

## CITY OF TROY MULTIPLE FAMILY INSPECTION CHECKLIST

### EXTERIOR

- Posting of **address** on building.
- **Sidewalks, driveways, parking spaces, walkways**, must be in reasonable repair and free from hazards/defective pavement. **Parking spaces** shall be striped.
- No **unlicensed/inoperable vehicles**
- **Drainage** of all surfaces shall not be discharged to create a public nuisance.
- **Stagnant water** shall be eliminated, premises shall be graded and maintained to prevent soil erosion and stagnant water, including within any structure, swimming garden pool, or parking area.
- **Gutters and downspouts** must be properly connected; water shall be diverted away from the structure.
- **Splash blocks** required end of downspouts.
- **Accessory structures** including garages, carports, fences and walls must be structurally sound and in good repair
- Eliminate **graffiti**
- **Swimming pools, spas and hot tubs:**
  - Barrier gates and doors shall be self closing and self latching. If the latch is less than fifty-four (54") inches above the bottom of the gate, release mechanism shall be located on pool side of gate. Gates shall close and latch when released from an open position of six (6") inches from the gatepost.
  - If capable of holding water over twenty-four (24") inches deep must be surrounded by a forty-eight (48") inch tall barrier or fence, measured on the side of the barrier away from the pool.
- **Exterior surfaces and materials** shall be maintained structurally sound, in good repair, crack and leak free, and properly surface coated to prevent decay. Includes roof, walls, and foundation.
- **Porches, decks, balconies, stairways, handrails, guardrails** must be structurally sound, good repair; and be properly anchored and support imposed loads.
- **Stairs.** A flight of stairs having more than four risers, and every open portion of stair, landing, balcony, porch, deck, ramp or other walking surface which is more than thirty (30") inches above the floor or grade below, must have guards.
  - Handrails are also required and must not be less than thirty (30") inches nor more than forty-two (42") inches measured vertically above the nosing of the tread or above the finished floor of the landing or walking surface.
  - Guards cannot be less than thirty (30") inches high above the floor of the landing or balcony.

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- **Windows:** operable windows shall
  - be operable and shall be capable of being held in position by window hardware.
  - shall have screens from April 1 to November 1.
- **Window, skylight, and door frames** must be in sound condition, good repair, and weather tight
- **Window lock:** any part of an operable window located within six (6') feet above ground level or a walking surface below that provides access to a unit shall have a window sash locking device.
- **All glass** shall be free from cracks and holes.
- **Doors** must be in sound condition, good repair and weather tight. Locks and hardware must tightly secure doors.
- **Deadbolt locks** are required for doors providing access to a dwelling, rooming or housekeeping unit that is rented, leased or let. Lock should be readily openable from the side from which egress is to be made without keys, special knowledge or effort, and have a lock throw of not less than one (1") inch. Sliding bolts are not acceptable alternative.
- **Eliminate rubbish and garbage, weeds and grass** over 8 inches height, conditions contributing to **rodent harborage**.
- **Refuse containers** must be provided for and used for disposal of rubbish and garbage. Individual containers must be covered and leak proof. Dumpsters should be rodent proof. A food waste grinder in the dwelling unit is an alternative to approved containers.

### INTERIOR

- Must be **clean and sanitary**.
- **Structural members** must be maintained and structurally sound.
- Surfaces, including **windows, doors, walls, ceilings, stairs, ramps, balconies, landings, porches, decks and floors** must be maintained in sound condition, free of deterioration, leaks or damage.
- **Doors** shall fit reasonably well within the frame and be capable of being opened and closed securely as intended by the manufacturer or attachment hardware.
- **Stairs** having more than four risers, and every open portion of stair, landing, balcony, porch, deck, ramp or other walking surface which is more than thirty (30") inches above the floor or grade below, must have guards.
- Required **handrails and railings** must be in place, secure, and in good repair. Handrails must not be less than thirty (30") inches nor more than forty-two (42") inches height measured vertically above the nosing of the tread or above the finished floor of the landing or walking surface.

