Selinsgrove Borough Code Chapter 110 "Property Maintenance"
Pre-Inspection Checklist for 2015

What is the Scope of a Property Maintenance Inspection for a Rental Unit Occupancy License?

The inspector performs a visual inspection of the premises based on the municipality's currently adopted Property Maintenance Code. This inspection verifies the premises' compliance with the municipality's Property Maintenance Code for occupancy. The Code Enforcement Office then issues a report detailing any Life & Fire Safety code violations that require correction prior to the issuance of a Rental Unit Occupancy License.

The inspection is limited to observations readily visible without moving or removing any item. Confined spaces, such as crawl spaces or attics are not inspected. Furnishings are not moved. Concealed, internal or hidden damage or defects may not be observed. The operation of the heating, air conditioning and water heater systems are not checked except as specified below. The overall condition of the roof and roofing materials are not inspected, except as visible from the exterior at ground level.

This list shows commonly found violations. It is NOT intended to be a comprehensive list of all code violations that could occur. If you have questions about a specific situation, please call the Central Keystone COG at 1-877-457-9401 or 570-522-1326. The number in parentheses () is the relevant Code Section from Chapter 110 of the Borough Code.

Life & Fire Safety *- (these items MUST be in compliance to receive a Rental Unit Occupancy License this year)**

- ☐ Is there a working smoke detector in EACH bedroom (or other room used for sleeping), in the hallway(s) outside of the bedrooms and on each level, including the basement and attic? (110-44.B)
- ☐ Pennsylvania Carbon Monoxide Alarm Standards Act No. 221 requires Carbon Monoxide Alarms in all multi-family (3 or more) units served by a fuel-burning appliance. A CO Detector must be placed outside each sleeping area and on each level of a dwelling, including the basement.
- ☐ Do all doors and windows lock and unlock from the **inside** without using a key or special knowledge? i.e. No double-keyed deadbolts, no hasp locks or padlocks. (110-18.Q/U)
- ☐ Does the Water Heater have a temperature and pressure-relief valve and a relief valve discharge pipe ("drip-leg")? (110-31.D)
- ☐ The Owner or Operator of any building offered for rent must supply heating facilities adequate to maintain a temperature of at least 65°F in all habitable rooms. (110-35.A/B/C)
- ☐ Is all fuel burning equipment in good repair and safe condition, properly installed and connected to chimneys or vents? (110-36.A/B/C/D)
- ☐ Do all rooms used for sleeping have an openable window? Or two means of approved egress from such room? (110-25.A/110-26.D/110-42.A/D)
- ☐ Is the hot water heater and furnace clear (at least 3 feet away) of boxes, other personal belongings or flammable materials? (110-30.B)
- ☐ Are all exits, including windows, free from obstruction inside and outside (personal belongings, furniture, shrubbery etc.)? (110-42.A)
- ☐ Does each unit have address numbers that are clearly visible from the street (at least 4" high)? (110-18.C)
- ☐ Are there working GFCI outlets in the Kitchen & Bathrooms (on outlets >6' from any water source)? (110.38 *note: if not existing , not required unless work is being performed, if in place, must function as intended)
- ☐ Do all outlets, switches and panel boxes have covers? (110-38.A)

***Please note: if the Inspector finds a Violation not encompassed on this list, *but* if in his/her professional judgment feels such violation constitutes a danger to life and/or health of the occupants, correction of such violation will be required prior to the issuance of a Rental Unit Occupancy License.**

The following Code Violations will be *noted* in the inspectors report; these items do not need to be corrected to receive a Rental Unit Occupancy License this year. However, they must be addressed prior to your *next* scheduled License inspection (36 months), as they ***will be required*** at that time.

Doors & Windows –

- ☐ Do all exterior doors open and close easily? Are they weather tight? (110-18.M/Q/T)
- ☐ Do all windows open and stay open? (110-18.M)
- ☐ Do all windows close and lock (1st Fl)? Are they weather tight? (110-18.T/V)
- ☐ Are there any broken or cracked windows? Are screens in place (when required) and free from tears? (110-18.N/P)

Walls, Ceilings and Floor –

- ☐ Are the walls, window sills and ceilings clean and free from peeling paint or wallpaper? (110-9.C)
- ☐ Are the floors structurally sound? (110-19.D)
- ☐ Is the flooring (carpet, vinyl, wood, etc.) clean and in good condition, i.e. thresholds in place, no rips or other tripping hazards, no missing tiles? No exposed subflooring (plywood or concrete)? (110-19.A/D)
- ☐ Are there light fixtures in all halls, stairways, laundry rooms and furnace rooms? (110-38.C)
- ☐ Does every set of stairs with more than four steps have a graspable handrail on at least one side? This includes stairs to a basement or attic and exterior stairs. (110-20)
- ☐ Are handrails and other railings firmly attached with no loose or missing spindles? (110-19.E)

Heating, Plumbing & Electrical –

- ☐ Is there a working exhaust fan or a window in each bathroom? (110-25.B)
- ☐ Are there two outlets in each room and one in the bathroom? (110-38.B)
- ☐ Do all taps run (hot & cold) and toilets flush? Is the plumbing properly vented? (110-30.A /110.32.B)
- ☐ Do any pipes leak or faucets drip? (110-30.A)

Exterior –

- ☐ Is the yard maintained (grass under 10", no tall weeds)? (110.16.D)
- ☐ Is all rubbish stored in appropriate containers and removed regularly? (110-16.A/110-21.A/C)
- ☐ Is the exterior in good repair? Siding, brick or paint free of chips or deterioration? (110-18.B)
- ☐ Is the roof in good repair with no leaks? No overhanging tree limbs or branches? (110-18.G)
- ☐ Is the chimney in good repair and safe condition? (110-18.K)
- ☐ Is the foundation in good repair, level with no cracking or deterioration? (110-18.E)
- ☐ Are the gutters and downspouts free of debris and directing water away from the structure? (110-16.B)
- ☐ Are the premises free of infestation such as insects, rats and/or other vermin? (110-22.A & 110-16.E)
- ☐ If the property has a swimming pool, is it protected by a 48" barrier or fence in good repair, with a self-latching, self-closing gate? (110-17.A/B)
- ☐ Are all residents vehicles properly registered and licensed? (110-16.H)
- ☐ Are any accessory structures (garages, sheds, fences) structurally sound and in good repair? (110-16.G)