

Rental Housing Initial Inspection Checklist

Community Development Department
208 NW 1st Ave., Faribault, MN 55021
(507) 333-0359

Property Information			
Property Address:	Faribault, MN 55021		
Number of Units	Total:	Rental Units:	Owner Occupied Units:
Building Type	<input type="checkbox"/> Single Family <input type="checkbox"/> Duplex (2 units) <input type="checkbox"/> Triplex (3 units)	<input type="checkbox"/> Four-plex (four units) <input type="checkbox"/> Apartment (5+ units)	<input type="checkbox"/> Manufactured Home <input type="checkbox"/> Mixed Use (commercial/residential)
Name & Contact #:	Parking # of off-street parking stalls:		

Exterior [IPMC 302]

- Premises kept in clean, safe & sanitary condition
- Soil graded to prevent erosion & stagnant water
- Walkways, driveway & parking maintained
- Free from (noxious) weeds, tall grass
- Free from rodent harborage & infestation
- Vents, etc. not discharging onto adjacent property
- Accessory structures maintained
- No inoperative or unlicensed motor vehicles
- No damage or defacement of property

Exterior Structure [IPMC 304]

- Maintained in good repair & structurally sound
- Exterior surfaces in good repair, no unprotected wood
- House numbers (min. 4" high, visible from street)
- Structural supports maintained & adequately sized
- Foundation plumb & free from open cracks
- Exterior walls weatherproof & maintained
- Roof, flashing & gutters weatherproof & maintained
- Cornices, decorative brick, etc. in sound condition
- Soffits, overhangs, etc. maintained & securely fastened
- Exterior stairs, decks, porches, etc. maintained & structurally sound
- Chimneys structurally safe & in good repair
- Handrails & guards fastened & in good repair
- Window & door frames weather tight
- All glazing free from cracks & holes
- All windows easily openable & remain open
- Insect screens provided & in good repair
- Doors & locks maintained & operable
- Basement hatchways (bulkhead enclosures) maintained weather & rodent tight

- Basement windows protected against rodents

Building Security:

- Unit doors equipped with dead bolt
Locks to open without keys or special knowledge
- Windows within 6 ft of grade are lockable
- Basement hatchways secured against entry

Interior Structure [IPMC 305]

- Maintained in clean & sanitary condition
- Structural support maintained & adequately sized
- Interior surfaces maintained in good condition
- Stairs, walking surfaces in sound condition
- Handrails & guards fastened & in good repair
- Doors fit well, open & close as intended

Handrails & Guardrails [IPMC 306]

- Handrails on all flights of stairs with more than four risers
Min. 30 inches, max. 42 inches above the nosing
- Guardrails on open sides of stairs, landings, ramps, decks, etc. more than 30 inches above floor or grade below
Min. 30 inches high with intermediate rails

Rubbish & Garbage [IPMC 307]

- Free from accumulation of rubbish & garbage
- Rubbish & garbage placed in approved containers
- Owner provides leakproof, covered, outside garbage containers
- Doors removed on abandoned, stored refrigerators

Extermination [IPMC 308]

- All structures free from insect & rodent infestation
(Extermination not to be hazardous to human health, precautions taken against re-infestation)

Light

[IPMC 402]

- Each habitable space has at least one window
Glazing shall be min. 8% of total floor area
- Other spaces have adequate lighting

Multi-unit Dwellings (more than 2 units):

- adequate light on common halls & stairs
min. 60 watt per 200 sq ft, max. 30 ft between

Ventilation

[IPMC 403]

- Min. one operable window in every habitable space
Total operable area to be min. 45% of required glazing (see above)
- Window or mechanical ventilation in every bathroom & toilet room
- Exhaust vents where fumes, gases, etc. produced
- Clothes dryers exhausted per manuf. instructions

Rooming Houses & Dorms:

- No cooking appliances in units

Occupancy Limitations

[IPMC 403]

