

**RENTAL HOUSING  
EVALUATOR GUIDELINES**

**City of South St. Paul, Minnesota**

**Effective Date: January 19, 2016**

**South St. Paul**

**Rental Housing Evaluator Guidelines**

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## **South St. Paul**

### **Rental Housing Evaluator Guidelines**

# **FORWARD**

The purpose of this guide is to answer questions about the proper procedures to be followed by all Rental Housing Evaluators licensed in the City of South St. Paul. This guide covers information for evaluators from necessary equipment to how to fill out the evaluation report. If after reading this guide you still have questions, or anytime you're uncertain about a procedure, do not hesitate to call the South St. Paul Building Inspections Department at (651) 554-3220.

The South St. Paul Rental Housing Report and Guidelines are based up on a number of sources, including the South St. Paul City Ordinances and the building codes adopted by the City of South St. Paul. All evaluators are required to follow the currently adopted Guidelines and other instructions specifically issued by the City of South St. Paul.

## **INTENT OF THE RENTAL HOUSING ORDINANCE AND THESE GUIDELINES**

The Rental Housing Ordinance is intended to protect the public welfare and improve the City's housing stock by identifying specific deficiencies for every rental dwelling unit. It is expected that the evaluator will be a partner with the City in supporting full compliance with this and related ordinances. This compliance is required for all evaluations. Evaluators are required to follow the guidelines in their entirety.

## **TOOLS OF THE TRADE**

The evaluator is expected to have, at a minimum, the following tools and aids to assist with the actual evaluation. The minimum equipment necessary would be:

1. A four (4) to five (5) foot step ladder (or one of sufficient size to allow the evaluator to easily access attic spaces).
2. A twelve (12) foot measuring tape.
3. A flashlight.
4. A sharp instrument or tool such as an awl or ice pick.
5. An electrical outlet testing device equipped with Ground Fault Circuit Interrupter (GFCI) tester.
6. An electrical outlet testing device with two flexible heads.
7. Binoculars.

## **SETTING THE APPOINTMENT**

The evaluator should discuss and settle up on a fee for the initial inspection and any subsequent inspection(s) before making an appointment. The evaluator should make a definite appointment time for the evaluation and then keep that appointment. Immediately upon arriving at the premises,

the evaluator's identification shall be shown to the owner. The evaluator should have prepared the property owner, in advance, for this evaluation by informing the owner that:

1. Access needs to be provided to all spaces, including the garage, attic, and all mechanical systems. All obstructions and necessary personal items should be removed prior to the evaluation. If the owner refuses to make the attic accessible, the evaluator shall indicate this fact on the report.
2. All heating systems should be up and running.
3. Current photo identification of the evaluator is required.

## **CONDUCT DURING THE EVALUATION**

The owner should be invited to accompany the evaluator on the evaluation tour. Make it clear to the owner that the Rental Housing evaluation is based upon a visual inspection. The evaluator is not expected to remove cover plates and/or access doors requiring the use of tools and does not require the owner to do so, either. Politely suggest that the owner ask all questions they wish and request that they point out features known to them that may assist in determining the age and/or condition of the dwelling's mechanical and electrical systems. This is not a mandatory requirement, but it may serve to furnish the evaluator with considerable information concerning the age and/or condition of the structural, mechanical, and electrical components of the dwelling.

Tell the owner that, after the evaluation, you will be glad to discuss the report. You should go over the items marked as "**Hazardous**" and inform the owner that the City of South St. Paul does require repairs of these items to obtain a Rental License. City permits may be required for any repairs or corrections the owner chooses to undertake.

All questions regarding permits should be addressed to the South St. Paul Building Inspection Department at (651) 554-3220.

The following is the text of the Code of Ethics adopted by the City of South St. Paul for Rental Housing Evaluators licensed in South St. Paul.

## **City of South St. Paul**

### **CODE OF ETHICS FOR RENTAL HOUSING EVALUATORS**

1. The evaluator will not discriminate in providing services and establishing fees.
2. The evaluator, while acting as such, will not operate under the use of alcohol, drugs or narcotics, even if prescribed by a physician, which may impair his/her judgment or performance as an evaluator.
3. The evaluator will not knowingly re-evaluate any premises for which a previous evaluation remains in force. However if, since a prior inspection, conditions have changed or repairs have been made of items noted as “below minimum standards” or “**Hazardous**,” or were not accessible, in such inspection the evaluator who made the prior inspection may re-evaluate the premises.
4. The evaluator will be responsible at all times to execute his/her duties with due care and in good faith, in compliance with the laws and regulations of the City of South St. Paul, in compliance with the South St. Paul Rental Housing Evaluator Guidelines and with the Code of Ethics for Rental Housing Evaluators. Failure of the evaluator to comply with the law and direction through these Guidelines shall constitute an infraction of this Code of Ethics.
5. The evaluator, while acting as such, will not engage in conduct that in any way is in violation of any law or ordinance, or in in contravention of good order and decorum.
6. The evaluator will respond to all complaints received regarding his/her evaluation services in a timely manner.
7. The evaluator will not knowingly submit or prepare for a homeowner an evaluation which contains false or misleading statements. All evaluations made shall be completed on forms required by the City of South St. Paul.
8. Failure of the evaluator to respond to the requests, written or oral, of the City of South St. Paul shall constitute an infraction of this Code of Ethics.
9. The evaluator will not evaluate properties in which he/she or his/her immediate family has an interest. For purposes of this provision, immediate family shall mean parents, children, spouse, and siblings. Immediate family shall further mean those persons living together in a dwelling comprising a single housekeeping unit.
10. The evaluator will not evaluate properties in which an interest is claimed or had by his/her employer, or by a person or entity retaining him/her for services other than such evaluations, or by a real estate company with which he/she is otherwise associated.
11. The evaluator, while acting as such, will not endorse specific materials or firms. He/she will not appraise the value, or estimate the costs of repairs or services for properties he/she is evaluating. The evaluator will not make any repairs or additions to a property he/she has evaluated, during the time period the evaluation he/she conducted is valid, nor will he/she make a Rental Housing evaluation for any property for which he/she has made any repairs or additions within the last ninety (90) days.
12. The evaluator, while acting or advertising his/her services as such, will not solicit the property for sale, nor suggest services of specific agencies or agents.



## **COMPLETING THE REPORT FORM**

The Rental Housing Report form must be filled out completely, following all instructions in these Guidelines, computer-generated, and in an approved electronic format.

If any numbered item for evaluation cannot be viewed to be evaluated, the minimum acceptable rating is: “Comment” – with the reason for no evaluation, Y/N, M, B, or H. If no reason is given, the report is incomplete and will be returned to the evaluator to finish and will be subject to a late fee if not resubmitted within the allowed filing period. If the reason it cannot be viewed is for unsanitary conditions, the item must be marked as “**Hazardous**” until such time as it can be viewed for evaluation.

## **ADMINISTRATIVE DUTIES**

This list is not all-inclusive.

1. Any forms that evaluators file, as amendments, must be submitted according to the same timelines as an initial Rental Housing Report.
2. All evaluator-produced, or computer-generated, forms must be submitted for pre-approval by the City of South St. Paul prior to their use.
3. The evaluator shall completely and clearly fill out the Rental Housing Report form. Write the address and date lengthwise in the area provided and staple the report together, if the pages are loose. Fill out the form neatly in blue or black ink.
4. For a minimum of three (3) years from the date of an evaluation, each evaluator must be able to produce a paper, hard-copy, of any and all reports requested by the City of South St. Paul and be able to provide proof of filing the report. This information must be provided to the program administrator no later than forty-eight (48) hours after the receipt of the request or no later than ten (10) days from the mailing of the request, whichever date occurs first.

## **OTHER**

Should any questions arise, contact the South St. Paul Building Inspections Department at (651) 554-3220.

## **BASEMENT/CELLAR**

### **1. Stairs & Handrails**

- A. Determine if the stairway(s) leading to the basement/cellar are safe to use and capable of supporting the load that normal use would cause to be placed upon them. If stairway is unsafe or not capable of supporting such loads, this item will be marked as “**Hazardous.**”
- B. Check stairway stringer for any signs of decay, sagging or deterioration. If any of these conditions exist, this item will be marked as “Below Minimum Standard.”
- C. Determine if the stair rise (7-3/4 inch maximum), run [ten (10) inch minimum], and width [thirty-six (36) inch minimum] are proper. Determine if the rise and run of the treads are even and/or uniform. If any of these conditions are not met, this item will be marked as “Below Minimum Standard.”
- D. Determine if headroom is six feet eight inches (6 feet 8 inches). If not, mark this item as “Below Minimum Standard.”
- E. Determine if the handrail(s) are properly installed and securely attached at the proper height, thirty-four to thirty-eight (34 to 38) inches high, as measured from the nose of the tread. The handrail(s) shall be full length, with ends returned, and located on the open side of the stairway. If a stairway has both sides open, a handrail shall be present on both sides. If any of these requirements are not met, this item will be marked as “Below Minimum Standard.” If the stairway has an open side, it must also have a guardrail (or wall) that is a minimum of thirty-six (36) inches in height with intermediate rails that are spaced so that a four (4) inch sphere cannot pass through the openings. If this criteria is not met, this item will be marked as “Below Minimum Standard.”

### **2. Basement/Cellar Floor**

- A. Check the floor/slab for evidence of heaving, buckling, large cracks, holes or raised edges, or other conditions. If these conditions are encountered, this item will be marked as “Comment,” with an explanation. If, in the evaluator’s opinion, there is a condition that may be a potential trip hazard, or if the floor/slab is not in a professional state of repair, this item will be marked as “Below Minimum Standard.”
- B. If there is no slab or other durable surface, or if the slab does not cover all usable floor areas of the basement/cellar, this item will be marked as “Below Minimum Standard.”

