

CITY OF PITTSBURG HOUSING AUTHORITY LANDLORD MOVE-IN INSPECTION TIPS

Smoke Detectors:

Are there smoke detectors on every level and in every bedroom within the unit? Of those, is one located after the kitchen and before the bedrooms? Are they operable?

Electrical:

- ✓ Put bulbs in every socket.
- ✓ Is every light fixture working?
- ✓ Every light fixture at the exterior of the unit must have a globe if the fixture was made to have one.
- ✓ If fixture at the exterior of the unit is not covered, as in a flood light fixture, the bulbs must be floods.
- ✓ All electrical outlets must work correctly.
- ✓ If outlets are three feet or closer to a source of water, they must be grounded or GFCI properly operable (with test buttons).
- ✓ Every outlet by slab flooring, e.g., garages, patio, etc., must be grounded or a GFCI installed with outlet covers if located at exterior of unit.
- ✓ Breaker box should have a dead front and the cover should be kept closed. Every opening within the box should be plugged. Breaker boxes should be accessible and properly labeled.
- ✓ There should be no frayed, worn, bare or broken wires.
- ✓ There should be no loose or improper splicing of wires.
- ✓ There should be no scorch at cover plate or missing cover plates or inoperable outlets or switches.

Rooms:

Rooms occupied for living, sleeping, cooking or dining purposes that were not designed or intended to be used for such occupancies shall be considered substandard. Any room considered a bedroom must include the following features:

- ✓ They must be at least 70 square feet
- ✓ Wall dimensions cannot be less than 7 feet
- ✓ The room must contain 2 outlets or one light fixture and an outlet
- ✓ There must be a lockable window with screen
- ✓ There must be a security door
- ✓ There should be a clothes closet, pole and shelf
- ✓ There should be no key locks

Kitchen must have:

- ✓ Stove or microwave (if microwave only, tenant approval is necessary)
- ✓ Refrigerator (Freezer included)
- ✓ Countertop space for food preparation, serving food and storage
- ✓ Sink with running hot and cold water

The bathroom must contain:

- ✓ Working flush toilet
- ✓ Sink with hot and cold running water
- ✓ Tub and/or shower with hot and cold running water, plug and strainer
- ✓ Make certain there is proper caulking at tub base, around base of toilet and where tub enclosure meets the wall
- ✓ Light fixture or outlet (grounded or GFCI) or both

Plumbing:

- ✓ Toilets must be flushable; no stoppages; and should not run after cycle
- ✓ Handles on tanks must be operable
- ✓ No cracks or breaks in porcelain toilets or tanks
- ✓ No serious water leaks
- ✓ Wash basin or sink needs gas traps
- ✓ There should be no sewer gas
- ✓ Water heater:

Relief valves located inside a building shall be provided with a drain, not smaller than the relief valve outlet, of galvanized steel, hard drawn copper piping and fittings, CPVC, or listed relief valve drain tube with fittings which will not reduce the internal bore of the pipe or tubing (straight lengths as opposed to coils) and shall extend from the valve to the outside of the building with the end of the pipe not more than two (2) feet nor less than six (6) inches above the ground or the flood level of the area receiving the discharge and pointing downward. The terminal end should be two (2) inches with an unthreaded downward turn. Pressure relief pipe must extend out and down or down only.

If the owner/manager selects to correct the above described deficiency, a signed off city permit must be submitted. However, if the owner/manager selects to have the work done by a plumber, a billing receipt with the vendor contractor's license number must be submitted.

Interior water heaters should have "Smitty pan" or be up on a platform. A WATTS Regulator may be required in some instances.

Water heater should be double strapped (seismic bracing)

Exterior:

- ✓ If there is a shed, landlord may not store anything. It is meant for tenant use ONLY.
- ✓ Pools or hot tubs - Any exterior door leading from the unit to the pool or hot tub area must have an audible alarm unless fenced with locked gate or locked hot tub. Fencing should be 5 feet high and knit close enough so that a 4 inch sphere cannot pass through. The Gate must have a self-close latch and lock.
- ✓ Bars on windows must be 44" sill height or lower and unlock able, (easy enough for a child to unlock). This is specific to sleeping rooms. If, for instance, a living room or dining area is used for sleeping purposes and there are bars on the windows, they, too, must have a release latch. Other rooms with bars have no requirements regarding release latches.

- ✓ Front doors to a unit must have a thumb turned deadbolt no higher than 44 inches from the bottom of the door.
- ✓ All doors with deadbolts should be hand turned from the inside of the unit. Double keyed deadbolts are NEVER allowed.

Garage:

- ✓ Storage is for tenant ONLY
- ✓ Solid core doors leading to the garage must be self-latching.
- ✓ If there is a garage door opener, it must plug directly into a dedicated receptacle.

Furnaces: Must have clean filters and be operational

Air Conditioners: Must be operational, if offered as amenity.

Preventative maintenance:

- ✓ All doors posing threat of damage to dry wall or glass should have a stop.
- ✓ Broken cement should be patched to avoid a trip hazard.
- ✓ Any walkway should not be higher than ground level. If higher, build soil to cement height to avoid a trip hazard or paint a red line alerting pedestrian of variance in levels.