- Dwelling units provide privacy
- Habitable rooms are min. 7 ft wide
Kitchen passageways are min. 3 ft clear
- Habitable spaces have min. 7 ft ceiling height
Unfinished basements min. 6 ft-4 in ceiling height
Min. 1/3 of required floor area in bedrooms with sloped ceilings shall have min. 7 ft ceiling height
- Max. 1 family per unit (City Unified Dev. Ordinance Section 1-120, see definition of Family)
- Room available for food prep., storage & disposal

Bedrooms & Living Rooms:

- Living room is min. 120 sq ft
Each bedroom is min. 70 sq ft
- Access to bedroom not through another bedroom
- Access to bathroom not through a bedroom
- No sleeping in kitchens & unfinished spaces

Efficiency Units (max 3 occupants):

- 1-2 occupants: min. 220 sq ft
3 occupants: min. 320 sq ft
- Kitchen sink, stove, refrigerator each have a clear working space of 30 inches in front
- Separate bathroom (min. sink, toilet, shower)

Required Facilities

[IPMC 502]

- Each unit has bathtub or shower, lavatory, toilet & kitchen sink

Rooming Houses:

- Min. 1 toilet, lav. & bathtub or shower per 4 units

Toilet Rooms

[IPMC 503]

- Bathroom is not used as passageway
Bathroom has lockable door

Rooming Houses & Dorms:

- Max. 1 flight of stairs to bathroom

Plbg Systems & Fixtures

[IPMC 504]

- Fixtures are properly installed & maintained
- Fixtures have adequate clearance
- No hazards in plumbing system to occupants or structure—may include:
undersized piping, inadequate venting, cross connections, lack of backflow prevention, damaged or worn piping or fixtures, inadequate support, inadequate water pressure or volume

Water System

[IPMC 505]

- Sinks, laundry facilities, bathtubs & showers have hot & cold running water
- All water inlets located above flood-level rim of fixtures
- Hose bibs & faucets with permanently attached hoses have vacuum breakers

Water heaters:

- Adequate combustion air in small rooms
- Temp. & pressure-relief valve & discharge pipe
- Electrical & gas lines properly installed
- Accessible gas shut off valve
- Approved vent/chimney; approved material in good condition; adequate slope, clearance & support

Sanitary Drainage System

[IPMC 506]

- All fixtures properly connected to sewer
- Every stack, vent, waste & sewer line in good condition
- Sanitary drainage system free of leaks, approved materials, correct slope, free of "patching"
- Fixture vents provided & maintained
- Each fixture has a trap
- Adequate support on all piping

Storm Drainage

[IPMC 507]

- Drainage of roofs & paved areas does not cause a public nuisance
- Storm water discharged away from structures

Heating Facilities [IPMC 602]

- Heating facilities capable of maintaining 68°F in all habitable rooms, bathrooms & toilet rooms (Measured 3 ft above the floor, min. 2 ft from wall)
- Forced-air heat: Separate furnaces serve each unit [2006 MN Mechanical Code, Section 618.7]

Mechanical Equipment [IPMC 603]

- All equipment properly installed & maintained
- All fuel-burning equipment connected to approved chimney or vent (Unvented heaters & decorative appliances are not allowed in any dwelling [MN Mech. Code, Sec. 620])
- Clearances to combustibles maintained
- Safety controls maintained in effective operation
- Combustion & ventilation air provided in the space containing fuel-burning equipment
- Energy conservation devices installed are labeled & approved

Electrical Facilities [IPMC 604]

- Min. 60-amp service with proper fusing & overcurrent protection
- No hazards in electrical system to occupants or structure—may include:
insufficient receptacle distribution, lack of sufficient lighting, damaged or worn wiring, improperly installed wiring, lack of grounding, inadequate support, exposed conductors, missing cover plates, excessive use of extension cords, overloaded receptacle or circuitry, lack of GFCI protection

Electrical Equipment [IPMC 605]

- All equipment properly installed & maintained
- Min. 1 lighting fixture in every hall, stairway, toilet room, bathroom, kitchen, laundry & mechanical room

