



# INSPECTION CHECKLIST FOR MULTI-FAMILY STRUCTURES

A summary of the owners' responsibilities  
based on SEC. 14-5E-19 of the Iowa City Housing Code

YES NO

## A MAINTENANCE OF STRUCTURE

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. a. All structural and associated components (foundation, roof, walls, support members, stairs, sidewalks, etc.) are maintained in a safe and sound condition. *  |
| <input type="checkbox"/> | <input type="checkbox"/> | b. Buildings constructed prior to July 9, 1956 are maintained in compliance with the State Fire Code. Buildings constructed after July 9, 1956 are maintained in compliance with the State Fire Code and the Building Codes in effect at the time of construction.* |
| <input type="checkbox"/> | <input type="checkbox"/> | c. Required occupancy separations are provided and maintained. Examples are dwelling unit/corridor, unit/unit, residential/parking or residential/commercial.*  |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. All exterior components are maintained in a weathertight, watertight, rodentproof and insectproof condition.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. All doors and hardware are maintained in good and functional condition.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. All windows and hardware are maintained in a good and functional condition and meet natural light and ventilation requirements.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. All interior walls, ceilings, floors and other interior public and service areas are maintained in a safe and sanitary condition.  |

B **ACCESSORY STRUCTURE** Garages, sheds are maintained in good condition.

C **RAINWATER DRAINAGE** Gutters and downspouts are maintained in good condition and direct water away from the structure(s).

D **GRADING, DRAINAGE AND LANDSCAPING** provides positive drainage, dust control, and shall eliminate erosion.

E **CHIMNEYS AND FLUE PIPING** are properly installed and maintained. \*

F **EXTERIOR SURFACES** All materials subject to rust or rot are protected from weather and deterioration/decay by paint, aluminum, or vinyl siding, trim and etc.

G **EXITING** Every means of egress maintained in good condition and free of obstruction.\*

- Required escape/rescue windows are provided and maintained.
- Required exit signs provided and maintained in good condition.
- Required emergency egress lighting provided and maintained in good condition.
- Required "fire doors" maintained self-closing and self-latching.

H **SCREENS AND STORM WINDOWS** Openable windows have screens. Single pane windows in habitable areas have storms. Storms on by Nov. 1 and screens on by May 1.

I **ELECTRICAL** No hazards from overloading, poor condition, inadequate insulation, improper fusing and etc. Fixtures and equipment are maintained as manufactured. No unapproved extension cords, multi-plugs, or adapters. \*

J **PLUMBING SYSTEM** fixtures, supply piping and drainage piping are properly plumbed and maintained in good and sanitary condition. \*

K **GAS PIPING AND APPLIANCES** are properly installed and safely maintained. \*

L **HEATING AND COOLING EQUIPMENT** is properly installed and safely maintained. No combustible storage within three feet of fuel burning equipment. \*

YES NO

- M **FLOORS - KITCHEN AND BATHROOM** Surface provided is intact and easily cleanable.
- N **SUPPLIED FACILITIES** Equipment or appliances supplied by owner (e.g. garbage disposals, dishwashers, built in appliances, vent fans, stoves, refrigerators) are properly installed and maintained in good, operable, and safe condition.
- P **PEST EXTERMINATION** No pest infestation present. Infestation in one unit is the responsibility of the occupant. Infestation in two units and/or public areas is the responsibility of the owner.
- O **EQUIPMENT ROOMS** Mechanical rooms and electrical service rooms maintained free of excess combustible storage. Three feet clearance maintained in front of electrical panels and disconnects. Combustible storage is allowed in sprinklered areas.
- Q **FIRE PROTECTION** All fire extinguishing devices and all early warning fire protection systems are properly installed and maintained in good working condition.
- Functioning smoke alarms installed according to manufacturer's instructions on every floor level, in hallways leading to bedrooms, and in all bedrooms.
  - One 2A 10BC (minimum size) fire extinguisher is mounted in each dwelling unit.
  - One 2A 10BC fire extinguisher for each laundry and central mechanical room (contiguous rooms can be served by one fire extinguisher).
  - Fire extinguishers in common areas are in approved tamperproof cabinets.
  - Required annual FIRE ALARM INSPECTION CERTIFICATE available for review. Records must be stored on site for five years.
  - Required biennial automatic sprinkler test report available for review. Records must be stored on site for six years.
  - Approved address numerals (minimum 4") are legible from the public way.
  - Knox Rapid Entry access system supplied for security buildings.
- R **GUARDRAILS AND HANDRAILS** are maintained in safe and sound condition. Handrail required for stairs with four or more risers or as required by Building Code. Guardrail required for walkway areas with adjacent drop off exceeding 30". \*
- S **PASSAGES**, pipe chases, chutes, and access openings are fire and draft stopped to prevent spread of fire.
- T **TREES, SHRUBS, & VEGETATION** are maintained to prevent damage or decay to structure(s). Trees required by the Iowa City Tree Ordinance shall be maintained.
- V **EXTERIOR AREA MAINTENANCE**
1. Property yard areas are maintained clean and safe.
2. Fences are in good repair and comply with the Zoning Ordinance.
- W **GARBAGE FACILITIES** Adequate facilities are supplied and maintained in compliance with the Iowa City Refuse Code.
- X **MAXIMUM OCCUPANCY**
1. Dwelling is not occupied by a number of persons greater than allowed by the Iowa City Zoning Ordinance.
2. Only rooms certified as habitable by the Iowa City Housing Dept. are inhabited.
- 14-6N-1 **OFF STREET PARKING** is provided and maintained according to the zoning code.

\* = New installations, replacement, and some repairs must comply with current Codes and may require a permit (Building, Electrical, Plumbing or Mechanical Permits).

**QUESTIONS? Rental Housing Inspection 356-5133 Building Inspection 356-5122**

February 6, 2007

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