### **3. Foundation**

- A. Carefully check the basement/cellar walls for leaning, cracking, buckling, or bulging conditions which may indicate structural failure. If, in the evaluator’s estimation, there is a potential for immediate structural failure, this item will be marked as “**Hazardous.**”
- B. Check for any missing, cracked or deteriorated blocks, bricks, stones or mortar. Note any spalling of walls and/or blistering of paint. If any of these conditions exist, this item will be marked as “Below Minimum Standard.” The evaluator shall determine if any foam plastic material has been installed and has been left exposed in the dwelling, including the basements and crawl spaces. All exposed foam plastic must be covered with a minimum 1-1/2 inch thick mineral fiber insulation, 1/4 inch plywood, hardboard or gypsum wallboard or foil facing. Spray foam installed in the rim joist area is exempt from this requirement. If foam plastic material has not been protected by covering with an approved material, this item will be marked as “**Hazardous.**”

- C. Where crawl spaces exist, the evaluator need not access these spaces but will use any holes or openings into these spaces to evaluate the visible foundation. Any walls not in a professional state of repair should be noted and marked as “Below Minimum Standard.”
- D. Evaluate the masonry foundation wall(s). If they are concealed or covered, state so in the Comment section and identify the obstruction. If the masonry walls are covered by installed building or remodeling materials, evaluate and grade the installation as you would any other wall. Mark “Below Minimum Standard” any wall or wall covering not found to be in a professional state of repair.

#### **4. Evidence of Dampness or Staining**

- A. Check for any indications of past or present dampness, staining dampness, stains, efflorescence or decay, and mark either “Yes” or “No.” If “Yes,” a comment must be present in the Comment section of the report. Pay particular attention to the bottom of any wood (stair stringers, columns, shelving, and paneling) in contact with the slab/floor when checking for this evidence.
- B. If areas are concealed or covered, state so in the Comment section and identify the obstruction and indicate the extent of the concealment. Evaluate and grade the installation of what is visible or uncovered.

#### **5. First Floor, Floor System**

- A. Check all floor joists and other wood framing members for rot, decay, and insect damage. Also check for improper holes and/or notches\*, over-spanning, lack of supports, or improper support. If any of these conditions exist, this item will be marked as “Below Minimum Standard.” If there are signs of structural failure or there is a potential for immediate structural failure, mark this item as “**Hazardous**.” The evaluator will utilize a sharp instrument to determine if deterioration exists. Special attention should be given to areas where wood enters masonry walls.

\* Some notching and boring is acceptable. Consult the appropriate notching and boring guide for specifics.

- B. Check the subfloor for decay and evidence of water seepage that could indicate leaks in the plumbing system. If decay exists on the subfloor, mark this item as “Below Minimum Standard.” If evidence of water seepage, a comment must be present in the Comment section of the report.
- C. Where crawl spaces exist, the evaluator need not access these spaces but will use any holes or openings into these spaces to evaluate the visible floor joists and subfloor system. Check to see that the proper clearances to the soil (18 inch minimum, unless treated) exist. If they do not, mark this item as “Below Minimum Standard.”
- D. If area(s) are concealed or covered by permanent building materials, “Comment,” and indicate the extent of concealment and condition of what is visible or uncovered.

#### **6. Beams & Columns**

- A. Check all beams and columns for rot, decay and insect damage. Also check for improper holes or notches, sagging, lack of support, or improper supports. If any of these conditions exist, this item will be marked as “Below Minimum Standard.” If there are signs of structural failure, or a potential for immediate structural failure, mark this item

as “Hazardous.” The evaluator will utilize a sharp instrument to determine if deterioration exists. Special attention should be given to areas where wood enters masonry.

- B. The minimum standards do not specifically require that the columns be supported on a surface above the basement/cellar floor; however, the evaluator shall determine if the columns remain sound and in good structural condition by utilizing a sharp instrument at the floor level. If the column is not in sound condition, this item will be marked as “Below Minimum Standard.”
- C. The use of adjustable posts or other temporary types of supports may indicate a structural problem, and the presence of such temporary supports should be carefully examined and noted as a comment in the Comment section of the report. Any adjustable post not made permanent by removing the pin and spot-welding or peening the thread and properly anchoring the post will be marked as “Below Minimum Standard.”
- D. Check for evidence that the columns have settled and, if found, this item will be marked as “Below Minimum Standard.”
- E. Where crawl spaces exist, the evaluator need not access these spaces but will use any holes or openings into these spaces to evaluate the visible columns and beams. Check to see that the proper clearances to soil [six (6) inches for columns, twelve (12) inches for beams, unless treated] exist. If they do not, mark this item as “Below Minimum Standard.”
- F. If areas are concealed or covered by permanent building materials, “Comment,” and indicate the extent of concealment and condition of what is visible or uncovered.

## **ELECTRICAL SERVICE(S)**

### **7. Service Size**

- A. Determine the amperage and voltage rating of the service and indicate in the space provided. The evaluator is not required to remove the service panel cover if tools are required to do so but shall determine the service size by observing the size and number of service entrance wires, the size of the service conduit, the rated size of the service panel, and the size of the main fuse or circuit breaker.

### **8. Electrical Service Installation/Grounding**

- A. Determine if the service installation is safe and properly installed and maintained. If not, mark this item as “Below Minimum Standard.”
- B. Check to ensure all panel box components are in place (i.e., knockouts, covers, and doors). If missing, mark this item as “Hazardous.”
- C. Check for over-fusing, tampering, or overloading. If found, mark this item as “Hazardous.”
- D. Check the service ground. The service ground must be connected directly to the street side of the water meter and either to a continuous metal water pipe or to a grounding electrode (a metal rod driven into the soil). There must always be a jumper wire installed around the water meter. If ground is not present or is not properly connected, this item will be marked as “Hazardous.”

## 9. Electrical Wiring, Outlets & Fixtures

- A. Determine if the minimum number of electrical outlets and fixtures required by the National Electrical Code are provided in the basement/cellar area. If not, mark this item as “Below Minimum Standard.”
- B. Determine if all visible wiring in the basement/cellar area has been installed, maintained, and energized in a manner which complies with the current National Electrical Code, the code applicable at the time of installation. If not, mark this item as “Below Minimum Standard.” If conditions are viewed such as missing cover plates, open junction boxes, missing knockouts, and/or exposed wires, this item will be marked as “Hazardous.” Knob and tube wiring covered by insulation shall be marked as “Hazardous.” Extension cords used in lieu of permanent wiring shall be marked as “Hazardous.”
- C. The evaluator will randomly check at least half of all outlets with an electrical outlet testing device to determine if all grounding type outlets are properly wired. If not, mark this item as “Below Minimum Standard.” If any grounding type outlets are found to not be grounded, mark this item as “Hazardous.”
- D. The evaluator shall determine if there are any ungrounded metallic light fixtures and/or electrical outlets located within eight (8) feet vertically or five (5) feet horizontally of a grounded surface. Such ungrounded fixtures or outlets that were installed after January 1, 2002, will be marked as “Hazardous.” However, if the ungrounded metallic light fixtures and/or electrical outlets described above were installed prior to 2002 and have not been removed, replaced or improved since 2002, then this item will be marked as “Below Minimum Standard.”

## PLUMBING SYSTEM

### 10. Floor Drain(s)

- A. If no floor drain has been provided, the evaluator will note this by printing “N/A” in the space provided and must comment that no floor drain was found.
- B. Determine if the floor drain has a water seal trap, a tight fitting secure cleanout plug, a secure grate, is free of debris, and appears to be functioning. If these conditions do not exist, mark this item as “Below Minimum Standard.” If no cleanout plug is present or if it is clogged, mark this item as “Hazardous.”

### 11. Waste and Vent Piping (All Floors)

- A. Check the visible waste and vent lines for signs of leakage or seepage. If present, mark this item as “Below Minimum Standard.”
- B. Check for repairs made with improper materials (tape, rags, tar or putty, etc.). If present, mark this item as “Hazardous.”
- C. If improper saddle-type connections are present, indicate this as “Below Minimum Standard.” Refer to Minnesota State Plumbing Section 4715.0800, Sub. 5.
- D. Determine if all visible waste and vent pipes are of approved materials. If they are not, and if ABS or PVC plastic waste pipes are improperly connected and/or mixed together, mark these conditions as “Below Minimum Standard.”
- E. Determine if all visible waste lines are properly vented. If not, mark this item as “Below Minimum Standard.”
- F. Check to see that all abandoned waste or vent lines have been properly plugged or capped with approved materials. If not, mark this item as “Hazardous.”

- G. Determine if a cleanout for the building sewer is provided, either at the wall where the waste system leaves the building, or at the base of the main stack. If no such cleanout is provided, mark this item as “Below Minimum Standard.”
- H. A sump pump must drain directly to the outside. Mark as “**Hazardous**” if it drains to the sanitary sewer line.
- I. All shower stalls must have proper waste and vent plumbing and a curb-type enclosure. Whenever the water from the shower is in a confined area, it must have a proper waste and vent. If determined to be not properly plumbed, mark as “Below Minimum Standard.”