Receptacles:

- Every habitable space has min. of 2 (separated)
- Laundry outlet to be grounded and/or GFCI
- Every bathroom has min. 1 receptacle (New receptacles to be GFCI protected)

Elevators & Dumbwaiters [IPMC 606]

- Most current certification of inspection on display (Annual testing required per MR Chapter 1307)
- Min. 1 elevator in operation when available

Duct Systems [IPMC 607]

- Functional & maintained free of obstructions

Means of Egress [IPMC 702]

- Safe, continuous & unobstructed path to public way
- Egress doors do not need keys, special knowledge or effort to unlock from the inside

Emergency Escape Openings:

- Maintained to code in effect at time of construction
- Operational without the use of keys or tools
- Bars, grills & grates are releasable/removable from inside without key, tool or force greater than that of window

Fire-Resistance Ratings [IPMC 703]

- Fire-resistance-rated walls, fire stops, shaft enclosures, partitions & floors are maintained
- Opening protectives maintained & operable
Fire & smoke barrier doors are not blocked or inoperable

Fire Protection Systems [IPMC 704]

- All fire detection, alarm & suppression devices are maintained & operable
- Alarms located outside bedrooms, in each bedroom & on each story (including basements)
- Alarms hardwired & interconnected in new construction
- Fire extinguishers in all apartment buildings IFC906

CO Alarms [MN Stat. 299F.50]

- Alarm located within 10 ft of every bedroom (May be exempted if no gas appliances)

Questions?

Housing Inspector	If you have any questions about this form or the Rental Registration Program, please contact the Community Development Department at: 507-333-0359
Applicable Codes	2006 International Property Maintenance Code [IPMC] as adopted & amended by the City of Faribault 2007 Minnesota State Fire Code [MSFC] as adopted by the City of Faribault

Requirements on this page are for buildings with more than two dwelling units

Excerpted from State Fire Marshal Div. Information Sheet

Combustible Waste [MSFC 304]

- No accumulation of combustible waste
- Dumpsters are min. 5 ft from combustible walls

Fueled Equipment [MSFC 313]

- Vehicles & lawn-care equipment & portable cooking equipment is not stored or repaired inside building (Except when building is sprinklered & fuel does not exceed 10 gallons)

Combustible Materials [MSFC 315]

- Storage of materials is orderly & separated from heaters
- Storage in attics, concealed spaces & under stairs and floors protected by 1-hour fire-rated construction or a sprinkler system

Fire Extinguishers [MSFC 906]

- Max. 50 ft travel distance, Type 2-A:10-B:C (or Type 1-A:10-B:C if in each unit)
- Conspicuous, unobstructed location, mounted on supplied bracket
- Quick check performed each month
- Inspected annually per NFPA 10 & records kept

Exits & Egress

Egress Illumination: [MSFC 1006]

- Emergency lighting installed & maintained in common egress areas (except where units have direct access to grade) Hardwired with backup power

Exit Signs: [MSFC 1011]

- Exit signs unobstructed & illuminated at all times Hardwired with backup power

Stairway Identification: [MSFC 1020]

- Signs on each floor landing Required on stairways connecting 3 or more floors

Emergency Escape: [MSFC 1026]

- Every bedroom has a second means of egress: (not required with approved sprinkler system)
 - An egress window (see attached worksheets)
 - A door leading directly to exterior
 - Second means of egress through non-lockable space, sufficiently separate from primary exit

Exits: [MSFC 1015]

- Second exit door required from an area when:

Floor has an occupant load of 10 or more (square footage of more than 2000 sq ft)
The common path of egress travel exceeds 75 ft (125 ft in buildings with a sprinkler system)

Exit Access: [MSFC 1027]

- Max. 200 ft from most remote point within a story (Max. 250 ft in buildings with a sprinkler system)

Dead-End Corridor: [MSFC 1027]

- Max. length of 50 ft

Fire-Resistive Construction

Occupancy Separation: [MSFC 705]

