



## **Multi-Family Rental Inspection Checklist**

The following is a partial list of the requirements for multi-family rental units. For a complete list of the requirements, please refer to Urbandale Ordinance Ch. 151 as well as the *2012 International Property Maintenance Code*.

**Tenants should be given a minimum 24 hrs. notice prior to inspection.**

### **Exterior property areas**

- The exterior property should be maintained in a clean, safe, and sanitary condition.
- All premises should be maintained free from weeds or plant growth in excess of 12 inches.
- All premises should be graded and maintained to prevent the erosion of soil and to prevent the accumulation of stagnant water.
- All sidewalks, walkways, stairs, and driveways should be kept in a proper state of repair and maintained free of hazards.
- All accessory structures including detached garages and fences should be maintained structurally sound and in good repair.
- Fire hydrants should be provided with a clear space of 5' in all directions.
- Handicap parking spots should be clearly identified by a sign.
- Dumpsters should be located a minimum of 5' from buildings or garages.

### **Exterior structure**

- The exterior structure should be maintained in good repair and structurally sound.
- All exterior surfaces, other than decay resistant woods should be protected by painting or other protective covering. Peeling, flaking or chipped paint should be eliminated.
- Address numbers should be placed in a position to be legible and visible from the street.
- Roof drains, gutters and downspouts should be in good repair and free from obstructions.
- Decks, porches, balconies, and stairs should be structurally sound.
- Every handrail and guard should be firmly fastened and capable of supporting the imposed loads.

- Every window and door should be kept in good repair and weather tight. All glass should be free from cracks and holes.
- Screens are required from April 15<sup>th</sup> to October 15 and should be free from tears or holes.
- All exterior doors should have a dead bolt device that is operable from the inside without the use of a key.

### **Interior structure**

- Unit number should be clearly identified on door.
- The interior should be in good repair, structurally sound and be maintained in a clean, safe, and sanitary condition.
- Any sources of moisture should be addressed, and any damaged materials repaired accordingly.
- Every handrail and guard should be firmly fastened and capable of supporting the imposed loads.
- The structure should be kept free from rodent and insect infestation.
- Bathroom doors should be lockable.
- Dwelling units and common areas should be free from combustible rubbish or other hazards and clear access should be provided.
- Combustible materials should not be stored in mechanical or electrical rooms.

### **Swimming Pools**

- Safeguards such as fences, gates, and covers should be properly installed and functioning.
- State or County certifications should be current.
- Signs should be posted where hazardous chemicals are stored.

## Elevators

- State certification should be posted and current.
- Storage is not permitted in elevator equipment rooms.
- Equipment room should be properly labeled.

## Plumbing

- All plumbing fixtures should be in proper working order free of leaks or defects.
- Back flow preventers should be tested annually.

## Electrical

- All receptacles should be properly functioning and securely mounted.
- Receptacle and switch covers should be in place.
- Every bathroom should have at least one GFI protected receptacle
- Light fixtures in closets require a cover over the light bulb (no bare porcelain fixtures)
- Electrical panels should be properly labeled.
- Tenant should have access to electrical panel.
- Common hallways should have a light fixture every 30'. Stairs should be properly illuminated.
- Extension cords should not be used for permanent wiring.

## Mechanical

- Heating facilities should be capable of maintain all habitable rooms at 68 degrees.
- Clothes dryer exhaust systems should be exhausted to the exterior. The duct and exhaust vent should be free from lint build-up.
- Each bathroom should have a functioning exhaust fan ducted to the exterior or an operational window.
- A clear space should be provided at all mechanical equipment.
- Gas shut-off valves for furnaces, water heaters, and fireplaces are required by code.
- Bonding is required for existing installations of Corrugated Stainless-Steel Tubing (CSST). A **CSST Bonding** handout is available [www.urbadale.org](http://www.urbadale.org)
- Boilers subject to State inspection should be current.
- Air conditioner units and disconnect should clearly identify the apartment served.
- Window air conditioner units should be properly braced in accordance with the manufacturer's directions.

## Fire Safety

- Each bedroom should have an emergency escape window.
- The required fire resistance rating of walls shall be maintained.
- Smoke seals should be maintained on all corridor and dwelling unit doors.
- Fire doors should be operational and latch without assistance. Doorstops should not be used.
- Smoke detectors should be functioning properly and located in all bedrooms, directly outside of bedrooms and one smoke detector per floor.
- Smoke detectors should be replaced every 10 years and batteries should be checked regularly. **(After June 21st, 2021)** Must also have a 10-year non-removable battery.
- Any smoke detectors that are replaced should be **“single station smoke alarm” (UL) 217, “combo device” such as smoke and CO2 is also acceptable.**
- Fire extinguishers should have current Metro West tag
- Fire alarm and sprinkler tags should be current.
- Exit signs and emergency lighting should function properly.
- Charcoal grills are not permitted to be used or stored with-in 20' of a multi-story dwelling unit.
- A maximum of one 20# propane cylinder for a gas grill is permitted per dwelling unit.
- Electrical, mechanical and sprinkler rooms should be clearly labeled.

## Lead Paint

- Landlords are required to inform renters of the hazards of lead-based paint before a lease is signed.
- Repairs to areas containing lead paint such as doors, windows and walls should be performed in accordance with State of Iowa regulations. In many instances a lead paint professional certified by the state is required to perform the work.
- For additional information on lead paint visit: <http://www.idph.state.ia.us/LPP/>

## Carbon Monoxide Alarms

- Carbon Monoxide Alarms will be required in all buildings with fuel burning appliances and/or attached garages. All Carbon Monoxide alarms must comply with UL 2034, and be installed and maintained in accordance with NFPA 720. <https://www.legis.iowa.gov/docs/aco/arc/5528C.pdf>