

# Rental Inspection Checklist

Inspected By: \_\_\_\_\_

Date: \_\_\_\_\_

## Food Preparation Area (City Ord. 82, 2nd Series, 4-4-8, A)

- A room or a portion of a room in which food may be prepared in
- Room/area has adequate air circulation
- Food prep area is equipped with a kitchen sink in good working condition
  - Sink is properly connected to a water supply approved by the City of Sleepy Eye
  - Sink has adequate amount of heated and unheated running water under pressure
  - Sink is connected to a sewer system approved by the City of Sleepy Eye
- Food prep area is equipped with cabinets or shelving for storage of utensils and non-perishable food
  - Cabinets or Shelves are of sound construction
  - Cabinet or Shelf surface(s) can be easily cleaned, and surface is not toxic or harmful to food when in contact
- Food prep area is equipped with a countertop or table for food preparation.
  - Countertop or table are of sound construction
  - Countertop or table surface(s) can be easily cleaned, and surface is not toxic or harmful to food when in contact
- Food prep area is equipped with a stove (or similar device) for cooking food
  - Stove (or similar device) is properly installed with all necessary connections
- Food prep area is equipped with a Refrigerator (or similar device) for safe storage of perishable food
  - Refrigerator (or similar device) is properly installed with all necessary connections
  - Refrigerator stores food at less than 40°F, but more than 32°F

## Water Closet (City Ord. 82, 2nd Series, 4-4-8, B)

- Water Closet is a non-inhabitable room to provide privacy
- Each Water Closet is being used by no more than two (2) dwelling units (Ord. 82, 2nd Series, 4-4-8, C)
- Water Closet is equipped with a flush water closet in good working condition
  - Flush water closet is equipped with easily cleanable surfaces
  - Flush water closet is properly connected to water system that provides adequate amount and pressure of water to function properly
  - Flush water closet is properly connected to a sewer system which is approved by the City of Sleepy Eye
  - Flush water closet is equipped with an operable window, mechanical ventilation or a fan
- Water Closet is equipped with a lavatory sink in good working condition
  - Lavatory sink has adequate amount of heated and unheated running water under pressure
  - Lavatory sink is connected to a sewer system approved by the city of Sleepy Eye
  - Lavatory sink is in the same room as the flush water closet (or in an adjoining room, located nearest to the door leading into the flush water closet)
- Water Closet is equipped with a bathtub or shower in good working condition
  - Bathtub/Shower is properly connected to a water supply approved by the City of Sleepy Eye

- Bathtub/Shower has adequate amount of heated and unheated running water under pressure
- Bathtub/Shower is connected to a sewer system approved by the city of Sleepy Eye

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## **Building** (City Ord. 82, 2nd Series, 4-4-8, D-L)

- Building has at least two (2) means of egress
- Access to and from each dwelling unit is provided without passing through any other dwelling unit
- All exterior doors and windows of the unit are equipped with appropriate, functioning locking devices
- Every window, exterior door, and hatchway (or similar device) is free of insects
- Exterior foundation, roof, wall, door, skylight and window is reasonably weather-tight, water-tight, and damp free and is kept in sound condition
- Exterior wood surfaces are protected from the elements and decay by paint or other protective coating/covering
  - Exterior wood, if painted for protection, is not painted with a lead-based paint
- Interior floors, walls and ceilings are sound and in good repair.
- Accessory structures present on the property are structurally sound, maintained, and free of insects and rodents
  - The exterior of accessory structure(s) is weather resistant by use of decay-resistant materials, lead-free paint or other preservative
- All plumbing fixtures, water and waste pipes are properly installed and in good working condition
  - All waste system clean-out plugs are easily accessible
- All water closet compartment and kitchen and bathroom floor surfaces are impervious to water
- All plumbing fixtures and pipes are constructed and installed to conform with statutes, ordinances and regulations of the Uniform Housing Code
- All chimney, flue and smoke pipes are constructed and installed to conform with statutes, ordinances and regulations of the Uniform Housing Code
- All mechanical and electrical fixtures are constructed and installed to conform with statutes, ordinances and regulations of the Uniform Housing Code

