



Rental Inspection Program

Spicer Group

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Property Maintenance Checklist

Note: This checklist may be used as a guide for property compliance with the City's Property Maintenance Code. The list contains commonly found violations. It is not a comprehensive list of all violations that could be identified. If you have a question about a specific situation, please contact Spicer Group at 231.794.5620

Generally: The property premises, exterior of every structure, interior of every structure, and the systems and equipment therein shall be maintained in good repair, structurally sound, and in sanitary condition so as not to pose a threat to health, safety, or welfare. All appliances shall be capable of performing their intended function.

<p>EXTERIOR</p> <ul style="list-style-type: none"> <input type="checkbox"/> Address numbers for each unit visible from the road and at least 3" high. <input type="checkbox"/> Chimney in good condition (no rust or loose bricks) <input type="checkbox"/> Doors weather proof and deadbolt lockable, all hardware operable <input type="checkbox"/> Screen/storm doors in good condition, no broken/missing glass or torn/missing screens, all hardware intact and operable <input type="checkbox"/> Driveway and sidewalk in good condition, free of trip hazards and standing water <input type="checkbox"/> No driving/parking occurring on unpaved surfaces (lawn/yard areas) <input type="checkbox"/> Foundation structurally sound and weatherproof, no open cracks or breaks <input type="checkbox"/> Garage, shed and/or fences structurally sound, waterproof, and in good condition <input type="checkbox"/> Handrails/guardrails sturdy, weatherproof, at least 30" high, spindles less than 4" apart <input type="checkbox"/> Openings sealed to prevent the entry of rodents or animals <input type="checkbox"/> Property graded so that water does not accumulate <input type="checkbox"/> Roofs, shingles, eaves, soffits, and fascia in good repair (painted, weatherproof, not rotted) <input type="checkbox"/> No rubbish or debris on property (except within a trash container) <input type="checkbox"/> Siding, trim, and paint in good condition (not missing, peeling, or chipped) <input type="checkbox"/> Steps, decks, porches, and landings weatherproof in good/safe condition <input type="checkbox"/> No unlicensed or inoperable vehicles parked outside a garage <input type="checkbox"/> All yard growth maintained at less than 6" high (exception: typical landscaping) <p>SMOKE DETECTORS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Smoke detectors must be installed inside and outside of each sleeping area. One on every level is required, including the basement. Hard wiring with battery backup is the preferred method of installation. An electrical permit may be required. 	<p>BASEMENT</p> <ul style="list-style-type: none"> <input type="checkbox"/> Stairs structurally sound, no trip hazards, handrail in place that <u>extends</u> entire length of stairs. No opening greater than 4" <input type="checkbox"/> An open side of stairs must have a guardrail at least 30" high with spindles less than 4" apart <input type="checkbox"/> Water heater must have a pressure relief valve, drip leg, to within 4" of the floor, and be property vented <input type="checkbox"/> Dryer correctly vented to the outside using only metallic duct material (no vinyl) <input type="checkbox"/> Washer property hooked up and property drained <input type="checkbox"/> No combustible items stored within 3' of furnace or any heating appliance <p>INTERIOR</p> <ul style="list-style-type: none"> <input type="checkbox"/> At least 50 sq ft of bedroom area per occupant (including infants and children), 70 sq ft minimum for a one person bedroom <input type="checkbox"/> Bathrooms must have a window that opens or working vent fan <input type="checkbox"/> Seven (7) ft minimum ceiling height in all rooms <input type="checkbox"/> Floor coverings clean, in good condition, and free from trip hazards (no ripped/torn carpet) <input type="checkbox"/> Heat supplied to maintain all habitable rooms at a minimum of 68° F <input type="checkbox"/> All mechanical equipment and systems functioning as designed <input type="checkbox"/> All rooms must be a minimum of 7 ft x 7 ft; kitchens must have a clear passageway not less than 3 ft wide <input type="checkbox"/> All sleeping rooms must have proper egress <input type="checkbox"/> All surfaces properly maintained including woodwork/trim, counters, cabinets, etc. <input type="checkbox"/> Unit is clean, sanitary, and free from rodent or insect infestations <input type="checkbox"/> Walls and ceilings free from holes, cracks, flaking/peeling paint, and loose plaster 	<p>ELECTRICAL</p> <ul style="list-style-type: none"> <input type="checkbox"/> All cover plates for outlets, switches, and junction boxes in place <input type="checkbox"/> GFI outlets installed in bathroom, laundry room, and kitchen <input type="checkbox"/> Each habitable room must have a minimum of 2 outlets which are remote from one another <p>PLUMBING</p> <ul style="list-style-type: none"> <input type="checkbox"/> All drains work properly (not slow or plugged) and must hold water <input type="checkbox"/> All fixtures in good repair, not rusted or corroded, and operable as designed <input type="checkbox"/> Hot and cold water available, adequate water pressure <input type="checkbox"/> No leaks in plumbing or dripping faucets <input type="checkbox"/> Toilets flush completely and do not run <p>WINDOWS</p> <ul style="list-style-type: none"> <input type="checkbox"/> All windows must be operable, hardware must work properly and hold the window in an open position <input type="checkbox"/> All windows must have locking hardware that works properly <input type="checkbox"/> Window sashes, sills, and frames in good condition and neatly painted <input type="checkbox"/> Windows weather proof, not broken or cracked <input type="checkbox"/> Windows 24" or less above floor needs removable min. 12" high guard <p style="text-align: center;">REQUIRED PERMITS</p> <p>Permits are required for many projects including new construction, some remodeling, garages, decks, porches, furnace replacement, electrical work and new plumbing fixtures. Other permits that may be required are for fences, driveways and land use.</p> <p>Building, Electrical, Plumbing, and Mechanical permits are issued by the State of Michigan. Applications are available online at www.michigan.gov/LARA</p>
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