

## INSPECTION GUIDELINES

The following sheets contain information on what to look for when inspecting an apartment unit and completing an inventory checklist. These guidelines have been adapted from the City of Long Beach Housing Authority's Section 8 Housing Pre-Inspection Checklist.

### Exterior

- Address and unit numbers must be visible for emergency identification.
- Properties with four to sixteen apartments (where the owner does not reside on the premises) must have a notice stating the owner/agent's name and address posted in a conspicuous place on the premises.
- All public hallways, stairs and other exit ways must be adequately lit at all times.
- Mailboxes must be in proper working condition.

### Windows

- All cracked and broken glass must be replaced.
- Glazing and frames must be intact and working.
- All bedrooms and living rooms must have at least one operable window for ventilation. A bathroom does not require a window for ventilation if it is equipped with an approved operative mechanical ventilation system.
- All windows require a screen and approved working lock.

### Stairways

- Handrails are required on sections of four or more steps and must be secure.

### Elevators

- Must have a current inspection permit.

### Floors

- All floors must be in a finished state.
- Bathroom and kitchen floor surfaces shall be constructed and maintained so as to be substantially impervious to water.

### Electrical

- The kitchen requires at least two working outlets and one working permanently installed light fixture.
- Most other rooms require at least one outlet and one permanently installed light fixture or two outlets.
- All electrical hazards must be eliminated, e.g. missing or cracked outlet cover plates, exposed wiring.
- The bathroom requires one permanently installed light fixture and one outlet.

### Heating and Cooking

- All gas heat sources must have a fuel shut off valve
- All heater fire boxes must be kept clean and free of debris

**Doors/Exit**

- All exits must be free of obstruction
- All fire exits must be kept in good working condition
- In bedrooms where the window is used as an emergency exit, at least one window must be operable and sized for a fire exit. If window security bars or security screens are present on an emergency exit window, they must be equipped with a quick release system that does not require prior knowledge to open. The owner is responsible for instructing the tenant/s on the use of the quick release system.
- All exterior doors must be weather tight to avoid any air or water infiltration, have no holes and have all trim intact.
- All exterior doors must be capable of being locked. Locks must be of adequate strength to provide security for the unit. Chain locks are not adequate.
- Knobs and striker plates must be present and in good working condition.
- All doorframes must be intact.
- All interior doors must have no holes, have all trim intact, and be capable of being opened easily by the tenant without the use of a key.

**Walls and Ceilings**

- All walls in a tub or shower area must be covered with ceramic tile or a substitute material that is impervious to water to prevent water damage and eventual deterioration.
- Holes or cracks in walls should be patched and repaired.

**Kitchen**

- Appliances must be in good working condition.

**Infestation**

- Any infestation of rodents or vermin must be eliminated.

**Closets**

- Rollers must be in good working order.

**Smoke Detectors/Fire Extinguishers**

- Each dwelling unit must contain at least one battery operated or hardwired smoke detector in proper working condition on each level of the unit. If the unit is occupied by hearing-impaired persons, smoke detectors must have an alarm system designed for hearing impaired persons.
- A smoke detector must be installed in each sleeping area and in areas such as hallways that give access to sleeping areas.
- Tenants are responsible for providing and replacing batteries for battery powered units.
- Fire extinguisher must be present and in good working condition in all areas required by the Long Beach fire code.
- It is recommended that a fire extinguisher be wall mounted in or near the kitchen area.

**Management**

- A janitor, housekeeper or other responsible person shall reside upon the premises and shall have charge of buildings in which there are sixteen or more apartments.