

**RENTAL PROPERTY REVIEW CHECKLIST**  
**CITY OF FAIRBURY**  
**OFFICE OF THE CODE ENFORCEMENT OFFICIAL**

Street Address of Property Inspected: \_\_\_\_\_

Name of Owner of Property (the "Owner"): \_\_\_\_\_

Address of Owner: \_\_\_\_\_

Phone Number of Owner: \_\_\_\_\_

Date of Review: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ (the "Reviewer")

Type of Review: GENERAL SPECIAL

**Exits 702**

Fire Escapes Properly Maintained ( ) Pass ( ) Fail ( ) N/A  
All doors operate in a manner that will allow easy exit of the building. This includes windows where required by code.  
All buildings must have second means of egress.

Free from Obstruction ( ) Pass ( ) Fail ( ) N/A

**Alarms 704.2 IPMC & 915 IFC**

Audible Fire Alarm ( ) Pass ( ) Fail ( ) N/A

The residence has a working smoke detector on every floor, bedroom and means of egress. The alarms will be interconnected when codes require, buildings constructed after 2006. Common areas must have smoke detector and fire equipment when required. **Smoke alarms should be replaced when they fail to respond to operability tests, or when they exceed 10 years from date of manufacture**

Audible Carbon Monoxide Alarm ( ) Pass ( ) Fail ( ) N/A

All dwelling units served by fuel-burning appliance, fuel-burning fireplaces and/or fuel-burning, forced-air furnaces shall have carbon monoxide detection installed on all floors with sleeping areas and on the floor where the heating appliance is located.

**Carbon monoxide detection shall be installed in dwelling units outside of each sleeping area in the immediate vicinity of the bedrooms. 915.2.1 IFC**

**Address 304.3**

4 inch Address Visible ( ) Pass ( ) Fail ( ) N/A

**Stairs 304.10 304.12 & 305.5**

Stairs are in safe manner ( ) Pass ( ) Fail ( ) N/A  
Stairs are sturdy and will maintain the need to exit in case of emergency.

Handrail on stairway ( ) Pass ( ) Fail ( ) N/A

Handrails shall be provided on at least one side of each continuous run of treads or flight with more than **4** risers or greater than **30"**.

**Electrical 604.2 604.3 605.3**

Electrical system in good manner ( ) Pass ( ) Fail ( ) N/A  
The system will hold the need of the house without endangering the life of the residents.

All covers in place ( ) Pass ( ) Fail ( ) N/A

No open wires ( ) Pass ( ) Fail ( ) N/A

Light in every room ( ) Pass ( ) Fail ( ) N/A

GFCI ( ) Pass ( ) Fail ( ) N/A

GFCI on all outlets within 6' of a water source – **Every laundry area shall contain no less than 1 grounding-type outlet or a GFCI outlet**

**Foundation / Roof / Interior Structure 304.5 304.7 305.2**

Foundation is safe ( ) Pass ( ) Fail ( ) N/A

This covers any open cracks to the outside where water or animals could enter the building.

Roof is safe ( ) Pass ( ) Fail ( ) N/A

The roof also should not have signs that it is sagging and is an unsafe roof that will not hold an average weight applied to the roof. There is also no opening to allow animals into the residence.

Structural members are safe

( ) Pass

( ) Fail

( ) N/A

All structural members shall be maintained structurally sound, and be capable of supporting the imposed loads.

## Space and Security 404 304.18

Adequate space for the number of residents ( ) Pass ( ) Fail ( ) N/A

Location is able to be secured ( ) Pass ( ) Fail ( ) N/A

Doors providing access to dwelling shall be equipped with a **deadbolt lock** designed to be readily openable from the side from which egress is to be made without the need for keys, special knowledge, or effort.

## Mechanical 505 603 & 607

Water heating facilities ( ) Pass ( ) Fail ( ) N/A  
Mechanically sound and vented per requirements

Mechanical appliances ( ) Pass ( ) Fail ( ) N/A

Mechanically sound and vented per requirements.

Dryer vents ducted to the outside or equipped with adequate lint control measures.

Flue pipes in good working condition free of rust and holes with a minimum of  $\frac{1}{4}$ " per 1' pitch on all horizontal pipes.

Duct system ( ) Pass ( ) Fail ( ) N/A  
Well maintained, allows proper air flow and operation

## General interior of residence

Interior Air 403 ( ) Pass ( ) Fail ( ) N/A  
Air from natural or mechanical ventilation

Thermal control in residence 602.2 ( ) Pass ( ) Fail ( ) N/A

Dwellings shall be provided with heating facilities capable of maintaining a room temp of 68 degrees in all **habitable rooms, bathrooms and toilet rooms**. The installation of one or more portable space heaters shall not be used to achieve compliance with this section.

Water Supply 505.4 ( ) Pass ( ) Fail ( ) N/A

Sanitary Facilities 502.1 ( ) Pass ( ) Fail ( ) N/A

Food Preparation 404.7 ( ) Pass ( ) Fail ( ) N/A

Residence in Sanitary Condition 304.1 305.1 ( ) Pass ( ) Fail ( ) N/A

The exterior of a structure shall be maintained in good repair, structurally sound and sanitary so as not to pose a threat to the public health, safety or welfare. The interior of a structure and its equipment must be maintained so that it does not adversely affect the occupants' health and safety. It must protect occupants from the exterior environment. **Occupants** shall keep that part of the structure that they occupy or control in a clean and sanitary condition.

Based on this review, the Reviewer recommends that the Property (PASS/FAIL) the required review. In order for the Property to pass the review, Owner must make the following changes to the Property:

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Reviewer (SHALL/SHALL NOT) issue a Certificate of Occupancy for the Property based on this review. If a Certificate of Occupancy is not issued, Owner may request one additional review without additional fee following correction of the issues identified in this review. Each additional review thereafter, if necessary, shall incur an additional fee of \$25 per review.

Reviewer

Form E