## 12. Water Piping (All Floors)

- A. Determine if all water piping has been properly installed and supported, utilizing approved materials. If not, mark this item as “Below Minimum Standard.” Rubber hose is unapproved for use as interior water supply piping. Plastic water piping (CPVC and Poly Butylene) must meet all requirements for installation and materials. If unable to determine the type of materials used, indicate this in the Comment section of the report.
- B. Check the water piping for crimping that may seriously restrict water flow and record these conditions as “Below Minimum Standard.”
- C. Record as “Below Minimum Standard” the presence of unapproved repair clamps or saddle-type connections on the water supply lines.
- D. Determine if the water piping is of a size and condition so as to furnish at least two (2) fixtures with an uninterrupted supply of water simultaneously. No more than three (3) fixtures can be supplied by a 1/2 inch pipe. If these conditions do not exist, mark this item as “Below Minimum Standard.”
- E. Note if any water piping enters into unheated areas of the building where it would be subject to freezing during cold weather. The evaluator will identify this in the Comment section of the report.
- F. Check exterior fixtures. Rate at “Below Minimum Standard” if there are no sillcock backflow preventer.
- G. All floors, interior: Any water outlet above the spill line and with hose threads on the water outlet requires a backflow prevention device. If no such device is present, mark this item as “Below Minimum Standard.”
- H. If the water source is off in the entire dwelling, mark this condition as “**Hazardous**.”

## 13. Gas Piping (All Floors)

- A. Determine if all visible gas piping has been properly installed and supported using approved materials. If not, mark this item as “Below Minimum Standard.”

**Note:** Some new construction is using approved flex line and connector(s). However, in no instance may there be flex line through flooring, walls, cabinets, or ceilings. Mark as a “Comment” any kinks in gas line(s). If this condition exists, mark this item as “**Hazardous**.” Mark as “Below Minimum Standard” any kinks that may resist flow.

- B. Determine if all the gas piping to appliances are provided with an operable lever handle shut-off valve, located within six (6) feet of the appliance and in the same room as the appliance. If not, mark this item as “**Hazardous**.” If valves are missing or broken, mark this item as “**Hazardous**.”

- C. Determine if unapproved flexible gas appliance connectors have been installed on any gas appliance. If unapproved gas connectors are found, indicate the installation as “**Hazardous.**” All approved flexible connectors must be UL listed. Material types can range from rigid to CSST pipe. Connectors cannot exceed an overall length of three (3) feet, except for a range or clothes dryer, where up to six (6) feet is allowed. Shut-off valves must be installed ahead of the connectors. Connectors shall not be concealed within or extend through walls, floors, partitions, ceilings or appliance housings; however, fireplace inserts are exempt from this provision. Soft copper tubing is considered to be “semi-rigid” and, therefore, is not considered an approved flexible connector. Any connector that does not meet these criteria is considered to be an “unapproved” connector. If the connector is flare fitted or either stainless steel or double walled (in the case of those installed inside a range), the installation is an “unapproved” connector.
- D. Check to see that the required drip leg or dirt tee is provided on the gas line to all thermostatically controlled appliances. The lack of a drip leg or dirt tee will be marked as “Below Minimum Standard.”
- E. Determine if all abandoned gas piping has been properly plugged or capped. Any uncapped or improperly capped piping will be marked as “**Hazardous.**”

#### **14. Water Heater(s) Installation(s)**

- A. Check the visible condition of the water heater. Mark as “Below Minimum Standard” any evidence of rusting or leakage from the drain cock or temperature/pressure relief valve. Mark as “Below Minimum Standard” any evidence of scorching, or any missing or broken control valves, or leaking from the tank. (Note: Section reworded for clarity. No deletions or additions to the meaning have been made.)
- B. Determine if the water heater is located over a noncombustible floor and is set firmly in place. If the water heater is installed on a combustible floor and the original manufacturer’s installation guidelines are not present, comment in the Comment section, “water heater installed on combustible surface. Manufacturer’s guidelines not present.”
- C. Determine if the water heater is provided with a combined temperature and pressure relief valve. If no relief valve is provide, mark this item as “**Hazardous.**” Check to see that the temperature/pressure relief valve is properly attached to the hot water pipe within the stated distance on the valve or installed within the top six (6) inches of the water heater. If the relief valve is not properly installed, mark this item as “**Hazardous.**”

If the temperature/pressure relief valve does not meet the approved installation standards, or if the pipe is capped off or plugged, mark this item as “**Hazardous.**”

- D. Check to see that there is a drain (discharge) pipe attached to the relief valve. The pipe must be piped to within six to eighteen (6 to 18) inches of the floor, unthreaded and uncapped on the bottom end, and the same size as the relief valve outlet for the full length. The pipe must be of an approved material (plastic is not an approved material). If any of these conditions are not met, mark this item as “**Hazardous.**”
- E. The evaluator is not required to test the relief valve; however, if a visual inspection indicates that the relief valve could be inoperative, this condition shall be marked as “**Hazardous.**”

## 15. Water Heater(s) Venting and Combustion Air Supply

- A. Determine if a gas fired water heater is provide with a draft hood (diverter), and the vent piping is of an approved material (black vent pipe is not approved for use with gas fired appliances), pitched upward toward the chimney, properly secured with three (3) screws at each joint, and properly supported. If any of these conditions are not met, mark this item as “**Hazardous.**” If vent line is deteriorated, separated, missing, improperly assembled or not sealed to the chimney, mark this item as “**Hazardous.**”
- B. Check for back spillage at the draft hood. This can be tested by turning on a hot water faucet and allowing the water to run until the water heater is ignited. At that time, a match or smoke should be placed near the draft hood to test if it is properly drafting up the vent pipe. If it is not drafting properly, this item will be marked as “**Hazardous.**”
- C. Determine if the vent piping has the proper clearance to combustible materials. If the proper clearance is not provided, mark this item as “**Hazardous.**”
- D. If the water heater vent enters another appliance vent line, it must enter that line at a forty-five (45) degree angle and be consistent with the flow of the vent line entered. If these conditions are not met, mark this item as “Below Minimum Standard.”
- E. If the evaluator finds the water heater to be located in a confined space, it shall be determined if proper combustion air is provide to the water heater by an opening into the space. The combustion air intake shall not be smaller than the area of the flues of all appliances located within the space. One-half of the combustion air intake should be located within twelve (12) inches above the draft diverter. If these conditions are not met, mark this item as “Below Minimum Standard.” Mark as “Below Minimum Standard” any venting into the room.
- F. “Comment” if water heater is electric.

## 16. Plumbing Fixtures

- A. Plumbing fixtures required to be evaluated by Item 16 are those plumbing fixtures located in the basement/cellar (unless included in Item 44). The evaluator shall determine if these plumbing fixtures are properly installed and properly vented. If they are not, these fixtures will be marked as “Below Minimum Standard.” If the fixture is not provide with a water sealed trap, mark this item as “**Hazardous.**”
- B. Record as “**Hazardous**” any plumbing fixtures that are broken, cracked, leaking, deteriorated or not maintained, so as to create an unsanitary condition. If the leaking fixture is leaking waste, mark this item as “**Hazardous.**”
- C. All plumbing fixtures where the water supply has been disconnected will be marked as “**Hazardous.**” as the water in the trap will evaporate.

## HEATING SYSTEM

### 17. Heating Plant(s)

- A. Determine the type of main heating system and the type of fuel used and mark this information in the space provided.
- B. If more than one main and one auxiliary heating system is installed, the evaluator shall note the type of systems and fuels used in the Comment section of the report.



## 17a. Installation and Visible Condition

- A. Check the exterior and interior areas of the heating plant, which are visible, by removing cover panels that do not require the use of tools, for signs of leakage, cracks, rust and scorched areas and for missing or deteriorated seals.

If found, the following items will be marked as “Hazardous”:

1. Signs of leakage.
2. Cracks in the combustion chamber.

If found, the following items will be marked as “Below Minimum Standard”:

1. Rusted areas.
2. Scorched areas.
3. Cracked and/or damaged casing.

- B. Check for proper clearances to combustibles. The clearance rating may be noted on the nameplate of the appliance. If improper clearance to combustibles, mark this item as “Hazardous.” If clearance to combustibles rating is not found or determined, this should be stated in the Comment section of the report.

- C. Check for the required safety controls. The evaluator need not test the safety controls to determine if they operate but, if a safety control is missing or visibly defective, the evaluator will mark this item as “Hazardous.”

1. The evaluator shall check to see that gas fired heating plants have the following safety controls:
  - a. Thermostat.
  - b. Burner High Limit Control.
  - c. Level Handle Gas Shut-off.
  - d. Gas Pressure Control Valve.
  - e. Thermocouple.
  - f. Fan Limit Control Switch (for warm air furnaces).
2. The evaluator shall check to see that fuel oil fired heating plants have the following safety controls:
  - a. Thermostat.
  - b. Burner High Limit Control.
  - c. Stack Control or Photo Electric Cell.
  - d. Fan Limit Control Switch (for warm air furnaces).

- D. The evaluator will check and record the presence of the following conditions:

1. Gas Fired Heating Plants

Look for excessive condensation within the dwelling. This could result in or be the result of a rusted or cracked heat exchanger, a rusted or blocked vent connector, or blocked chimney. A comment should be made if this condition is found.

## 2. Fuel Oil Fired Heating Plants

Look for excessive soot build-up by the heat registers within the dwelling. This could be the result of a rusted or cracked heat exchanger. If found, mark this item as “Below Minimum Standard.”

## 3. Electric Heating

- a. Check the rating panel on the heating equipment to determine if an adequately sized branch circuit is provided. If not, this item will be marked as “Below Minimum Standard.” If a rating panel cannot be located, a comment regarding that should be made.
- b. Check all visible wiring to determine if it is properly installed. If not, follow guidelines for Item 9.

## 4. Warm Air Heat

Determine if duct work is in good condition, properly secured, and air tight at connections. If these conditions are not met, this item will be marked as “Below Minimum Standard.”

