



CITY OF IOWA CITY

Self-Certification Inspection Form for Multi-Family Structures

Structural Items

- 0 All structural and associated components (foundation, roof, walls, support members, stairs, sidewalks, etc.) are maintained in a safe and sound condition.
- 0 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.
- 0 Required occupancy separations are provided and maintained. Examples are dwelling unit/corridor, unit/unit, residential/parking or residential/commercial.
- 0 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".
- 0 Passages, pipe chases, chutes, and access openings are fire and draft stopped to prevent spread of fire.

Maintenance Items

- 0 All doors and hardware are maintained in good and functional condition.
- 0 All windows and hardware are maintained in a good and functional condition and meet natural light and ventilation requirements.
- 0 All interior walls, ceilings, floors and other interior public and service areas are maintained in a safe and sanitary condition.
- 0 Openable windows have screens. Single pane windows in habitable areas have storms. Storms on by Nov. 1 and screens on by May 1.
- 0 Chimneys and flue piping are properly installed and maintained.
- 0 Kitchen and bathroom floor surface is intact and easily cleanable.
- 0 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.
- 0 Pest infestation in one unit is the responsibility of the occupant. Infestation in two units and/or public areas is the responsibility of the owner.

Egress

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

Mechanical/Plumbing/Electrical

- 0 No electrical hazards from overloading, poor condition, inadequate insulation, improper fusing.
- 0 Fixtures and equipment are maintained as manufactured. No unapproved extension cords, multi-plugs, or adapters.
- 0 Plumbing system fixtures, supply piping and drainage piping are installed and maintained in good and sanitary condition.
- 0 Gas piping and appliances are properly installed and safely maintained.
- 0 Heating and cooling equipment is properly installed and safely maintained. No combustible storage within three feet of fuel burning equipment.
- 0 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.

Fire Safety

- 0 All fire extinguishing devices and all early warning fire protection systems are properly installed and maintained in good working condition.
- 0 Smoke alarms are installed as per manufacturer's instructions and as required by Codes in common areas, on each floor level within dwelling units, and all bedrooms and hallways leading to bedrooms. Replace smoke alarms more than 10 years old. All hard-wired, battery back-up alarms 10 years old or more must be replaced with new, hard-wired, battery back-up alarms.
- 0 A fully charged 2A-10BC (minimum size) fire extinguisher mounted in an accessible location. Fire extinguishers must display a noticeably visible manufacturer's date either by tag or permanent marking on the canister. Any fire extinguisher six years old or more must be serviced and properly tagged by a qualified agency or be replaced with a new, properly mounted 2A-10BC (minimum size) fire extinguisher with the manufacturer's date displayed either by tag or permanent marking on the canister.
- 0 One 2A 10BC fire extinguisher for each laundry and central mechanical room (contiguous rooms can be served by one fire extinguisher).

0 Fire extinguishers in common areas are in approved tamperproof cabinets.

0 Required annual FIRE ALARM TEST AND MAINTENANCE form must be submitted to Fire Marshal for review.

0 Required biennial automatic sprinkler test and maintenance form must be submitted to Fire Marshall for review.

Other

0 Dwelling is not occupied by a number of persons greater than allowed by the Iowa City Zoning Ordinance.

0 Only rooms certified as habitable by the Iowa City Housing Dept. are inhabited.

SIGNATURE _____ DATE _____

COMPANY NAME _____

PROPERTY ADDRESS _____

DATE _____

To certify that all units within the rental structure have been inspected within ten (10) days prior to the rental licensing inspection and are in compliance with all of the above requirements, please return this completed checklist to the inspector at the rental licensing inspection.

City of Iowa City Housing and Inspection Services (356-5130)

February 2007