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## **Fire Code // Unit or Dwelling** (City Ord. 60, 2nd Series)

- Electrical service properly installed and functional (MSFC 605.1)
- Extension cords used properly (MSFC 605.5)
- Proper egress windows in sleeping rooms below first level – 24" x 20" minimum (MSFC 1029.1)
- Escape windows free from obstructions (MSFC 1030.2, 1030.3, 1030.7)
- No multi-plug adaptors (MSFC 605.4)
- Oven free of storage (MNSC 305.1)
- Smoke detectors present on every level, in vicinity of sleeping areas, within each bedroom, & in good working condition (MN299F.362, MSFC 907.3.6, 907.2.9.3, 907.2.11.2)
- Smoke detectors are less than 10 years old (MSFC 1103.8.1)
- CO detector is within 10' of bedrooms & in good working condition (MN299F.50)
- Appliances are working and maintained (MSFC 605.7)
- Portable electric space heaters (MSFC 605.10)
- Accumulation of combustible waste materials (MN299F.18)
- Storage of combustible materials is orderly and at least 2' below ceiling (MSFC 315.3.1)

- Proper hardware/locking devices (MSFC 1008.1)
- Separation between house and garage (MSFC 1106.3.1)
- Visible address 4" building number/contrasting color (MSFC 505.1)
- Dryers properly vented to the exterior with metal pipes (MSFC 603.5.2)
- Extinguishers: Tested and tagged/mounted/by exits (MSFC 906.2)
- Provide and maintain fire barriers or fire walls to separate vacant spaces from the remainder of the building (MSFC 311.2.3)

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## **Fire Code // Building** (City Ord. 60, 2nd Series)

- Fire apparatus access road (MSFC 503.1.1)
- Visible address 4" building number/contrasting color (MSFC 505.1)
- Knox box/keys work (MSFC 506.1)
- Dumpsters within 5 feet of walls, roof eaves, openings (MSFC 304.3.3)
- Blocked exits inside and out/ice or snow/other obstructions (MSFC 1030.3)
- Sprinkler connections/control valves are visible and/or marked with strobe horn (MSFC 903.4.2)
- Sprinkler/standpipes have protective caps (MSFC 107.1, 903.3.7)
- Sprinkler - tested annually/copy to Fire Department (MSFC 901.6.1)
- Proper hardware/locks on egress doors (MSFC 1008.1.8)
- Pull stations working condition/not blocked (MSFC 907.4)
- Extinguishers: Tested and tagged/mounted/by exits (MSFC 906.)
- Exit lights with battery backup (MSFC 1011.1.)
- Emergency lights in working condition (MSFC 1006.3)
- Hallway smoke detectors in good working condition (MN299F.362, MSFC 907.3.5)
- Holes in sheetrock/fire stop (MSFC 703.2.3)
- Fire rated doors on mechanical/laundry (MSFC 703.2)
- Mechanical room door compromised by vent hole, mail drop (MSFC 703.1)
- Storage in the boiler room/mechanical room (MSFC 315.2.3)
- One hour rated enclosures under stairway (exception-single family (MSFC 1009.5.3)
- Clutter/combustibles within the corridors (MSFC 304.1)
- Proper handrails - No more than 30" - 42" off floor (MSFC 1104.13)
- Extension cords used properly (MSFC 605.5)
- Electrical boxes covered, no storage within 36" (MSFC 605.3)
- Alarm panel - tested annually/copy to Fire Department (MSFC 907.20.2)
- Flexible gas lines (MSFC 102.7, 603.1)
- Self-closers on laundry door (MSFC 103.2, 1008.1.8.3)
- Dryers properly vented to the exterior with metal pipes (MSFC 603.5.2)
- Combustible/flammable material or liquids inside the building (MSFC Chapter 57)

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## **Occupancy Standards** (City Ord. 82, 2nd Series, 4-4-9)

- Total Square footage of Unit: \_\_\_\_\_
- Number of Occupants in Unit: \_\_\_\_\_