



**VILLAGE OF ELK GROVE**  
**PROPERTY MAINTENANCE DIVISION**  
**RENTAL DWELLING INSPECTION CHECKLIST**

**INTERIOR**

**Smoke Detector / CO Detector**

- Functioning smoke detectors must be present & functioning on every floor level within the dwelling
- Functioning smoke detector must be installed on the ceiling or wall outside each separate sleeping area in the immediate vicinity of bedrooms.
- Functioning smoke detector must be installed in every bedroom.
- Functioning carbon monoxide (CO) installed within 15ft of all bedrooms

**Doors/Windows/Common Areas**

- Apartment doors leading into a common corridor must self-close and latch
- Exterior door must have a functioning lock
- Interior keyed dead-bolts are prohibited
- Windows and doors must be easily operable, in good condition and aligned to the frame
- Screens on all windows must be installed between April 1<sup>st</sup> and December 1<sup>st</sup>

**Electrical**

- All Ground Fault Circuit Interrupters (GFCI) are functioning
- Breaker box shall be secured in place, in good condition & properly labeled
- Adequate working clearance shall be provided around breaker box
- No open slots or loose breakers in breaker box
- Garbage disposal, if provided, is functioning and no loose wiring
- All switches and outlets must be functioning

**Plumbing**

- Water heating facilities shall be properly installed, maintained & capable of providing adequate amount of water at every faucet (hot water temperature must be maintained not less than 110°F)

- All plumbing fixtures must be properly installed & functioning
- No visible water hazards should be present such as back-siphoning or cross connections

**Interior Surfaces**

- Walls and surfaces shall be maintained in good, clean and sanitary condition.
- Walls and ceilings are intact and free from holes or water damage
- Kitchen and bathroom cabinetry shall be maintained in good, clean & sanitary condition
- Floors throughout living spaces are free from cracks and in good repair
- Stairs and walking surfaces shall be maintained in sound condition and good repair
- Handrails must be properly installed and secured to walls

**Washer/Dryer (when provided)**

- Dryer must vent to the outside of the dwelling and be free of obstruction
- Washer & dryer is clean, free from dust and other debris

**Furnace, Water Heaters and Boilers**

- Properly vented to the outside of the dwelling
- Vent pipes are properly attached
- Metallic potable pipe (copper, galvanized, brass, stainless) installed off the water heater relief valve (pipe extended to within 6" of the floor). No plastic or black pipe allowed
- No flammable storage located within 3 ft. of appliance
- Free from rust or any defects
- Adequate combustion ventilation

**Air Conditioner (when provided)**

- Air conditioner, if provided, shall be functioning and properly maintained

**Pest Control**

- No infestation of cockroaches or other bugs
- No infestation of mice or other vermin
- No infestation of bedbugs
- Surfaces are free from food or other debris that can cause infestations
- Units are free from rubbish and garbage

**General**

- All installed appliances (i.e. stoves, refrigerators, etc) must be in good working condition
- Basements used as a sleeping space must meet existing code requirements
- Heat must be maintained at 68°F from September 15<sup>th</sup> to May 1<sup>st</sup>
- Living areas should be maintained in a clean, safe and sanitary condition
- Storage throughout living areas should be limited to allow a 3ft means of egress to each exit and to each room

**NOTE:**

**This list includes general items covered in an inspection, but is not all inclusive.**

**The property owner or agent is responsible for notifying the tenant at least 24 hours before an inspection.**