



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 1st and December 1st

Electrical

- Ground Fault Circuit Interrupters (GFCI) are to be installed by all water sources; kitchens, bathrooms & laundry rooms
- 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 15th to May 1st
- 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.