## 5. Hot Water Systems

- a. Check the water supply piping leading to the boiler for an approved DCIVA (Double Check Intermittent Valve Assembly). If none found, mark this item as “Below Minimum Standard.”
- b. Check the boiler and expansion tank to determine if a drain valve has been provided to allow proper draining of the boiler and expansion tank. If no such valves are found, mark this item as “Below Minimum Standard.” If the expansion tank is open to the atmosphere, no drain valve is required.
- c. Check the boiler and expansion tank to determine if a shut-off valve is provided. If no such valves are found, mark this item as “Below Minimum Standard.” The shut-off valve for the boiler should be located on the water supply line. The shut-off valve for the expansion tank should be located in the line between the boiler and the expansion tank. If the expansion tank is open to the atmosphere, no shut-off valve is required.
- d. If no expansion tank is present or visible, this item will be marked as “Below Minimum Standard.”
- e. Determine if the boiler is provided with a combined temperature/pressure relief valve. If no relief valve is provided, mark this item as “**Hazardous.**”
- f. Check to see that there is a drain (discharge) pipe attached to the relief valve. The pipe must be piped to within six to eighteen (6 to 18) inches of the floor, unthreaded and uncapped on the bottom end, and the same size as the relief valve outlet for the full length. The pipe must be of an approved material. If any of these conditions are not met, mark this item as “Below Minimum Standard.” If the pipe is capped off or plugged, mark this items as “**Hazardous.**”
- g. The evaluator is not required to test the relief valve; however, if a visual inspection indicates that the relief valve could be inoperative, this condition shall be marked as “**Hazardous.**”

## 6. Steam Heat Systems

- a. Check the water supply piping leading to the boiler for a backflow preventer or a check valve. If none are found, mark this item as “Below Minimum Standard.”
  - b. Check the steam heat boiler to determine if an automatic low water cut-off valve has been provided. If no valve is found, mark this item as “Below Minimum Standard.”
  - c. Determine if the boiler is provided with a combined temperature and pressure relief valve. If no relief valve is provided, mark this item as “Hazardous.”
  - d. Check to see that there is a drain (discharge) pipe attached to the relief valve. The pipe must be piped to within six to eighteen (6 to 18) inches of the floor, unthreaded and uncapped on the bottom end, and the same size as the relief valve outlet for the full length. The pipe must be of an approved material. If any of these conditions are not met, mark this item as “Below Minimum Standard.” If the pipe is capped off or plugged, mark this item as “Hazardous.”
  - e. The evaluator is not required to test the relief valve; however, if a visual inspection indicates that the relief valve could be inoperative, this condition shall be marked as “Hazardous.”
- E. Check that all habitable rooms are provided a heat register, a radiator, or other heat source. If any room lacks a heat source, this will be marked as “Below Minimum Standard.”
- F. Mark as “Below Minimum Standard” any free standing space heater that takes its combustion air from the room in which it is located. Mark as “Hazardous” any heater that takes its combustion air from a bedroom in which it is located. (Some direct vent gas appliances are suitable for use in bedroom(s) but the rating plate must be visible and condition verified.
- G. If the heating plant is viewed in operation, the evaluator shall observe attached pumps or fans to determine if they are properly functioning. If not functioning properly, this item will be marked as “Below Minimum Standard.” See Item 17b regarding “viewed in operation.”

### 17b. Viewed in Operation

- A. The evaluator will attempt to operate the heating plant by following these guidelines and indicate in the space provided either a “Y” (yes) or “N” (no).

### 17c. Combustion Venting

- A. Determine if the visible venting system is of adequate size, based on the number of appliances using the vent system, by using the tables provided the evaluator for such purposes. If the vent size is inadequate, mark this item as “Below Minimum Standard.”
- B. Check to see that the vent lines are free of rust and holes, that the line runs uphill, the joints are tight and secured with three (3) screws, and that the vent is tightly sealed to the chimney.

The following conditions will be marked as “Hazardous”:

1. Holes in the vent line.
2. Vent line is not tightly sealed to the chimney.
3. Vent line has gaps and/or is disconnected.
4. Vent line does not run uphill.

5. Vent connections do not have the proper number of screws at each connection.
  6. Improper materials used in vent line.
- C. Determine that the vent line enters an approved chimney for the type of fuel. If not, mark this item as “Below Minimum Standard.”
  - D. If vent lines from numerous appliances intersect, they should intersect at a forty-five (45) degree angle and be consistent with the flow of the vent line entered. If these conditions are not met, mark this item as “Below Minimum Standard.”
  - E. Check that the vent line has proper clearance to combustibles. If the clearance is not adequate, mark this item as “Hazardous.”
  - F. When the heating plant is operating, the evaluator will check the draft diverter for back spillage by following the instructions in Item 15B.
  - G. Fuel Oil Fired systems:

Determine that a barometric draft regulator is provided on the vent connector from the heating plant to the chimney and that it is in sound working condition. If there is no regulator or if the regulator does not operate properly, mark this item as “Below Minimum Standard.”

## 18. Additional Heating Unit(s)

- A. Follow the guidelines for Item 17a through 17c.

## 19. Additional Comments

- A. This section is to be used for any conditions found in the basement that are not included in Items 1 through 18 and which constitute a defect, hazard, or are in need of specific comments.
  1. Mark as “Hazardous” any incinerator that is connected in any manner to the chimney and/or gas lines.
  2. Mark as “Hazardous” any urethane (foam) insulation that does not have proper fire separation.
  3. Mark as “Hazardous” any domestic clothes dryer which is not vented to the outside.
  4. Dryer vents for gas dryers shall be of smooth or flexible metal material. The flexible duct shall not exceed six (6) feet in length. The total length of the vent is not to exceed fourteen (14) feet, including two (2) ninety-degree (90-degree) elbows. Two feet shall be deducted for each ninety-degree (90-degree) elbow. Mark as “Below Minimum Standard” any vent for a gas dryer that does not meet these requirements.

## KITCHEN

### 20. Walls & Ceilings

- A. Visually inspect all walls and the ceiling to determine if there are any areas of loose plaster, holes or blistering paint and/or texture. If any of these conditions are found, or if components are not kept in a professional state of repair, mark this item as “Below Minimum Standard.” If there is an immediate potential for structural failure, mark this item as “Hazardous.”

- B. If walls and/or ceiling have been obviously patched, this should be recorded in the Comment section of the report.

## 21. Floor Condition & Ceiling Height

- A. Check that adequate ceiling height is more than eighty-four (84) inches [seven (7) feet]. If ceiling height is inadequate, mark this item as “Below Minimum Standard.”
- B. Deficiencies and/or damage in the floor shall be marked as “Below Minimum Standard.” “Comment” on any apparent out-of-level floors.
- C. By visual inspection, determine if floor is structurally sound, free of holes and capable of supporting normal loads imposed on such floor. If any of these conditions exist, mark this item as “Below Minimum Standard.” If there is a potential for immediate structural failure, mark this item as “**Hazardous**.”
- D. The evaluator is not required to evaluate the condition of any floor coverings, unless their condition poses a potential hazard.

## 22. Evidence of Dampness or Staining

- A. Check the entire room, including walls, ceilings and closets for evidence of water seepage, stains or water damage. Mark this item as “Y” (yes) if found or “N” (no) if not found. A “Y” must be accompanied by a comment in the Comment section of the report.

## 23. Electrical Outlets & Fixtures

- A. Determine if the minimum number of electrical outlets and fixtures required by the National Electrical Code are provided. If not, mark this item as “Below Minimum Standard.” Outlets servicing the counter within five (5) feet of sink shall be GFCI protected. All metallic fixture(s) or ungrounded outlet(s) within five (5) feet horizontally or eight (8) feet vertically of grounded surfaces must be grounded. If not, mark as “**Hazardous**.” However, if the ungrounded metallic light fixture(s) and/or electrical outlet(s) described above were installed prior to 2002 and have not been removed, replaced or improved since 2002, then this item will be marked as “Below Minimum Standard.”
- B. The evaluator will randomly check at least half of all outlets with an electrical outlet testing device to determine if the outlets are properly wired. If not, mark this item as “Below Minimum Standard.” If any grounding type outlets are found not to be grounded, or there are malfunctioning GFCI type outlets, mark this item as “**Hazardous**.”
- C. The evaluator will determine if all visible outlets and fixtures and wiring have any missing and/or damaged components. If these missing or damaged components present an immediate potential for electrical shock, mark this item as “**Hazardous**.” If no immediate potential for shock exists, mark this item as “Below Minimum Standard.”
  - 1. If light fixtures are non-functional due to lack of bulbs or due to non-functional bulbs, this should be stated in the Comment section of the report.
  - 2. If the evaluator notices an excessive number of extension cords in use or located in inappropriate areas (under floor coverings, through walls or floors), this item will be marked as “**Hazardous**.”
- D. Mark as “Below Minimum Standard” any light fixture that does not have a protective globe and is located within eighteen (18) inches of a shelf.

## 24. Plumbing Fixtures

- A. Determine if kitchen is provided with a sink, drain line, and hot and cold water supply. If any of these plumbing components are missing, mark this item as “Below Minimum Standard.”
  - 1. Determine if the water supply lines are properly connected, controls are functioning, and there are no missing, worn or damaged components. If these conditions are not met, mark this item as “Below Minimum Standard.”
    - a. If any faucet discharge openings are located below the spill level of the plumbing fixture, mark this item as “Below Minimum Standard.”
    - b. If any water supply line or faucet component is leaking, mark this item as “Below Minimum Standard.”
  - 2. Determine if the drain line is properly connected to the sewage system and is of proper materials. If not, mark this item as “Hazardous.” Unvented fixtures shall be marked as “Below Minimum Standard.”
    - a. If any part of the waste system is leaking, mark this item as “Hazardous.”
    - b. The evaluator will determine if all abandoned drain lines are properly capped. If not properly capped, mark this item as “Hazardous.”

