Notes:

Department of Neighborhood and Business Development

Bureau of Inspections and Compliance Services

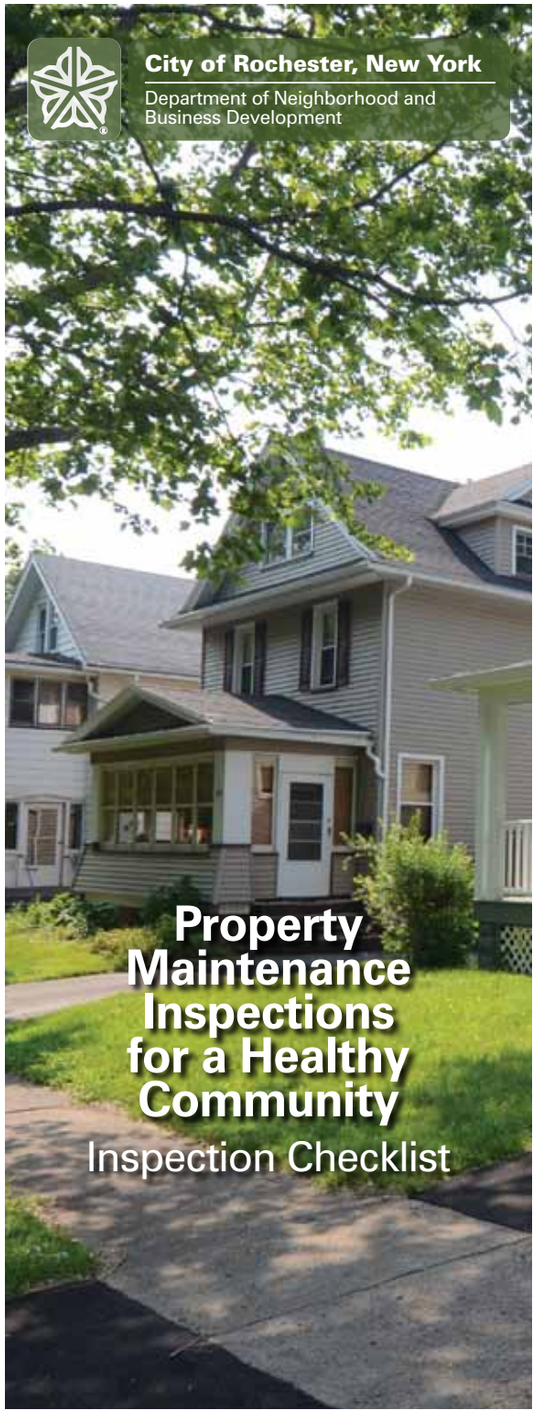
30 Church Street, Room 028B
Rochester, NY 14614

Phone: 585-428-6520
Fax: 585-428-6287

www.cityofrochester.gov

one city ROCHESTER

Thomas S. Richards, Mayor
City of Rochester, NY



City of Rochester, New York
Department of Neighborhood and Business Development

Property Maintenance Inspections for a Healthy Community

Inspection Checklist

A HEALTHY COMMUNITY

A community's health, vitality and quality of life can be measured by the condition of its properties. Pleasant homes, appealing shops and attractive workplaces add up to comfortable residential areas supported by convenient services and access to good jobs nearby.

Neat neighborhoods and safe, well maintained structures also keep real estate values stable for property owners; attract customers for businesses; and enhance the images of urban based corporations. However, so does its quality of life.

IT'S A PARTNERSHIP

Following the 1950's and 60's, when many urban areas suffered an exodus to the suburbs, the City teamed up with landlords, tenants and neighborhood organizations to fight blight. The neighborhood-by-neighborhood success of that cooperative effort has become the blueprint for Rochester's ongoing program of property conservation.

Rochester's property conservation effort has several facets with distinct responsibilities for owners, tenants, neighborhood organizations and the City:

- The City works with neighborhood groups and residents to identify concerns and develop strategies for keeping properties in good repair.
- Property owners are required to comply with codes for maintaining dwellings, commercial structures and workplaces properly.
- Occupants are required to live or work in a clean, safe and sanitary manner.
- The City makes periodic inspections of property conditions throughout Rochester and enforces standards set forth in municipal and other relevant codes.
- The City of Rochester may be able to assist eligible property owners to access grants and loans to make needed improvements.

ENFORCING THE CODES

Rochester's inventory of about 63,000 structures is our most valuable and irreplaceable physical resource. That's why the City is committed to enforcing national, state and municipal codes designed to protect the safety and welfare of residents, while maintaining the stability of our community through property conservation.

