



Pittsfield Charter Township
Department of Building Services

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Rental Pre-Inspection Checklist

Rental property inspections are conducted every two years. Using this pre-inspection checklist may help in avoiding a lengthy inspection and potentially incurring re-inspection fees. Although not all inclusive, this list contains violations that are commonly cited during initial inspections. If you have any questions, please contact our office at 734-822-3104 or housing@pittsfield-mi.gov.

Exterior

- » Address numbers are visible from the road and contrast with their background (4-inch minimum height)
- » Exterior walls free from holes, breaks, loose or rotting materials - weatherproof to prevent deterioration
- » Accessory structures, including attached and detached garages, are structurally sound and in good repair
- » Stairways, decks, porches, and balconies are structurally sound and in good repair - stairs must have uniform rise and tread depths
- » Handrails and guards are firmly fastened, capable of supporting normally imposed loads, and in good condition
- » All exterior property and premises (and interior) is free from accumulation of rubbish or garbage
- » Gutters, downspouts, and extensions are in good repair and free from obstructions
- » The roof, flashing, chimney, and similar appurtenances are sound and do not have defects that admit rain
- » Driveways, walkways, and parking areas are in good repair and free from hazardous conditions

Windows and Doors

- » Every window, skylight, door, and frame are in good condition and weather tight
- » During the period from April 1st to November 1st, all doors, windows, and other outside openings required for ventilation have tightly fitting screens in good condition (no rips, tears, or holes)
- » Operable windows located within 6 feet of ground level or a walking surface are equipped with a sash lock
- » Doors providing access to a dwelling unit are equipped with a deadbolt lock with a minimum 1-inch lock throw and are readily openable from the side from which egress is to be made without the need for keys, special knowledge or effort
- » Dwelling entry doors which do not contain a window or side light are equipped with a wide angle peephole installed between 43 and 60 inches from the floor
- » All doors open and close easily and their hardware is secure and in good condition
- » In a multi-family unit, where required, fire doors must properly self-close and latch
- » In a multi-family unit, all exterior doors into a common hallway must properly self-close, latch, and lock

Surface Coverings

- » All interior surfaces are maintained in good, clean, and sanitary condition
- » Every stair, ramp, landing, balcony, porch, deck, or other walking surface is in good repair
- » All interior surfaces are free from defective surface conditions such as peeling, chipping, flaking or abraded paint, cracked or loose plaster, decayed wood, etc.

Electrical

- » All cover plates for outlets, switches, and junction boxes are in place and in good condition
- » All breakers, fuses, and box covers must be properly sized and in good shape (all fuses must be "S" type)
- » Minimum of 3-foot clearance is provided in front of the electrical panel
- » Garbage disposal is functional and wiring is secured with an electrical clamp

- » Outlets are properly wired and GFCI protected outlets function properly when tested
- » Outlets that have been replaced in the kitchen and bathroom are GFCI protected
- » Habitable rooms have 2 separate outlets and a switched light fixture or outlet
- » Flexible cords are not being used for permanent wiring, or for running through doors, windows, or cabinets, or concealed within walls, floors, or ceilings

Mechanical

- » All habitable rooms are provided with heating facilities capable of maintaining a room temperature of 68°F (Portable heaters shall not be used as a means to provide required heating)
- » All bathroom ventilation fans have adequate draw and discharge to the outdoors
- » All gas fired heating equipment shall be serviced and inspected by a licensed mechanical contractor - the mechanical contractor shall provide certification of inspection minimally every 4 years
- » Furnace filters are clean and in good shape
- » A minimum 3-foot clearance of combustibles is provided around the furnace and water heater
- » Clothes dryer exhaust systems are exhausted outdoors using UL2158A approved rigid metallic material

Plumbing

- » All plumbing fixtures are properly installed, maintained in working order, free from obstructions, leaks, and defects, and are capable of performing the function for which they are designed
- » All plumbing fixtures are properly connected to either a public water system or to an approved private water system
- » All plumbing fixtures are properly connected to either a public sewer system or to an approved private sewage disposal system
- » Water heating facilities are properly installed, maintained, and capable of providing an adequate amount of water at minimum temperature of 110°F
- » An approved combination temperature and pressure-relief valve and relief valve discharge pipe are properly installed and maintained on water heaters
- » All tub and sink coatings are in good repair and free of rust and chips
- » All toilets are properly secured to the floor
- » Unused drain lines are properly capped

Fire/Life Safety

- » Single- or multiple-station smoke alarms are properly installed and maintained, protecting all bedrooms and each level of the dwelling, as required by the State Building Code
- » All basement sleeping rooms are approved by the Department of Building Services
- » A fire extinguisher with minimum rating 1A:10-B is permanently mounted in a path of egress
- » In multi-family structures, all common tenant areas containing laundry equipment for tenant use are equipped with a mounted fire extinguisher with minimum rating 3A:40-B
- » A safe, continuous, and unobstructed path of travel are provided from any point in a structure to the public way
- » All means of egress doors are readily openable from the side from which egress is to be made without the need for keys, special knowledge or effort
- » The required fire-resistance rating of fire-resistance-rated walls, fire stops, shaft enclosures, partitions, and floors are properly maintained

Permits

- » Electrical, plumbing, and mechanical repairs, other than routine maintenance, shall be performed by a contractor who is licensed in the State of Michigan to perform such work. When required, the contractor shall pull a permit and call for inspection of the work performed.
- » When required, a licensed contractor or the homeowner shall pull a building permit and call for inspection of the work performed.

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