

# International Property Maintenance Code (IPMC)

## Pre-Inspection Checklist – Short-Term or Regulated Rental Units

### ***What is the Scope of a Rental Unit Occupancy Inspection?***

The inspector performs a visual inspection of the premises based on the municipality's currently adopted Property Maintenance Code. The Code Enforcement Office then issues a report detailing any code violations that require correction prior to the issuance of new occupancy permit.

The inspection is a minimum property maintenance inspection made exclusively for the use of the municipality in determining the premises' compliance with the municipality's Property Maintenance Code for occupancy.

The inspection is limited to observations readily visible without moving or removing any item. Confined spaces, such as crawl spaces or attics are not inspected. Furnishings are not moved. Concealed, internal or hidden damage or defects may not be observed.

The operation of the heating, air conditioning and water heater systems are not checked except as specified below.

The overall condition of the roof and roofing materials are not inspected, except as visible from the exterior at ground level.

**This list shows commonly found violations. It is NOT intended to be a comprehensive list of all code violations that could occur. If you have questions about a specific situation, please call the Central Keystone COG at 1-877-457-9401 or 570-522-1326.**

### ***Life & Fire Safety - (All Life & Fire Safety items MUST be in full compliance to receive a Certificate of Occupancy or Rental License) FOR MULTI-FAMILY, MIXED-USE OR USE GROUP R-2 OCCUPANCIES, ALSO SEE "SUPPLEMENTAL CHECKLIST"***

- Is there a working smoke detector in EACH bedroom (or other room used for sleeping), in the hallway(s) outside of the bedrooms and on each level, including the basement and attic? (704.2)
- Is the hot water heater and furnace clear (at least 3 feet away) of boxes, other "junk" or flammable materials? (603.3)
- Are all exits free from obstruction inside and outside (personal belongings, junk, shrubbery etc.)? (702)
- Do they lock and unlock from the **inside** without using a key or special knowledge? (304.18.1 & 702.3)
- Does the Water Heater have a temperature and pressure-relief valve and a relief valve discharge pipe ("drip-leg")? (505.4)
- Is all fuel burning equipment in good repair and safe condition, properly installed and connected to chimneys or vents? (304.11, 603.1, 603.2)
- Do all rooms used for sleeping have a window? Or two means of approved egress from such room? (403.1, 702.4)
- Are carbon monoxide alarms installed in units with fuel burning appliances and/or attached garage as Per manufacturer requirements? (IPMC 705)

### ***Doors & Windows –***

- Do all exterior doors open and close easily? Are they weather tight? (304.13, 304.15)
- Do all windows open and stay open? (304.13.2)

- Do all windows close and lock (1<sup>st</sup> Fl)? Are they weather tight? (304.13.1, 304.18.2)
- Are there any broken or cracked windows? Are screens in place (when required) and free from tears? (304.14)

***Walls, Ceilings and Floor –***

- Are the walls, window sills and ceilings clean and free from peeling paint or wallpaper? (305.3)
- Are the floors structurally sound? (305.4)
- Is the flooring (carpet, vinyl, wood, etc.) clean and in good condition, i.e. thresholds in place, no rips or other tripping hazards, no missing tiles? No exposed subflooring (plywood or concrete)? (305.4)
- Are there proper globes/diffusers/covers on all light fixtures? (605.1)
- Are there light fixtures in all halls, stairways, laundry rooms and furnace rooms? (605.3)
- Does every set of stairs with more than four steps have a graspable handrail on at least one side? This includes stairs to a basement or attic and exterior stairs. (307.1)
- Are handrails and other railings firmly attached with no loose or missing spindles? (305.5)

***Heating, Plumbing & Electrical -***

- Are there working GFCI outlets in the Kitchen & Bathrooms (on outlets >6' from any water source)? (605.2)
- Is there a working exhaust fan or a window in each bathroom?
- Do all outlets, switches and panel boxes have covers? (605.1)
- Are there two outlets in each room and one in the bathroom? (605.2)
- Do all taps run (hot & cold) and toilets flush? Is the plumbing properly vented? (505.1, 506.1)
- Do any pipes leak or faucets drip? (504.1)



***Exterior –***

- Does each unit have address numbers that are clearly visible from the street (at least 4" high)? (304.3)
- Is the yard maintained (grass under 6", no tall weeds)? (302.4) (NOTE: height may vary by Municipality)
- Is all rubbish stored in appropriate containers and removed regularly? (308)
- Is the exterior in good repair? Siding, brick or paint free of chips or deterioration? (304.2)
- Is the roof in good repair with no leaks? No overhanging tree limbs or branches? (304.7)
- Is the chimney in good repair and safe condition? (304.11)
- Is the foundation in good repair, level with no cracking or deterioration? (304.5)
- Are the gutters and downspouts free of debris and directing water away from the structure? (304.7)
- Are the premises free of infestation such as insects, rats and/or other vermin? (302.5)
- If the property has a swimming pool, is it protected by a 48" barrier or fence in good repair, with a self-latching, self-closing gate? (303)
- Are all residents' vehicles properly registered and licensed? (302.8)
- Are any accessory structures (garages, sheds, fences) structurally sound and in good repair? (302.7)