The City's property inspections are based on standards set by the following regulations:

Municipal Codes:

- Building Code
- Property Conservation Code
- Zoning Code
- Anti-Litter Ordinance
- Refuse Code
- Elevator Code

State Codes:

- Multiple Residence Law (New York State)
- New York State Uniform Fire Prevention and Building Code
- Energy Conservation Code
- SEQR (State Environmental Quality Review Act)

National Codes:

- National Electrical Code
- Historic Preservation

INSPECTION CHECKLIST

City inspectors are trained professionals. They follow procedural guidelines which have been developed and put into place in order to create a level of consistency. Their inspections are detailed and extensive. The Inspection Checklist offered here is only a guide. It does not represent all of the items included during the course of an inspection.

MORE INFORMATION

If you have questions about the City's property and building codes, please feel free to contact the Bureau of Inspection and Compliance Services at **(585) 428-6520**.

City properties are worth preserving!

TYPES OF INSPECTIONS:

- **Certificate of Occupancy**
- **Permit**
- **Complaint**
- **Survey**
- **Lead-Based Paint**
- **Referral**
- **Uplift**

INSPECTION CHECKLIST

Home / Apartment – Exterior

Exterior

____ Rodent proof
____ Weather tight
____ Well maintained

Paint

____ Wood surface protected
____ Metal surface protected
____ No deterioration

Windows

____ Weathertight
____ Sash fits
____ Not broken
____ Storms/screens
____ No deteriorated paint

Foundation

____ Sound/no cracks
____ No leaks

Door(s)

____ Weathertight
____ Secure hinges/ locks

Siding

____ No holes
____ Surface intact
____ Structurally sound

Steps

____ Evenly spaced
____ Handrails if more than 4 risers

Roof

____ Free of leaks
____ No missing or deteriorated shingles

Chimney

____ Secure
____ Properly pointed

Porch

____ Structurally sound
____ Guardrails if > 30 inches in height
____ No deteriorated paint

Yard

____ Grass and weeds cut
____ No trash in yard
____ Yard graded for proper drainage
____ No abandoned car(s)
____ Garage/shed in good condition
____ No trees around the foundation or in contact with the structure
____ No dead trees/limbs

Trash Containers

____ Tight fitting lids

Abandoned Appliances

____ Door(s) removed (on refrigerators)
____ Hauled from property
____ All locking devices removed

Home / Apartment – Interior

Walls/Ceilings

____ No loose plaster
____ No deteriorated paint

Floors

____ Sound
____ No holes

Hallway

____ Well lit
____ Clear path of egress
____ Approved smoke alarms installed

Windows

____ No broken glass
____ Secure
____ Controls
____ Not blocked
____ No deteriorated paint
____ Capable of emergency escape

Bathroom

____ A toilet properly installed
____ No plugged drains
____ A tub or shower
____ A sink properly installed
____ An electrical outlet, any new installation must be GFCI protected
____ A light fixture
____ Adequate ventilation

Space Heaters

____ Located to avoid fire
____ Automatic shut-off valve
____ Properly vented
____ Not gasoline or kerosene operated

Electrical Components

____ Adequate service
____ No frayed/ exposed wires
____ No broken light fixtures/outlets
____ No extension cords
____ Two outlets in each room

Smoke Alarms

____ Operable
____ Installed inside & outside each sleeping area & on every level of the unit
____ Installed as per manufacturer

Carbon Monoxide Alarms

____ Lowest level of unit containing sleeping areas
____ Installed within 15 feet of sleeping areas

Doors

____ Secure hinges/locks
____ Fits frame
____ No deteriorated paint

Kitchen

____ Hot and cold water
____ Proper drain connection
____ No water system leaks
____ No plugged drain

Multiple Dwelling Units

____ Emergency lighting
____ Exit signs
____ Door closures
____ 2nd means of egress in each dwelling unit
____ A carbon monoxide alarm is required on floors with a carbon monoxide source and no sleeping areas

Home / Apartment – Basement

Floor Area

____ Free of trash
____ No hazards

Heating System

____ Can heat to 68° F
____ Properly installed
____ Properly vented
____ Sealed chimney
____ Gas shut-off
____ Ducts/pipes leak free

Electrical System

____ Properly grounded light sockets
____ Insulated wires
____ Enclosed fuse box
____ No exposed brass
____ Any work completed with a permit by a licensed electrician
____ Secure panel box
____ No missing/broken knockout seals

Walls

____ Waterproof
____ Structurally sound
____ Properly pointed
____ No deteriorated Paint

Water Service

____ No cross connection of waste pipe & water pipe
____ No leaking pipes

Water Heater

____ Can heat to 120° F
____ Properly vented
____ Temperature & pressure relief valves
____ Sealed chimney
____ Gas shut-off

Basement Stairway

____ Well lit
____ Secure steps/ handrail
____ Cellar stair enclosure & fire door (where required)

Questions? Call 311

www.cityofrochester.gov

02427-0912pd