## 25. Water Flow

- A. The evaluator will check the flow to the plumbing fixture by opening the lowest (usually the laundry tub) faucet (cold side) or an outside lawn faucet to its maximum capacity, then test the hot and cold water flow to the fixture by turning on the faucet.
  - 1. If the flow is interrupted, intermittent, or the flow is not of an acceptable amount, mark this item as “Below Minimum Standard.”
    - a. The minimal acceptable flow to a fixture is a continuous flow of water not less than a standard pencil in diameter. If the flow just meets this minimum requirement, this should be noted in the Comment section of the report as “flow is minimal.”
- B. If the water is off, or if there is no flow, mark this item as “Hazardous” and comment in the Comment section as “water is off.”

## 26. Window Size and Openable Area or Mechanical Exhaust

(See also Illustrations 1 and 2, pp. 45 and 46.)

- A. Determine if the kitchen is provided with required window area for light and also the required openable area for ventilation required for a habitable room, except where an approved mechanical ventilation system has been provided. Window area must equal a minimum of eight percent (8%) of the floor area of a habitable room. Openable area must equal a minimum of four percent (4%) of the floor area of the room. If these minimums are not met, mark this item as “Below Minimum Standard.”

- B. If a kitchen is windowless, the evaluator will determine if a proper opening exists between the windowless kitchen and any adjoining habitable room. At least fifty percent (50%) of the common wall must be open and unobstructed. The evaluator must then determine if the adjoining room has sufficient window area to provide light and ventilation requirements for both rooms. Windowless kitchens must be provided with a mechanical vent. If these conditions are not met, mark this item as “Below Minimum Standard.”

## 27. Condition of Windows/Mechanical Exhaust and Doors

- A. Determine if the windows and doors have been kept in a professional state of repair. Check to see that all components are present and in a workable order. Locking hardware is required on all windows up to and including the second story and every other window which is accessible by an adjacent fire escape, stairway, etc. If any of these conditions are not met, mark this item as “Below Minimum Standard.”
- B. Mark as “Below Minimum Standard” any cracked or broken panes. Mark as “**Hazardous**” any broken glass with exposed edges that present a cut hazard.
- C. Mark as “Below Minimum Standard” any window that does not operate properly (i.e., sashes that are painted shut, crank out windows that do not operate, etc.).
- D. If the kitchen is provided with a mechanical exhaust, the evaluator will determine if the unit is operational. If not, mark this item as “Below Minimum Standard.” (See Attic, Item 58C1 for venting.)
- E. If the kitchen has an interior door which provides access to the basement/cellar and the door swings over the steps, mark this item as “Below Minimum Standard.”

## LIVING & DINING ROOM(S)

### 28. Walls & Ceilings

- A. Visually inspect all walls and the ceiling to determine if there are any areas of loose plaster, holes, or blistering paint and/or texture. If any of these conditions are found, or if components are not kept in a professional state of repair, mark this item as “Below Minimum Standard.” If there is an immediate potential for structural failure, mark this item as “**Hazardous**.”
- B. If walls and/or ceiling have been obviously patched, this should be recorded in the Comment section of the report.
- C. The evaluator shall determine if the dwelling is equipped with the UL listed battery or hard wired carbon monoxide detectors within ten (10) feet of each room lawfully used for sleeping purposes. This requirement is effective immediately for all single family dwellings and this requirement is effective for multi-family dwelling units beginning on August 1, 2009. There are exemptions to this requirement listed in Minnesota Statute 299F.51, Subd. 5.
- If carbon monoxide detectors are not at each of these required locations, then mark each location as “**Hazardous**.”
  - All carbon monoxide detectors must be operable. The evaluator shall test each carbon monoxide detector in the dwelling by depressing the “Test” button.
  - If any carbon monoxide detector is not operable, mark as “**Hazardous**.”

## 29. Floor Condition & Ceiling Height

- A. Check for adequate ceiling height, as stated in the “Minimum Property Maintenance Standards.” If ceiling height is inadequate, mark this item as “Below Minimum Standard.”
- B. Deficiencies and/or damage in floor shall be marked as “Below Minimum Standard.” “Comment” on any apparent out-of-level floors.
- C. By visual inspection, determine if floor is structurally sound, free of holes, and capable of supporting normal loads imposed on such floor. If any of these conditions exist, mark this item as “Below Minimum Standard.” If there is a potential for immediate structural failure, mark this item as “Hazardous.”
- D. The evaluator is not required to evaluate the condition of any floor coverings, unless their condition poses a potential hazard.

## 30. Evidence of Dampness or Staining

- A. Check the entire room, including walls, ceilings and closets for evidence of water seepage, stains, or water damage. Mark this item as “Y” (yes) if found or “N” (no) if not found. A “Y” must be accompanied by a comment in the Comment section of the report.

## 31. Electrical Outlets & Fixtures

- A. Determine if the minimum number of electrical outlets and fixtures required by the Minimum Property Maintenance Standards (MPMS) for this room are provided. If not, mark this item as “Below Minimum Standard.”
- B. The evaluator will randomly check at least half of all outlets with an electrical outlet testing device to determine if the outlets are properly wired. If not, mark this item as “Below Minimum Standard.” If any grounding-type outlets are found to not be grounded or malfunctioning GFCI outlets, mark this item as “Hazardous.”
- C. The evaluator will determine if all visible outlets, fixtures and wiring have any missing and/or damaged components. If these missing or damaged components present an immediate potential for electric shock, mark this item as “Hazardous.” If no immediate potential for shock exists, mark this item as “Below Minimum Standard.”
  - 1. If light fixtures are non-functional due to lack of bulbs or due to non-functional bulbs, this should be stated in the Comment section of the report.
  - 2. If the evaluator notices an excessive number of extension cords in use, or located in inappropriate areas (under floor coverings, through walls or floors), this item will be marked as “Hazardous.”
- D. Mark as “Below Minimum Standard” any light fixture that does not have a protective globe and is located within eighteen (18) inches of a shelf.

## 32. Window Size & Openable Area

(See Illustrations 1 and 2, pp 45 and 46.)

- A. Determine if rooms are provided with required window area for light and also the required openable area for ventilation. Window area must equal a minimum of eight percent (8%) of the floor area of the room. Openable area must equal a minimum of four percent (4%)



of the floor area of the room. If these minimums are not met, mark this item as “Below Minimum Standard.”

### **33. Window and Door Condition**

- A. Determine if the windows and doors have been kept in a professional state of repair. Check to see that all components are present and in a workable order. Locking hardware is required on all windows up to and including the second story, and every other window which is accessible by an adjacent fire escape, stairway, etc. If any of these conditions are not met, mark this item as “Below Minimum Standard.”
- B. Mark as “Below Minimum Standard” any cracked or broken panes. Mark as “**Hazardous**” any broken glass with exposed edges that present a cut hazard.
- C. Mark as “Below Minimum Standard” any window that does not operate properly (i.e., sashes that are painted shut, crank out windows that do not operate, etc.).

## **HALLWAYS, STAIRS & ENTRIES**

### **34. Walls, Ceilings & Floors**

- A. Visually inspect all walls and the ceiling to determine if there are any areas of loose plaster, holes, or blistering paint and/or texture. If any of these conditions are found, or if components are not kept in a professional state or repair, mark this item as “Below Minimum Standard.” If there is an immediate potential for structural failure, mark this item as “**Hazardous**.”
- B. If walls and/or ceiling have been obviously patched, this should be recorded in the Comment section of the report.
- C. Check that adequate ceiling height is more than eighty-four (84) inches [seven (7) feet]. If ceiling height is inadequate, mark this item as “Below Minimum Standard.”
- D. “Comment” on any apparent out-of-level floors.
- E. By visual inspection, determine if floor is structurally sound, free of holes, and capable of supporting normal loads imposed on such floor. If any of these conditions exist, mark this item as “Below Minimum Standard.” If there is a potential for immediate structural failure, mark this item as “**Hazardous**.”
- F. The evaluator is not required to evaluate the condition of any floor coverings, unless their condition poses a potential hazard.

### **35. Evidence of Dampness or Staining**

- A. Check the entire room, including walls, ceilings, and closets for evidence of water seepage, stains or water damage. Mark this item as “Y” (yes) if found or “N” (no) if not found. A “Y” must be accompanied by a comment in the Comment section of the report.

### **36. Stairs & Handrails to Upper Floors**

- A. Determine if the stairway(s) leading to the upper floors are safe to use and capable of supporting the normal loads and use placed upon them. If they are not, mark this item as “Below Minimum Standard.” If the evaluator determines that there is an immediate potential for structural failure, this item will be marked as “**Hazardous**.”
- B. Determine if the stair rise (7-3/4 inch maximum), run [ten (10) inch minimum], and width [thirty-six (36) inch minimum] are proper. Determine if the rise and run of the treads are

even and/or uniform. If any of these conditions are not met, this item will be marked as “Below Minimum Standard.” If the width of the stairway is less than thirty-six (36) inches, mark this item as “Below Minimum Standard.”

- C. Determine if headroom is six feet eight inches (6 feet 8 inches). If not, mark this item as “Below Minimum Standard.”
- D. Determine if the handrail(s) are properly installed and securely attached at the proper height, thirty-four to thirty-eight (34 to 38) inches high, as measured by the nose of the tread. The handrail(s) shall be full length, with ends returned, and located on the open side of the stairway. If a stairway has both sides open, a handrail shall be present on both sides. If any of these requirements are not met, this item will be marked as “Below Minimum Standard.” If the stairway has an open side, it must also have a guardrail (or wall) that is a minimum of thirty-six (36) inches in height with intermediate rails that are spaced so that a four (4) inch sphere cannot pass through the openings. If this criteria is not met, mark this item as “Below Minimum Standard.”
- E. Determine if guardrail and balusters are present, structurally sound, properly secured and at least thirty-eight (38) inches in height. If they are not, mark this item as “Below Minimum Standard.”

