

# PADUCAH FIRE PREVENTION DIVISION

## RENTAL UNIT INSPECTION CHECKLIST

ADDRESS: \_\_\_\_\_

DATE OF INSPECTION: \_\_\_\_\_ CODE OFFICER: \_\_\_\_\_

CHECK 1 BOX(PASS/FAIL) FOR EACH INSPECTION CATEGORY - MINIMUM STANDARDS LISTED UNDER EACH SECTION

### INTERIOR COMPONENTS

#### STRUCTURAL CONDITIONS Pass Fail

- Floors, Walls, Ceilings and Doors:** Floors, walls, ceilings and doors shall be maintained in good repair. All door locks must be in working order.
- Interior Stairs:** All interior stairs shall be maintained in good repair.
- Interior Handrails:** All interior handrails shall be maintained in good repair.
- Windows:** All windows, with appropriate amount & locations, shall be maintained in good repair.

#### HEALTHY LIVING CONDITIONS Pass Fail

- Interior Sanitation:** Interior of dwelling unit and commonly shared areas shall be maintained in a sanitary condition; free of noxious odors, garbage, rubbish, dirt and filth that creates a nuisance or threat to the health and safety of occupants.
- Interior Insect and Rodent Infestation:** Dwelling unit is free of insects, rodents, vermin, or other pests.
- Basement As Habitable Room(s):** No basement spaces shall be habitable unless all safety requirements are met.
- Bathroom(s):** Dwelling unit shall have at least 1 room which offers privacy, with 1 properly installed & operating flush toilet.
- Bathroom Sink(s):** Dwelling unit shall have at least 1 properly installed & operating sink with running hot & cold potable water.
- Bathtub(s) and Shower(s):** Dwelling unit shall contain a room which offers privacy, equipped with a bathtub/shower properly connected to a running hot & cold potable water supply system.

#### LIFE SAFETY SYSTEMS Pass Fail

- Electrical Service, Outlets, and Fixtures:** Dwelling unit shall be supplied with properly connected, maintained, and operational electrical supply, outlets, and fixtures (i.e.: no open junction boxes, no missing outlet covers, no exposed wiring, no open splices). Electrical panel access shall be available to all tenants and shall have a current panel schedule.
- Light in Common Halls, Stairways and Non-habitable Rooms:** Dwelling unit shall be supplied with adequate light in common halls, stairways, and non-habitable rooms.
- Alarms:** Smoke alarms, Carbon Monoxide (CO) detection, or combination devices are operational, with the batteries tested and/or replaced as needed, and located on each floor and in, and/or in the vicinity of, all sleeping rooms as per NFPA 72 requirements.

#### BUILDING SYSTEMS Pass Fail

- Plumbing Installation and Maintenance:** Every plumbing fixture, water supply, and wastewater drain system shall be properly installed, vented, and maintained in working condition, being free from defects, leaks, and obstructions, and have inspection sticker from KY Plumbing Inspector.
- Heating Facilities:** Dwelling unit shall have properly installed and maintained heating facilities which are capable of safely and adequately heating all habitable rooms.
- Water Heating Facilities:** Dwelling unit shall have properly installed and maintained hot water heating facilities, which are capable of safely and adequately heating the amount of water for the kitchen sink, lavatory, bathtub/shower.
- Cooking Facilities:** Dwelling unit shall contain suitable space to store, prepare and serve food in a sanitary manner.
- Ventilation:** Every habitable room shall have adequate room ventilation.

# EXTERIOR COMPONENTS

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## STRUCTURAL CONDITIONS Pass Fail

- **Foundations:** Every foundation wall, pier or structural element, including chimneys, shall be maintained in good repair.
- **Exterior Walls:** Every exterior wall shall be free of holes, breaks, or loose or rotting boards or timber; shall be substantially weather-tight.
- **Roofs:** The roof shall be sound, weather-tight, and maintained in good repair.
- **Exterior Stairs, Porches and Appurtenances:** Every outside stair, porch and appurtenance shall be weather-resistant and safe to use.
- **Exterior Protective Railings:** Exterior protective railings and handrails shall be maintained in good repair.
- **Accessory Structures:** All accessory structures shall be maintained in good repair.

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## HEALTHY LIVING CONDITIONS Pass Fail

- **Protective Treatment:** All exterior wood surfaces, except those consisting of decay-resistant wood, shall be protected from the elements and decay by painting or other protective covering or treatment.
- **Windows, Exterior Doors & Hatchways:** Every window, exterior door, basement door and hatchway shall be substantially weathertight & in good repair.
- **Gutters and Downspouts:** If present, gutters and downspouts must be properly installed, operated and maintained.
- **Exterior Insect, Rodent and Pest Infestation:** All exterior yard areas shall be free of infestation of insects, rodents, vermin and other pests.
- **Exterior Sanitation:** All exterior yard areas shall be maintained in a sanitary condition.
- **Interior Furniture:** Interior furniture shall not be used or stored in exterior areas of any dwelling unit.

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## LIFE SAFETY Pass Fail

- **Exit Doors:** Every door available as an exit shall be capable of being easily opened from the inside and being locked and unlocked from inside without the use of a key. Any basement dwelling unit needs to have the appropriate egress.
- **Safe Egress:** Dwelling unit shall have a safe unobstructed means of egress leading to a safe and open outdoor space at ground level.

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*This checklist shall be used annually for each residential dwelling unit subject to inspection pursuant to Paducah Code of Ordinances Section 42-61 – 42-79. Referenced requirements are found in the Kentucky Electrical Code (815 KAR 35:020), Kentucky Plumbing Code (KRS Chapter 318 and 815 KAR 20), Kentucky Fire Code and Standards of Safety (KRS Chapter 227 and 815 KAR 10:060), Kentucky Residential Code (815 KR 7:125), NFPA 1, NFPA 70, NFPA 101, the International Property Maintenance Code as adopted by the City of Paducah in Sec. 42-46, and Paducah Code of Ordinances Sections 42-47, 42-48, 42-49, and 42-50, copies of which are located in the Fire Prevention Office. This checklist shall be completed by City of Paducah Code Officers for each on-site biennial inspection. Follow-up inspections for items marked “Fail” shall only require that the failed section be completed upon re-inspection. Follow-up inspections for nuisance only failures (see Healthy Living Conditions, Exterior Sanitation and Nuisance) may be completed upon entry of Resolution Date as noted on Code Enforcement Forms, without need for further on-site reinspection. Re-inspection fees shall not apply to re-inspection for nuisance only violations where an open Code Enforcement case exists as to the same violation(s).*

CODE OFFICER/INSPECTOR NOTES:

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