

Preparing for a Multiple Housing Inspection

Property owners and managers often ask what they can do to prepare for a routine inspection. This checklist identifies some of the most common violations that are identified during routine inspections of multifamily rental property.

Before the Inspection

1. Conduct a self-assessment using this list.
2. Give tenants at least 72 hours notice of the inspection.
3. Make sure smoke detector with 10-year lithium battery and carbon monoxide devices are installed per manufacturer's specifications.

General Premises Checklist

- ✓ Landscaping – no bare dirt areas in the park strip and front yard, trim any overgrown vegetation, eliminate weeds and maintain the decorative materials and live plants in good condition
- ✓ Blight –remove any discarded household items, rubbish, trash, debris, tires, wood, broken concrete, metal, furniture that is not designed for outdoor use, etc.
- ✓ Graffiti – any tags should be removed promptly
- ✓ Exterior paint – should be in good condition, not peeling
- ✓ Remove any abandoned or inoperable vehicles
- ✓ Garbage bins/containers – no overflow, no storage in the street, no open lids
- ✓ Vent screens – replace any missing screens and secure loose screens
- ✓ Downspouts – repair or replace any downspouts that are loose, deteriorated, missing or disconnected
- ✓ Exterior walls – must be maintained in good condition without any holes, missing sections or deterioration
- ✓ Stairway/landing/treads/risers – must be in good condition without wood rot, missing sections or deterioration
- ✓ Guardrails/handrails – must be well secured, must not be loose or deteriorated
- ✓ Crawlspace cover – must be proper fitting to seal space
- ✓ Existing screens on windows and doors – must be intact, no rips or holes
- ✓ Fire extinguishers – must be recharged and date tagged annually
- ✓ Exterior lighting – all lights must function and have proper covers
- ✓ Infestation – roaches and rodents must be eliminated using an exterminator
- ✓ Roof and ceilings – must be maintained in good condition without any leaks
- ✓ Electrical/gas meters – must be properly protected
- ✓ Electrical panel – a panel cover is required
- ✓ Existing laundry rooms – must be kept clean, a metal can with a tight-fitting lid should be provided for lint, the washers and dryers must function properly
- ✓ Exterior walkways are clear of storage

Remember, Permits are required for:

- Water heaters
- Furnace, baseboard, and wall heaters
- Range hood and bathroom exhausts
- Recessed lighting and ceiling fans
- A/C units
- Kitchen and bath remodels
- Repairs to structural components



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Check status of building permits

General Premises Checklist

- ✓ Water heaters – must contain minimal seismic strapping, proper drain lines, venting, etc. The installation or change-out of any water heater requires a finalized plumbing permit.
- ✓ BBQ's – propane tanks over 1 pound may not be used or stored within 10 feet of combustible material. Charcoal and LP gas grills are banned from use on apartment balconies.

Interior Checklist

- ✓ Entry doors – All doors and door jams have strike plates that are secure
- ✓ Sliding Glass Door Tracks-Remove any accumulation of dust, dirt and other misc. debris
- ✓ Strike plates on doors and door jams – must be present and secure, not loose
- ✓ Locks on doors - no more than one security lock can be installed at the entry door. Double- keyed locks must be replaced with standard deadbolt.
- ✓ Baseboards – must be secured, not loose
- ✓ Ceilings and walls – must be maintained in good condition without any deteriorating, holes, peeling paint, buckling, mildew, etc.
- ✓ Heaters – installed and properly functioning
- ✓ No spliced wiring on electrical fixtures or appliances
- ✓ Window locks and tracks – windows must be easily openable and not blocked by furniture or air conditioners. Window tracks must be clean and function properly.
- ✓ Kitchen stove burners, oven, and exhaust fans must be clean and function properly. Gas burners must ignite without the use of a match.
- ✓ Kitchen Exhaust Fan-Remove all grease from exhaust fan, filters, backsplash & walls surrounding the stove areas.
- ✓ Kitchen counters and sink surfaces – surfaces must be smooth and in good condition, not cracked, chipped or missing pieces
- ✓ Floor coverings in the kitchen and bathroom – must be a smooth, washable surface maintained in good condition
- ✓ Plumbing – must be properly installed and maintained in good condition without any leaks or clogs and must provide sufficient hot water – a minimum 120 degrees
- ✓ Sufficient bathroom ventilation – window or exhaust fan
- ✓ Mold growth – must be removed from all surfaces
- ✓ Thermostats – a cover is required and the thermostat must function properly
- ✓ Smoke detectors/Fire Detection - Smoke Detectors must be operable and located on each floor, in hallways leading to rooms used for sleeping purposes and also in each bedroom as required by Code.
- ✓ Carbon Monoxide Detectors – Must be located outside each sleeping area and on each level of a dwelling (including basements). Installation must be per manufacturer's instructions and per California Building Code.
- ✓ Electrical outlets, switches and cover plates – must be installed properly and maintained in good condition. All 3-prong electrical outlets must be properly grounded. If they are not grounded, then they must be replaced with 2-prong or GFCI protected outlets that are labeled "no equipment ground".

Planning Approval Required

- ✓ Exterior changes to a multi-family dwelling require prior approval. Planning Division can be contacted at (408) 535-3555.

Thank you for reviewing this checklist.

Please contact your inspector if you have any questions about the upcoming inspection.