- Min. 1-hr fire-rated construction between most other occupancies unless building has approved sprinkler system (see code for exact requirements)

Corridor Construction: [MSFC 1027]

- Existing walls with wood lath and plaster or ½" gypsum board in good condition, 1-hr fire-rated construction or approved sprinkler system

Vertical Openings: [MSFC 704]

- Stairways, shafts, etc. connecting 2 or more stories are enclosed
Stairways, shafts, etc. connecting 3-5 stories are protected by min. 1-hr fire-rated construction or an approved fire sprinkler system

Maintenance: [MSFC 703]

- All fire-rated construction is maintained
All openings & penetrations are protected

Fire Alarm Systems [MSFC 907]

- Alarm system provided if any unit is above the 2nd floor, any unit is more than one story below grade, OR if there are more than 16 units (Not required if there are no interior corridors and each unit has an exterior exit OR if sprinklered)
- Fire detectors located in furnace, laundry, mechanical & electrical rooms, trash-collection, storage & similar areas
Smoke detectors located in all common areas & interior corridors
- Unit smoke detectors located outside bedrooms, in each bedroom & on each story
- Visible & audible alarms for hearing impaired

Fire Sprinkler & Standpipe Systems

Automatic Sprinkler System: [MSFC 903]

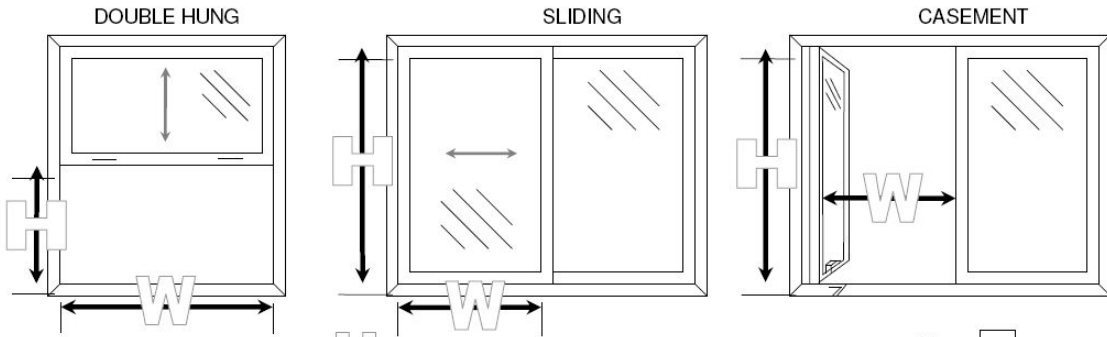
- Approved system required when units located
 - in basement & basement exceeds 2500 sq ft
 - in existing rubbish & linen chutes

Standpipe Systems: [MSFC 905]

- Required when occupied floors are more than 50 ft above or below the lowest level of fire dept. access

Egress Window Worksheet for Windows Installed before April 11, 1983

1) CHECK WINDOW HEIGHT AND WIDTH



Is the clear openable height, **H** at least 24 inches? Yes No

Is the clear openable width, **W** at least 20 inches? Yes No

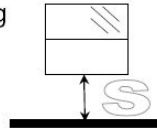
2) Check Window Opening Area (fill in the three blanks)

H _____ **X** **W** _____ = **A** _____
 Openable height (inches) Openable width (inches) Openable area (square inches)

