

Notes:

Department of Neighborhood
and Business Development

Bureau of Buildings and Compliance

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City of Rochester, New York

Department of Neighborhood and
Business Development



Property
Maintenance
Inspections
for a Healthy
Community

Inspection Checklist



Malik D. Evans, Mayor

City of Rochester, NY • Rochester City Council

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 Code Enforcement at **(585) 428-6520**.

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

- ___ An electrical outlet, any new installation must be GFCI protected
- ___ 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