

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

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

DWELLING UNIT INSPECTIONS

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

GENERAL COMPLEX INSPECTIONS

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

