

## Multi Family Residence – Checklist for Inspection

- \_\_\_\_\_ Smoke detectors must exist on every floor level, including basement, one in each bedroom, and must be operational.
- \_\_\_\_\_ Stair railings must exist on all stairways; this includes both sides if a stairway is an open stairway.
- \_\_\_\_\_ Visible structural damage on chimneys, windows, or other areas must be corrected; this includes replacement of broken or cracked windows.
- \_\_\_\_\_ Proper firewalls must exist on attached units between the units, extending from the ground to the roof. All through penetrations must be sealed.
- \_\_\_\_\_ There must be a minimum of two wall outlets per room, preferable located on opposite wall. Floor receptacles are not permitted.
- \_\_\_\_\_ Any bathroom receptacles that are part of a fixture must be disconnected, and at least one GFI receptacle must be provided.
- \_\_\_\_\_ Visible electrical violations will be required to be corrected, such as missing wall cover plates, open junction boxes, open splices, and open breaker slots.
- \_\_\_\_\_ There must be tenant access to the electrical panel box. All boxes must be labeled.
- \_\_\_\_\_ Dyer venting must be to the exterior of the structure or other approved method.
- \_\_\_\_\_ Windows in sleeping areas must be operational.
- \_\_\_\_\_ A minimum sixty-watt incandescent light bulb must be provided in hallways and stairs for each 200 square feet of floor area in the egress portion of the structure.
- \_\_\_\_\_ Street address or unit address must be on exterior of unit with a minimum four-inch high numerals or letters.
- \_\_\_\_\_ Bathrooms must have an operational window and/or a mechanical exhaust fan that is vented to the outside of the structure.
- \_\_\_\_\_ Hallways and stairs must be free of all obstructions.
- \_\_\_\_\_ All emergency lights and exits must be operable.
- \_\_\_\_\_ All fire rated doors and assemblies must be maintained as per Borough Codes. This includes the doorframes, door locks, self-closing devices, and panic hardware.
- \_\_\_\_\_ Fire extinguishers must be charged and accessible.
- \_\_\_\_\_ If the garage is attached to the structure, both the wall and the ceiling next to living areas must be a minimum of ½ inch thick gypsum wallboard; also, the door leading from the garage to the living area must be a minim 1 3/8-inch solid core or steel, including the doors from the garage to a basement area.

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

DATE: \_\_\_\_\_

**\*\*All corrections must be made within 30 days and prior to tenant move-in.**