



INSPECTION CHECKLIST

INTERIOR

Foundations/Basements

- Walls and support posts should be structurally sound.
- Holes and cracks in walls should be tuckpointed.
- Causes of leaking water should be identified and corrected.
- A minimum 3' clearance should be provided around the furnace/boiler, hot water tank and electrical panel.

Electrical

- The electrical system should have proper wiring, to include the use of 15 or 20 amp fuses except on 220 lines.
- The fuse panel should be grounded to a cold water line by means of a grounding conductor.
- Spliced wiring must be contained in a workbox.
- All wiring should be properly supported and protected.
- A bonding jumper should be installed on the water meter (#4 copper wire).
- All lights, switches and receptacles must be installed in the laundry area and for the refrigerator.
- Pendant lighting fixtures should be replaced with an approved fixture.
- Excessive use of extension cords is prohibited.
- All fuse and circuit breaker functions should be labeled.

Plumbing

- Water stack should not be deteriorated.
- Hot water tanks should have a combination temperature and pressure relief valve, with a maximum 150 PSI setting, and an overflow pipe (3/4 inch) extending to within 6 inches of the floor.
- Water lines should be properly supported and not be corroded, deteriorated or leaking.
- Toilets should operate properly.
- Out-of-use drains, water lines and fixtures should be capped.

- All plumbing should be free of leaks and corrosion.

Heating

- Furnace/boiler should be in proper operating condition and have approved safety features.
- Supply of heat must be adequate to maintain temperature of 68 degrees F in all rooms at all times.
- Flue pipes should be at least 24 gauge galvanized material or approved equivalent, have 1/4-inch rise per foot, and be mortar sealed to the chimney.
- Dryers should be vented to the outside.
- Damaged/hanging insulation on the boiler or heat pipes should be encapsulated or removed.

Walls/Floor/Ceilings

- Large holes and severe cracks should be repaired.
- Missing or deteriorated floorboards should be replaced.

Windows

- Broken or severely cracked windowpanes should be replaced.
- Boarded-up windows should be replaced with glass.
- Rotted frames and sills should be replaced.
- Loose or missing window glazing (putty) should be repaired/replaced.
- Damaged screens should be repaired, replaced or removed.
- At least one window in each habitable room must be operable to include sash cords or clips.

Doors

- Doors used as a means of access and egress should fit into their frames and have a lock.
- In multiple dwellings, the lock should be capable of being opened from the inside without the use of a key.
- Storm doors should latch shut.

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Fireplaces

- The firebox should be structurally sound.
- Dampers should be operable.
- Missing ash pit doors should be replaced.
- Gas-fired appliances must conform to current Building Codes.
- Unused gas lines shall be capped.

Smoke Detectors

- An operable smoke detector must be located on every floor in a dwelling unit, excluding unfurnished attics and crawl spaces. Such detectors shall be installed on the ceiling or on the wall between 6 and 12 inches from the ceiling.

EXTERIOR HOUSE

Roof

- Holes or other structural damage should be repaired.
- Deteriorated/damaged or missing roof shingles or tiles should be replaced.

Chimney

- Should be plumb and free of loose/missing bricks or mortar.

Gutters/Downspouts

- Should be properly connected, secure, functional, and free from deterioration.
- Downspouts must be sealed to the drain line.

Walls/Porches/Doors/Steps

- Should be free of structural damage; holes and missing or deteriorated members should be repaired or replaced.

Foundations

- Should be structurally sound.
- Cracks and broken foundation walls should be repaired.

Paint Condition

- Painted surfaces should be properly maintained to include siding, trim, eaves, gutters and downspouts and railings.

Address

- The property address shall be prominently displayed in numerals.

GARAGE

- Should be examined for structural soundness and deteriorated members, to include roofs, siding, windows, sill plates, studs, flooring and proper electrical installation.
- Doors should be in place and function properly.
- Gutters and downspouts should be properly installed and maintained.

DRIVEWAYS/APRONS/SIDEWALKS

- Should be free of holes, cracks and spalled areas. Uneven sidewalk blocks shall be leveled.

FENCES

- Shall be structurally sound and free of deteriorated/missing members.
- Painted areas shall be properly maintained.

YARD AREA

- Landscaped areas shall be maintained free of tall grass/weeds, litter, debris and nonusables.
- Dead tree and/or branches shall be removed.
- Firewood should be properly stored one foot off the ground and one foot away from any structure.
- Junk cars shall be removed or stored completely in the garage.
- Parking on the landscape area is prohibited.

**Questions? Call the
Division of Inspectional Services
at 216-291-5900**



CLEVELAND HEIGHTS