### **37. Electrical Outlets & Fixtures**

- A. Determine if the minimum number of electrical outlets and fixtures required by the National Electrical Code are provided. If not, mark this item as “Below Minimum Standard.”
- B. The evaluator will randomly check at least half of all outlets with an electrical outlet testing device to determine if the outlets are properly wired. If not, mark this item as “Below Minimum Standard.” If any ground type outlets are found to be not grounded or malfunctioning GFCI outlets, mark this item as “**Hazardous.**”
- C. The evaluator will determine if all visible outlets, fixtures and wiring have any missing and/or damaged components. If these missing or damaged components present an immediate potential for electric shock, mark this item as “**Hazardous.**” If no immediate potential for shock exists, mark this item as “Below Minimum Standard.”
  - 1. If light fixtures are non-functional due to lack of bulbs or due to non-functional bulbs, this should be stated in the Comment section of the report.
  - 2. If the evaluator notices an excessive number of extension cords in use, or located in inappropriate areas (under floor coverings, through walls or floors), this item will be marked as “**Hazardous.**”
- D. Mark as “Below Minimum Standard” any light fixture that does not have a protective globe and is located within eighteen (18) inches of a shelf.

### **38. Window and Door Condition**

- A. Determine if the windows and doors have been kept in a professional state of repair. Check to see that all components are present and in workable order. Locking hardware is required on all windows up to and including the second story, and every other window which is accessible by an adjacent fire escape, stairway, etc. If any of these conditions are not met, mark this item as “Below Minimum Standard.”

All doors from unit to common areas must be fire rated. Determine if the door between the unit and common areas is a solid core wood 1-3/8 inches thick or is a metal door. The door shall have no windows or other unrated openings in it. If these requirements are not met, mark as “**Hazardous**.”

- B. Mark as “Below Minimum Standard” any cracked or broken panes. Mark as “**Hazardous**” any broken glass with exposed edges that present a cut hazard.
- C. Mark as “Below Minimum Standard” any window that does not operate properly (i.e., sashes that are painted shut, crank out windows that do not operate, etc.).
- D. If the hallway or stairway has an interior door which provides access down to the basement/cellar or up to the attic, and the door swings over the steps, mark this item as “Below Minimum Standard.”

### **39. Smoke Detector(s)**

- A. The evaluator will determine if the dwelling is equipped with smoke detector(s). The evaluator will record in the space provide “Y” (yes) if present. If no smoke detectors are present, mark this item as “N” (no). If any of those present are not functional, mark “H” (**Hazardous**) and comment in the Comment section, “**Hazardous**, smoke detector(s) not functional” and identify the location (if more than one smoke detector is present) of all non-functioning smoke detectors.
- B. The evaluator will determine if smoke detector(s) are properly located in the dwelling. If they are not, this item will be marked as “**Hazardous**.”
  - 1. The smoke detector(s) will be mounted on the ceilings or walls at a point centrally located in a corridor or open area, giving access to rooms used for sleeping purposes, on every level and in every bedroom.
    - a. Ceiling mounted detector(s) will be located close to the center as possible but not within six (6) inches of the intersection of any wall and ceiling.
    - b. Wall mounted detector(s) will be mounted on a wall twelve (12) inches of the ceiling but no closer than six (6) inches to the intersection of the wall and ceiling or any other wall intersection.
- C. If any hard-wired smoke detector that is otherwise properly located is non-functional, or if it is connected to a security system that can be deactivated apart from the home’s electrical system, mark this item as “N” and comment in the Comment section, “HW smoke detector doesn’t work” or “HW smoke detector connected to a security system.” Installations after July 20, 1995 require the hard-wired smoke detector to have an internal battery backup.
- D. All single family, duplex, triplex, fourplex units without common areas shall have at least one 2.5 pound ABC (UL rating 2A10BC) fire extinguisher with current date of use rating. All multi-family buildings with common areas shall have a 2.5 pound ABC (UL rating 2A10BC) fire extinguisher located within a seventy-five (75) foot travel distance from any point of a building, in a conspicuous location, unobstructed from view. Handheld portable fire extinguishers, not housed in cabinets, shall be installed on the hangers or brackets that are securely anchored to the mounting surface, in accordance with the manufacturer’s installation instructions. Cabinets used to house portable fire extinguishers shall not be locked, except extinguishers subject to malicious use or damage, provided there are means of ready access. If this condition is not met, mark as “**Hazardous**.”

- E. All single family and multi-family units are required to have carbon monoxide detectors installed. According to the State law, operational detectors must be placed on each level of the residence and within ten (10) feet of each sleeping room in any single or multi-family dwelling. If these requirements are not met, mark as “Hazardous.”

## **BATHROOM(S)**

Determine if access to the common bathroom is only available by going through a bedroom and record that fact in the Comment section of the report. If there is more than one bathroom, comment in the Comment section to identify to which bathroom the rating(s) belong.

### **40. Walls & Ceilings**

- A. Visually inspect all walls and the ceiling to determine if there are any areas of loose plaster, holes, or blistering paint and/or texture. If any of these conditions are found, or if components are not kept in a professional state of repair, mark this item as “Below Minimum Standard.” If there is an immediate potential for structural failure, mark this item as “Hazardous.”
- B. If walls and/or ceiling have been obviously patched, this should be recorded in the Comment section of the report.
- C. Determine if the bathroom(s) have doors and that the doors are in workable condition. If not, mark this item as “Below Minimum Standard.”

### **41. Floor Condition**

- A. Check for adequate ceiling height, as stated in the Minimum Property Maintenance Standards (MPMS). If ceiling height is inadequate, mark this item as “Below Minimum Standard.”
- B. Deficiencies in floor (damages) shall be marked as “Below Minimum Standard.” Comment on any apparent out-of-level floors in the Comment section of the report.
- C. By visual inspection, determine if floor is structurally sound, free of holes, and capable of supporting normal loads imposed on such floor. If any of these conditions exist, mark this item as “Below Minimum Standard.” If there is a potential for immediate structural failure, mark this item as “Hazardous.”
- D. The evaluator is not required to evaluate the condition of any floor coverings, unless their condition poses a potential hazard.
- E. Bathroom floor(s) should be impervious to water. If not, mark this item as “Below Minimum Standard.”

### **42. Evidence of Dampness or Staining**

- A. Check the entire room, including walls, ceilings and closets for evidence of water seepage, stains or water damage. Mark this item as “Y” (yes) if found or “N” (no) if not found. A “Y” must be accompanied by a comment in the Comment section of the report.

### **43. Electrical Outlets & Fixtures**

- A. Determine if the minimum number of electrical outlets and fixtures required by the National Electrical Code for this room are provided. If not, mark this item as “Below Minimum Standard.” If any fixtures are located within three (3) feet of the tub/shower

area, those fixtures must be of an approved wet location type. If not, mark this item as “**Hazardous.**” All metallic fixtures within five (5) feet horizontally or eight (8) feet vertically of grounded surfaces must be grounded. If not, mark this item as “**Hazardous.**” However, if the ungrounded metallic light fixtures and/or electrical outlets described above were installed prior to 2002 and have not been removed, replaced, or improved since 2002, then this item will be marked as “Below Minimum Standard.”

- B. The evaluator will randomly check at least half of all outlets with an electrical outlet testing device to determine if the outlets are properly wired. If not, mark this item as “Below Minimum Standard.” If any ground type outlets are found to not be grounded or malfunctioning GFCI outlets, mark this item as “**Hazardous.**”
- C. The evaluator will determine if all visible outlets, fixtures and wiring have any missing and/or damaged components. If these missing or damaged components present an immediate potential for electric shock, mark this item as “**Hazardous.**” If no immediate potential for shock exists, mark this item as “Below Minimum Standard.”
  - 1. Fixtures non-functional due to lack of functional bulbs should be stated in the Comment section of the report.
  - 2. If the evaluator notices an excessive number of extension cords in use, or located in inappropriate areas (under floor coverings, through walls or floors), this item will be marked as “**Hazardous.**”
- D. Mark as “Below Minimum Standard” any light fixture that does not have a protective globe and is located within eighteen (18) inches of a shelf.
- E. Every bathroom must be provided with at least one GFCI protected duplex convenience outlet. All outlets within five (5) feet horizontally or eight (8) feet vertically of ground or grounded surfaces must be GFCI protected. If there is no GFCI outlet, or if a GFCI outlet does not function properly, mark this item as “**Hazardous.**”
  - 1. GFCI outlets must be tested to determine if properly functioning. This will be done by engaging the “Test” button on the outlet or at the GFCI circuit breaker located in the electrical panel box.

#### **44. Plumbing Fixtures**

- A. Determine if the bathroom(s) are provided with the minimum number of required plumbing fixtures as required by the Minimum Property Maintenance Standards (MPMS), drain line(s), and hot and cold water supplies. If any of these plumbing components are missing, mark this item as “Below Minimum Standard.”
  - 1. Determine if the water supply lines are properly connected, controls are functioning, and that there are no missing, worn or damaged components. If these conditions are not met, mark this item as “Below Minimum Standard.”
    - a. Any faucet discharge openings or supply faucets that are located below the spill level of the plumbing fixture must be protected by an approved backflow prevention device. If not, mark this item as “Below Minimum Standard.”
    - b. If any water supply line or faucet component is leaking, mark this item as “Below Minimum Standard.”