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- **Stairs and guards** shall be sound and in good repair. Every handrail and guard must be in place, firmly fastened and capable of supporting support imposed loads.
- **Guards** cannot be less than thirty (30") inches high above the floor of the landing or balcony.
- No **gas-fueled equipment** in storage areas even if the tank is empty.
- Eliminate conditions promoting **infestation** of insects or vermin.
- Clear **aisle width** throughout apartment of thirty-six (36") inches required. Chairs, tables or other objects cannot obstruct
- **Halls and passageways** must be free of obstacles and provide clear passage.
- **Caulking** shall be in good condition on plumbing fixtures, backsplashes, tubs, doors and windows.
- **Fire door closers** on basement and apartment entry doors, where required, are operable and close completely.

### LIGHT AND VENTILATION

- **Natural light:** Habitable spaces shall have minimum one (1) window or other approved source of **natural light**. Other spaces shall have enough natural or artificial light to permit maintenance of sanitary conditions and safe utilization of appliances, equipment and fixtures.
- **Common areas, hallways, stairways, bathrooms, laundry and furnace rooms** shall be lighted at all times with at least a sixty (60) watt incandescent bulb for each two-hundred (200) square feet of floor areas. Equivalent lighting allowed provided not more than thirty (30') feet space between lights.
- **Exhaust fans** in bathrooms where required must be operable and exhaust air directly to the outdoors.
- Non-residential **egress** must be illuminated during times of occupancy minimum one (1') foot candle at floors, landings and treads

### PLUMBING

- **Fixtures and waste** lines must not leak or be obstructed.
- **Toilets** must be in proper working condition.
- **Laundry faucet hose threads** require vacuum breakers.
- **Floor drain covers** required.
- **Faucets** to provide sufficient volume, pressure, and hot water (110 degrees F)

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- **Water heater**
  - Temperature pressure relief valve to be within six (6") inches of the floor.
  - Vent pipe joints secure
  - Approved shut off valve
- **Sump pump** provides proper discharge of storm water.
- **Sprinklers:** storage area sprinkler heads have 18" minimum inch clearance from any storage.

### ELECTRICAL

- **Service panel** breakers properly labeled
- **Service panel** accessible
- **Wiring** located below joists and on walls that it is protected. (in conduit)
- All **switches** and **fixtures** operate properly.
- Eliminate **open junction boxes, spliced wiring** to be in junction boxes.
- **Extension cords** not to be used on permanent basis
- Provide at least two (2) separate and remote **receptacle outlets** required in every habitable space (kitchen, sleeping rooms, living rooms).
- Bathrooms require at least one **GFCI receptacle**.
- All outlets within six (6') feet of a water source must be GFCI (Ground Fault Circuit Interrupters) protected and working correctly – (kitchen, bathroom, laundry areas). Exterior outlets must be GFCI protected with a weatherproof cover.

### MECHANICAL

- Heating facilities must be capable of **maintaining room temperature of 68 degrees** Fahrenheit
- Gas appliances, including furnace and water heater, have approved **shut-off valves** .
- Furnace and water heater are properly **vented** to the outside by an approved chimney or vent.
- Clothes dryer exhausts directly to exterior, is not connected to other systems, is of metal construction. (No foil or plastic piping; no duct tape. Approved metallic tape maybe used to seal.)
- Check for **soot build up** in furnaces.
- Maintain required **clearances** from combustible materials
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### ELEVATORS

- Confirm inspection certification in compliance with ASME A17.1
- At least one elevator must be working.

### FIRE SAFETY

- **Smoke alarms** to be installed with at least a 5-year battery and working at all times.
  - in the vicinity outside each sleeping area;
  - in each room used for sleeping purposes;
    - in each story including basements.
  - In each common area stairwell
- Maintain **fire resistance rating** of walls, fire stops, shaft enclosures, partitions and floors.
- **Systems, devices and equipment** to detect a fire, actuate an alarm, or suppress or control a fire shall be maintained in an operable condition. This includes detectors, alarm systems and fire extinguishers.
- **Egress** shall provide a safe, continuous and unobstructed path of travel to the public way.
- **Egress doors** shall be openable from egress side without need for keys, special knowledge or effort.
- **Emergency escape** openings shall be operational from the inside of the room without the use of keys or tools.