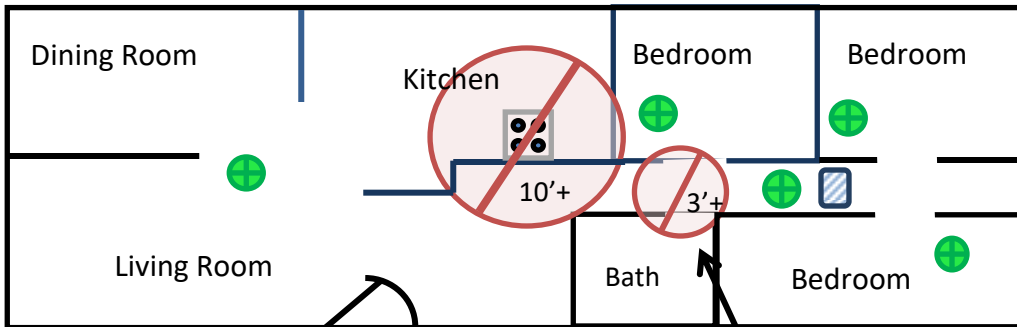
***Recommended but not required in existing buildings –***

- Attached garages ½" drywall on garage side between house and garage and 1¾" solid core or fire rated door
- GFCI on all receptacles within six feet of a water source, in the garage, on the exterior and in any unfinished basement areas

Are there Smoke Detectors in EACH bedroom, in the hallway(s) outside the bedrooms and on each level, including the basement?

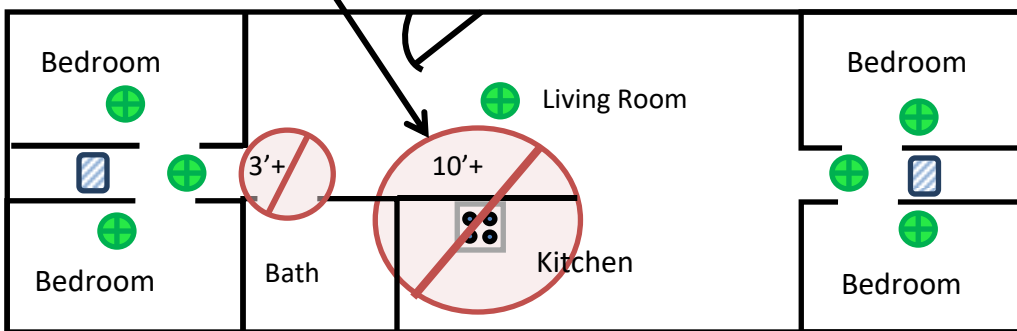
 = Smoke Detector       = CO (Carbon Monoxide) Detector\*

### Single-Story Layout



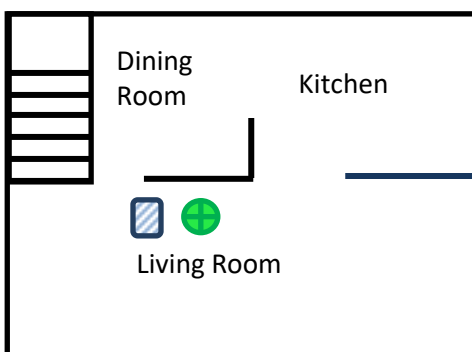
Detectors should be placed **more** than 10 feet from a cooktop/stove

Detectors should also be placed at least 3 feet from the bathroom, unless specially designed to prevent nuisance alarms from steam exposure

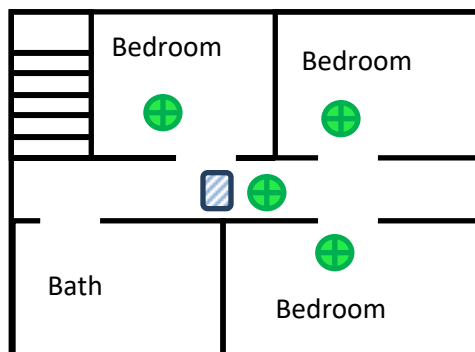


### Multi-Story Layout

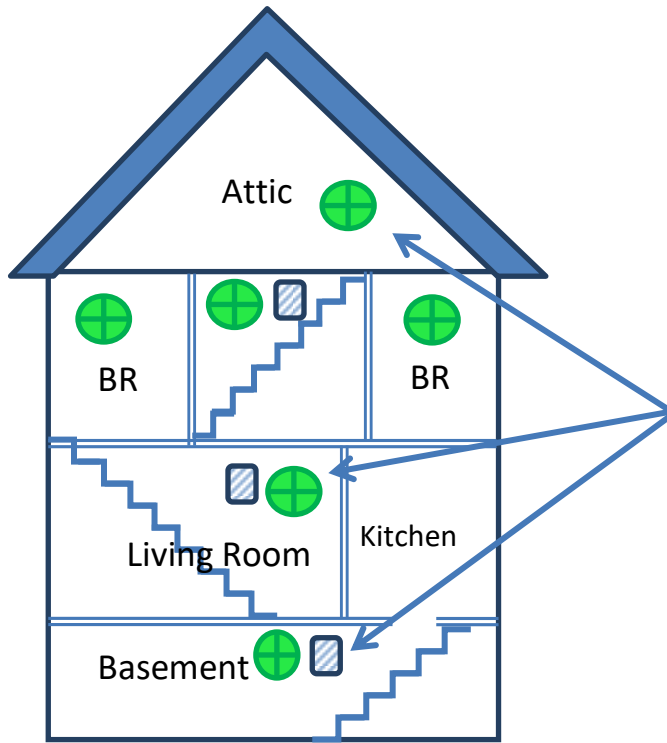
First Floor



Second Floor



*\*Required in ALL dwellings with a fuel burning appliance or attached garage by State Law AND the IPMC. May be combination Smoke & CO detectors*



Smoke detectors are required on each level of a dwelling unit  
 (NOT including crawl spaces or uninhabitable attics)

Carbon Monoxide (CO) Detectors are also required on each level of if a fuel burning appliance is in operation

**Smoke Detectors *may* be placed on walls, but must be higher than any opening into the room (e.g. doors,windows) and are placed between 4" and 12" from the ceiling. Carbon Monoxide detectors may be battery operated or plug in to an electrical outlet.**