2. Determine if the drain line is properly connected to the sewage system, is of proper materials, and is properly vented. If not, mark this item as “Below Minimum Standard.”
  - a. If any part of the waste system is leaking, mark this item as “Hazardous.”
  - b. The evaluator will determine if all abandoned drain lines are properly capped. If not properly capped, mark this item as “Hazardous.”
3. Determine if all toilets are connected to a water supply line and a sewage system. If either of these items are missing, mark this item as “Hazardous.”

#### **45. Water Flow**

- A. The evaluator will check the flow to the plumbing fixture by opening the lowest (usually the laundry tub) faucet (cold side) or an outside lawn faucet to its maximum capacity, then test the hot and cold water flow to the fixture by turning on the faucet.
  1. If the flow is interrupted, intermittent, or the flow is not of an acceptable amount, mark this item as “Below Minimum Standard.” If there is no flow or the water is off, mark this item as “Hazardous.”
  2. The minimal acceptable flow to a fixture is a continuous flow of water not less than a standard pencil in diameter. If the flow just meets this minimum requirement, this should be noted in the Comment section of the report as “Flow is minimal.”

#### **46. Window Size & Openable Area or Mechanical Exhaust**

(See Illustrations 1 and 2, pp 45 and 46.)

- A. Determine if bathroom(s) are provided with required window area for ventilation. Openable area must equal a minimum of four percent (4%) of the floor area of the room, except where an approved mechanical ventilation system has been provided. If these minimums are not met, mark this item as “Below Minimum Standard.”
  1. If a bathroom is windowless, the evaluator will determine if mechanical ventilation is provided and vented to the outside. If not, mark this item as “Below Minimum Standard.”

#### **47. Condition of Windows/Mechanical Exhaust and Doors**

- A. Determine if the windows and doors have been kept in a professional state of repair. Check to see that all components are present and in a workable order. Locking hardware is required on all windows up to and including the second story, and every other window which is accessible by an adjacent fire escape, stairway, etc. If any of these conditions are not met, mark this item as “Below Minimum Standard.”
- B. Mark as “Below Minimum Standard” any cracked or broken panes. Mark as “Hazardous” any broken glass with exposed edges that present a cut hazard.
- C. Mark as “Below Minimum Standard” any window that does not operate properly (i.e., sashes that are painted shut, crank out windows that do not operate, etc.).

## **SLEEPING ROOM(S)**

If there is more than one room used as a bedroom, comment in the Comment section of the report to identify to which room a rating refers.

### **48. Walls & Ceilings**

- A. Visually inspect all walls and the ceiling to determine if there are any areas of loose plaster, holes, or blistering paint and/or texture. If any of these conditions are found, or if components are not kept in a professional state of repair, mark this item as “Below Minimum Standard.” If there is an immediate potential for structural failure, mark this item as “**Hazardous.**”
- B. If walls and/or ceiling have been obviously patched, this should be recorded in the Comment section of the report.

### **49. Floor Condition & Ceiling Height**

- A. Check for adequate ceiling height as stated in the Minimum Property Maintenance Standards (MPMS). If ceiling height is inadequate, mark this item as “Below Minimum Standard.”
- B. Deficiencies in floor (damages) shall be marked as “Below Minimum Standard.” Comment on any apparent out-of-level floors in the Comment section of the report.
- C. By visual inspection, determine if floor is structurally sound, free of holes, and capable of supporting normal loads imposed on such floor. If any of these conditions exist, mark this item as “Below Minimum Standard.” If there is a potential for immediate structural failure, mark this item as “**Hazardous.**”
- D. The evaluator is not required to evaluate the condition of any floor coverings, unless their condition poses a potential hazard.

### **50. Evidence of Dampness or Staining**

- A. Check the entire room, including walls, ceilings and closets for evidence of water seepage, stains, or water damage. Mark this item as “Y” (yes) if found or “N” (no) if not found. A “Y” must be accompanied by a comment in the Comment section of the report.

### **51. Electrical Outlets & Fixtures**

- A. If the minimum number of electrical outlets and fixtures required by National Electrical Code are not provided, mark as “Below Minimum Standard.”
- B. The evaluator will randomly check at least half of all outlets with an electrical outlet testing device to determine if the outlets are properly wired. If not, mark this item as “Below Minimum Standard.” If any grounding type outlets are found to not be grounded or malfunctioning GFCI outlets, mark this item as “**Hazardous.**”
- C. The evaluator will determine if all visible outlets, fixtures and wiring have any missing and/or damaged components. If these are missing or damaged components present an immediate potential for electric shock, mark this item as “**Hazardous.**” If no immediate potential for shock exists, mark this item as “Below Minimum Standard.”
  - 1. If light fixtures are non-functional due to lack of bulbs or due to non-functional bulbs, this should be stated in the Comment section of the report. If the evaluator notices

an excessive number of extension cords in use or located in inappropriate areas (under floor coverings, through walls or floors), this item will be marked as “**Hazardous.**” Mark as “Below Minimum Standard” any light fixture that does not have a protective globe and is located within eighteen (18) inches of a shelf.

## **52. Window Size & Openable Area**

(See Illustrations 1 and 2, pp 45 and 46.)

- A. Determine if rooms are provided with required window area for light and also the required openable area for ventilation. Window area must equal a minimum of eight percent (8%) of the floor area of the room. Openable area must equal a minimum of four percent (4%) of the floor area of the room. If these minimums are not met, mark this item as “Below Minimum Standard.”
- B. Determine if windows in sleeping rooms meet the escape window requirements (Egress Code). If not, mark this item as “Below Minimum Standard.” See Illustration 1 on page 45, at the end of these Guidelines.
  - 1. At least one (1) window in every room used for sleeping purposes must be openable from the inside, with a minimum net glazed area of five and seven tenths (5.7) square feet, the minimum net clear opening height dimension shall be twenty-four (24) inches, the minimum net clear opening width dimension shall be twenty (20) inches, and it shall have a minimum finished sill height of not more than forty-four (44) inches above the floor. Grade floor openings may have a minimum net clear opening of five (5) square feet.
  - 2. Should the window, or any part of it, be below grade, an excavation shall be made on the exterior side of the window that extends to at least the depth of the sill. The excavation shall continue for at least three (3) feet perpendicular to the window at least one (1) foot clear width behind the pivot or hinge side of the window. Area well construction shall be at least six (6) inches beyond the rough opening of the window. Should the window sill be forty-four (44) inches or more below grade, a step or ladder shall be provided from excavation to grade.
  - 3. A door leading directly to the outside and providing an exit at grade, for the sleeping room only, may be used in lieu of the specified window.
  - 4. The evaluator shall determine if sleeping rooms have a minimum ceiling height of seven feet six inches (7 feet 6 inches). If the ceiling height is less than the minimum, mark as “Below Minimum Standard.”

This item applies only to sleeping rooms located in basements. The evaluator shall determine if the sleeping room is provided with an approved emergency egress door or window. An egress door must open directly to the exterior. An egress window shall have a maximum sill height of forty-four (44) inches above the floor, a minimum net clear opening height of dimension of twenty-four (24) inches, a minimum net clear opening width dimension of twenty (20) inches, and shall have a minimum net clear opening area of 5.7 square feet. If any of these requirements are deficient, the evaluator shall note on the evaluation form that this room shall not be used as a bedroom.



### **53. Window and Door Condition**

- A. Determine if the windows and doors have been kept in a professional state of repair. Check to see that all components are present and in a workable order. Locking hardware is required on all openable windows up to and including the second story and every other window which is accessible by an adjacent fire escape, stairway, etc. If any of these conditions are not met, mark this item as “Below Minimum Standard.”
- B. Mark as “Below Minimum Standard” any cracked or broken panes. Mark as “**Hazardous**” any broken glass with exposed edges that present a cut hazard.
- C. Mark as “Below Minimum Standard” any window that does not operate properly (i.e., sashes that are painted shut, crank out windows that do not operate, etc.).

### **ENCLOSED PORCHES & OTHER ROOMS**

The evaluator will identify each room and comment separately when needed. This category includes porches, breezeways, etc., where appropriate.

### **54. Walls & Floor Condition**

- A. Visually inspect all walls and the ceiling to determine if there are any areas of loose plaster, holes, or blistering paint and/or texture. If any of these conditions are found or if components are not kept in a professional state of repair, mark this item as “Below Minimum Standard.” If there is an immediate potential for structural failure, mark this item as “**Hazardous**.”
- B. If walls and/or ceiling have been obviously patched, this should be recorded in the Comment section of the report.
- C. Check for adequate ceiling height which is eighty-four (84) inches or seven (7) feet minimum. If ceiling height is inadequate, mark this item as “Below Minimum Standard.”
- D. Deficiencies and/or damage in floor shall be marked as “Below Minimum Standard.” “Comment” on any apparent out-of-level floors.
- E. By visual inspection, determine if floor is structurally sound, free of holes and capable of supporting normal loads imposed on such floor. If any of these conditions exist, mark this item as “Below Minimum Standard.” If there is a potential for immediate structural failure, mark this item as “**Hazardous**.”
- F. The evaluator is not required to evaluate the condition of any floor coverings, unless their condition poses a potential hazard.

### **55. Evidence of Dampness or Staining**

- A. Check the entire room, including walls, ceilings and closets, for evidence of water seepage, stains or water damage. Mark this item as “Y” (yes) if found or “N” (no) if not found. A “Y” must be accompanied by a comment in the Comment section of the report.

