped away from the building
- Chimney and flashing are in good repair and properly installed
- Perimeter of building is free of trash and debris
- Driveways and walkways are in good repair
- Siding is in good repair
- Entry lighting serving more than 3 units is automatically controlled

**General Maintenance 8:509**

- Chimney clean out is free of ashes and debris
- Provide report by chimney professional that fireplace is in good repair or seal off fireplace
- Foundation is in sound condition; free of loose/missing mortar; free of water entry

**Windows 8:509**

- Window panes are not fogged or broken
- Window screens are installed May 1 – September 30 and in good repair
- Window sashes are in good repair; open and close easily; remain open without props

**Permits 8:518**

- Licensed contractors have obtained required permits and inspection approvals

**Life Safety 8:527, 8:504, 8:509**

- Smoke alarms are installed on each level, within 10 feet of bedrooms, inside each bedroom and at top of cellar stairs
- Smoke alarms older than 10 years must be replaced
- Interconnected smoke alarms function properly
- Fire doors properly self close and latch
- Fire chases are sealed with one hour fire rated material
- Required emergency escape windows and/or second means of egress are not obstructed and properly maintained
- Fire Escapes are free of damage and maintained in a structural sound condition

**Weatherization 8:528**

- Windows and exterior entry doors are weathertight
- Attic floor insulation is R-30 minimum
- Insulation vapor barriers are installed properly; adequate attic ventilation provided
- Owner/Agent to provide a minimum 6' ladder for inspection of the attic

*NOTE: Although the above list is very comprehensive, it is not all inclusive. For further information, please refer to the City of Ann Arbor Housing Code which is Chapter 105 of the City Charter.*