

# PREPARE FOR ANNUAL INSPECTION

The Multi-family Inspectors will notify apartment complexes of their upcoming annual inspection approximately 30 days prior. Inspectors follow the International Property Maintenance Code (IPMC) to inspect all public areas (clubhouse, recreation areas, etc.) and all resident buildings with approximately 5% of dwelling units inspected unless inspector chooses to increase percentage.

## RESIDENT BUILDING INSPECTIONS

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|---|---|
| <input type="checkbox"/> Ceilings no cracks, holes, leakage stains                              | <input type="checkbox"/> Fire department access box                                     |
| <input type="checkbox"/> Stairs and railing securely anchored                                   | <input type="checkbox"/> Windows unbroken   |
| <input type="checkbox"/> Steps and sidewalks not hazardous                                      | <input type="checkbox"/> Window screens in place  |
| <input type="checkbox"/> Roofs & drainage secure to building, in good repair and unobstructed   | <input type="checkbox"/> Foundation unexposed, level, no cracks                         |
| <input type="checkbox"/> Siding, brick, wood free from holes, breaks, rotting or loose material | <input type="checkbox"/> A/C Panel(s) secure  |
| <input type="checkbox"/> Weather-proof junction box   | <input type="checkbox"/> A/C Conduit weatherproofed and wires unexposed                 |
| <input type="checkbox"/> No exposed or spliced wiring/cords                                     | <input type="checkbox"/> A/C Disconnects secure and covered                             |
| <input type="checkbox"/> Functioning light fixtures   | <input type="checkbox"/> No extension cords used to replace permanent electrical wiring |
| <input type="checkbox"/> Meter bank accessible, secure, covered                                 | <input type="checkbox"/> Blanks in electrical panels                                    |
| <input type="checkbox"/> Plumbing cleanouts & caps in place                                     | <input type="checkbox"/> Portable Fire Extinguisher(s)                                  |
| <input type="checkbox"/> Water meter box accessible, covered                                    | <input type="checkbox"/> "No Smoking" signage posted                                    |
| <input type="checkbox"/> Sprinkler control covers secure  | <input type="checkbox"/> Emergency & Exit Lighting                                      |

## DWELLING UNIT INSPECTIONS

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|---|--|
| <input type="checkbox"/> Visible building number  | <input type="checkbox"/> A/C Conduit wires unexposed   |
| <input type="checkbox"/> Windows unbroken   | <input type="checkbox"/> A/C Disconnects secure and covered  |
| <input type="checkbox"/> Window screens in place  | <input type="checkbox"/> Electrical outlets & switches function  |
| <input type="checkbox"/> Doors open and close   | <input type="checkbox"/> Electrical outlets within 6 ft of body of water (sink, toilet, etc.) needs a GFCI |
| <input type="checkbox"/> Locks tightly secure and functional  | <input type="checkbox"/> No exposed or spliced wiring/cords  |
| <input type="checkbox"/> Walls and ceilings have no cracks, holes, leakage stains                     | <input type="checkbox"/> Blanks in electrical panels   |
| <input type="checkbox"/> Functioning appliances   | <input type="checkbox"/> Plumbing fixtures, such as sinks and toilets, function and do not clog            |
| <input type="checkbox"/> Floors walkable, level, and no holes, tears, water stains, or missing pieces | <input type="checkbox"/> Water heater conduit functions without leaking                                    |
| <input type="checkbox"/> Stairs, railing and balconies securely anchored to building                  | <input type="checkbox"/> Functioning T&P valve on water heater   |
| <input type="checkbox"/> A/C Panel(s) secure  | <input type="checkbox"/> Functioning smoke detectors   |
|   | <input type="checkbox"/> Portable fire extinguisher(s)   |

## GENERAL COMPLEX INSPECTIONS

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- ☐ Visible address and building numbers
- ☐ Grass and weeds 6" or less
- ☐ No unsightly matter, such as trash/debris
- ☐ No inoperative vehicles