Is the clear openable area, **A** at least 720 square inches? Yes No

3) Check the distance from the floor to the bottom of opening

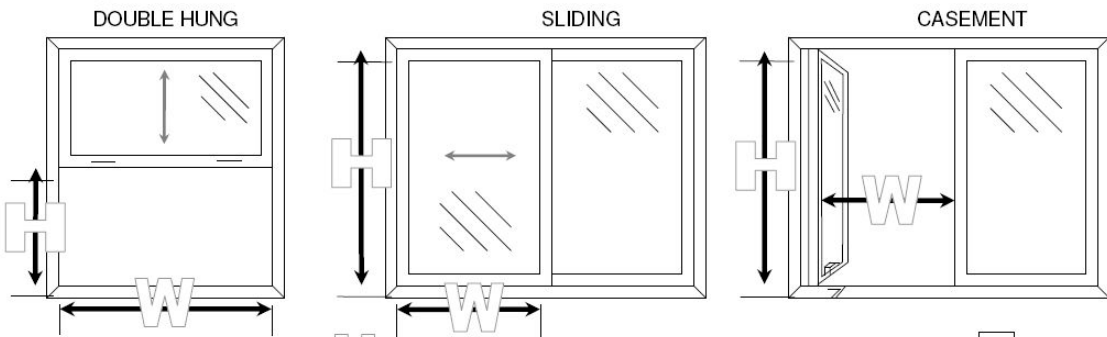
Is the distance, **S** from the floor to the finished sill (bottom of opening) 48 inches or less? Yes No



If you answered yes to all questions then the window should comply with the 2007 Minnesota State Fire Code.
 For assistance: Minnesota State Fire Marshal Division (651) 201-7200; TTY: (651) 282-6555; firecode@state.mn.us

Egress Window Worksheet for Ground Floor Windows Installed on or after March 31, 2003

1) CHECK WINDOW HEIGHT AND WIDTH



Is the clear openable height, **H** at least 24 inches? Yes No

Is the clear openable width, **W** at least 20 inches? Yes No

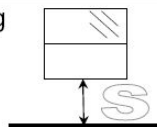
2) Check Window Opening Area (fill in the three blanks)

H _____ **X** **W** _____ = **A** _____
 Openable height (inches) Openable width (inches) Openable area (square inches)

Is the clear openable area, **A** at least 720 square inches? Yes No

3) Check the distance from the floor to the bottom of opening

Is the distance, **S** from the floor to the finished sill (bottom of opening) 44 inches or less? Yes No



If you answered yes to all questions then the window should comply with the 2007 Minnesota State Fire Code.
 For assistance: Minnesota State Fire Marshal Division (651) 201-7200; TTY: (651) 282-6555; firecode@state.mn.us

For Escape Windows Installed Above or Below the Level of Exit Discharge on or after April 11, 1983

1) CHECK WINDOW HEIGHT AND WIDTH

DOUBLE HUNG

SLIDING

CASEMENT

Is the clear openable height, **H** at least 24 inches? Yes No

Is the clear openable width, **W** at least 20 inches? Yes No

2) Check Window Opening Area (fill in the three blanks)

$$\text{H} \times \text{W} = \text{A}$$
 Openable height (inches) Openable width (inches) = Openable area (square inches)

Is the clear openable area, **A** at least 820 square inches? Yes No

3) Check the distance from the floor to the bottom of opening

Is the distance, **S** from the floor to the finished sill (bottom of opening) 44 inches or less? Yes No

If you answered yes to all questions then the window should comply with the 2007 Minnesota State Fire Code.
 For assistance: Minnesota State Fire Marshal Division (651) 201-7200; TTY: (651) 282-6555; firecode@state.mn.us

Window Well Worksheet

1) CHECK WINDOW WELL DIMENSIONS

Is the clear horizontal distance, **A** at least 36 inches? Yes No

Is the clear horizontal distance, **B** at least 36 inches? Yes No

2) Check Window Well Opening Area (fill in the three blanks)

$$\text{A} \times \text{B} = \text{Area}$$
 Horizontal distance (inches) Horizontal distance (inches) = Net horizontal opening (square inches)

Is the **Area** at least 1,296 square inches? Yes No

3) Check the vertical depth of the window well

If the distance, **D** from the bottom of the well to the top at grade is more than 44 inches, a ladder is required. If a ladder is required, is one provided? Yes No

If you answered yes to all questions then the window should comply with the 2007 Minnesota State Fire Code.
 For assistance: Minnesota State Fire Marshal Division (651) 201-7200; TTY: (651) 282-6555; firecode@state.mn.us