### **56. Electrical Outlets & Fixtures**

- A. Determine if the minimum number of electrical outlets and fixtures required by the National Electrical Code for this room are provided. If not, mark this item as “Below Minimum Standard.”
- B. The evaluator will randomly check at least half of all outlets with an electrical outlet testing device to determine if the outlets are properly wired. If not, mark this item as

“Below Minimum Standard.” If any grounding type outlets are found to not be grounded, mark this item as “**Hazardous.**”

- C. The evaluator will determine if all visible outlets, fixtures and wiring have any missing and/or damaged components. If these missing or damaged components present an immediate potential for electric shock, mark this item as “**Hazardous.**” If no immediate potential for shock exists, mark this item as “Below Minimum Standard.”
  - 1. If light fixtures are non-functional due to lack of bulbs or due to non-functional bulbs, this should be stated in the Comment section of the report.
  - 2. If the evaluator notices an excessive number of extension cords in use, or located in inappropriate areas (under floor coverings, through walls or floors), this item will be marked as “**Hazardous.**”
- D. Mark as “Below Minimum Standard” any light fixture that does not have a protective globe and is located within eighteen (18) inches of a shelf.

## **57. Window and Door Condition**

- A. Determine if the windows and doors have been kept in a professional state of repair. Check to see that all components are present and in a workable order. Locking hardware is required on all windows up to and including the second story, and every other window which is accessible by an adjacent fire escape, stairway, etc. If any of these conditions are not met, mark this item as “Below Minimum Standard.”
- B. Mark as “Below Minimum Standard” any cracked or broken panes. Mark as “**Hazardous**” any broken glass with exposed edges that present a cut hazard.
- C. Mark as “Below Minimum Standard” any window that does not operate properly (i.e., sashes that are painted shut, crank out windows that do not operate, etc.).

## **ATTIC SPACE (VISIBLE AREAS)**

### **58. Roof Boards & Rafters**

- A. If the evaluator is unable to gain visible access to the attic space(s), this must be noted and the reason for not gaining access must be detailed in the Comment section of the report.
- B. If access is gained, make a visual inspection of the underside of the roof boards and rafters, recording any defects and/or deficiencies in the roof structure as “Below Minimum Standard.” If the evaluator determines that there is an immediate potential for structural failure, this item will be marked as “**Hazardous.**”
- C. While in the attic, check and record the following items, as well:
  - 1. Determine if mechanical ventilation provided, and plumbing vents, are continuous to the outside and do not terminate in the attic. If not, mark as “**Hazardous.**”
  - 2. Inspect the condition of the visible chimney for any deterioration, holes or other defects or deficiencies.

## **59. Evidence of Dampness or Staining**

- A. Determine if there is evidence of past or present water seepage or leakage. Mark “Y” (yes) if present or “N” (no) if not. A “Y” must be accompanied by a comment in the Comment section of the report.

## **60. Electrical Wiring/Outlets/Fixtures**

- A. Determine if the minimum number of electrical outlets and fixtures required by the National Electrical Code for this room are provided. If not, mark this item as “Below Minimum Standard.”
- B. The evaluator will randomly check at least half of all outlets with an electrical outlet testing device to determine if the outlets are properly wired. If not, mark this item as “Below Minimum Standard.” If any grounding type outlets are found to not be grounded, mark this item as “**Hazardous**.”
- C. The evaluator will determine if all visible outlets, fixtures and wiring have any missing and/or damaged components. If these missing or damaged components present an immediate potential for electric shock, mark this item as “**Hazardous**.” If no immediate potential for shock exists, mark this item as “Below Minimum Standard.”
  - 1. If light fixtures are non-functional due to lack of bulbs or due to non-functional bulbs, this should be stated in the Comment section of the report.
  - 2. If the evaluator notices an excessive number of extension cords in use, or located in inappropriate areas (under floor coverings, through walls or floors), this item will be marked as “**Hazardous**.”
  - 3. Any wiring located within three (3) feet of the attic hatch must be protected by conduit or other such approved materials. If not, mark this item as “Below Minimum Standard.”

## **61. Ventilation**

- A. Determine if attic has ventilation to the outside. Mark the space provided with a “Y” (yes) or “N” (no), whichever will pertain.

## **62. Additional Comments**

- A. This item is for those items in the upper floors that are not included in Items 20 through 61 and need to be addressed by a specific comment.

## **EXTERIOR**

### **63. Foundation (Visible Condition)**

- A. Determine if all visible components of the foundation are in a professional state of repair. Missing or damaged mortar, broken/loose or missing block or brick shall be marked as “Below Minimum Standard.” Damaged or loose plaster/stucco on foundation, or exposed foam insulation, shall be marked “Below Minimum Standard.” Evidence of severe structural damage or deterioration shall be marked as “**Hazardous**.”
- B. Note if there are trees or shrubs growing next to the foundation. Mark as “Below Minimum Standard” if present.

- C. If areas are concealed by brick, stucco, snow, vegetation, etc., indicate with a “Comment” [i.e., “areas concealed by vegetation,” “can’t view to evaluate,” or other description of condition(s) present which prevent viewing to evaluate].

#### **64. Basement Cellar Windows**

- A. Determine if the windows and doors have been kept in a professional state of repair and that all components are present and in a workable order. Locking hardware is required on all openable windows up to and including the second story, and every other window which is accessible by an adjacent fire escape, stairway, etc. If any of these conditions are not met, mark this item as “Below Minimum Standard.” Any sign of rot or decay, or lack of a proper finish, shall be marked as “Below Minimum Standard.” Deteriorated components and/or cracked and/or missing panes are to be marked as “Below Minimum Standard.” Every openable window shall be supplied with a screen of not less than sixteen (16) mesh per inch which fits tightly and is secured to the frame. Improper or missing screens shall be marked as “Below Minimum Standard.” Broken or jagged glass that can cause cuts shall be marked as “**Hazardous.**”

#### **65. Drainage (Grade)**

- A. Determine if the grade allows water migration away from the dwelling. Consider sidewalks, gutters and downspout extensions, basement windows, stairways, stoops, retaining walls and planting areas when making this determination. If drainage is not away from structures, mark as “Below Minimum Standard.”
- B. Consider and evaluate retaining walls only as they affect drainage.

#### **66. Exterior Walls**

- A. Determine if all visible components of the exterior walls are protecting the dwelling against the elements and are kept in a professional state of repair (look for rot, weathered or peeling paint). If not in a professional state of repair, or if there is any damaged, missing, deteriorated or weathered siding, broken or damaged stucco, mark as “Below Minimum Standard.”
- B. Evidence of severe structural damage or deterioration shall be marked as “**Hazardous.**”

#### **C. Number on Houses and Buildings Required**

For the proper identification of houses and structures, the official number (address), must be placed and maintained on each house or structure by its owner at or near the front entrances of such house or structure, in such a manner that the number may be easily seen and read in daylight from the public street. If it is not practical to place the number at or near the building entrance, it must be placed and maintained by the owner at such other suitable location that can be clearly seen from the street. The color of the numbers must be in contrast with the color of the house or structure on which the number is to be attached. The numbers shall be constructed of metal or plastic with a minimum height of four and one half (4-1/2) inches. If not, mark as “**Hazardous.**”

## Numbers on Structures on Alley

In cases where a house or other structure, such as a garage, is served from a public alley, the official number must be placed and maintained at or near the rear entrance of the house or structure, in such a manner that the number may be easily and clearly seen from the public alley. If not, mark as “**Hazardous.**”

### **67. Doors (Frames/Storms/Screens)**

- A. Determine if all visible components of entrance doors are in a sound condition with no cracks, holes, loose hinges or broken or defective hardware. All components must be in a professional state of repair. (Look for rot, weathered or peeling paint. Be sure to check thresholds.) Every basement hatchway shall be so constructed and maintained as to prevent the entrance of rodents or rain and surface drainage water into dwellings or structures. If these conditions are not met, mark as “Below Minimum Standard.” Broken/jagged glass that can cause cuts shall be marked as “**Hazardous.**”
- B. Every entry door must have an approved deadbolt lock with a minimum of a one (1) inch throw. Doors and storm doors must be in a professional state of repair with no missing or damaged components. If not, mark as “Below Minimum Standard.” Double-keyed deadbolts shall be marked as “**Hazardous.**”

### **68. Windows (Frames/Storms/Screens)**

- A. Every basement or cellar window, including storm windows, which is openable shall be supplied with a screen or hardware cloth of not more than sixteen (16) mesh per inch, which fits tightly and is securely fastened to the frame or with other material affording equivalent protection against the entry of rodents. If not, mark as “Below Minimum Standard.”
- B. Every window or other outside opening used for ventilation purposes shall be supplied with a screen of not less than sixteen (16) mesh per inch. All windows, storms and screens shall be kept in a professional state of repair. If not, mark as “Below Minimum Standard.”
- C. Determine if the windows have been kept in a professional state of repair. Check to see that all components are present and in a workable order. Locking hardware is required on all windows up to and including the second story, and every other window which is accessible by an adjacent fire escape, stairway, etc. If any of these conditions are not met, mark this item as “Below Minimum Standard.” Look for rot, weathered or peeling paint, and loose or missing glazing. Examine frames, storms, and windows for any weathered or damaged/missing components. If not in a professional state of repair, mark as “Below Minimum Standard.” Broken/jagged glass that can cause cuts shall be marked as “**Hazardous.**”

### **69. Open Porches/Stairways and Decks**

- A. Determine if all visible components of exterior stairways, porches, decks, etc., have been constructed so as to be safe for normal use and loading. If not, mark as “**Hazardous.**” If not kept in a professional state of maintenance and repair, mark as “Below Minimum Standard.” Missing joist hangers, damaged/rotten components shall be marked as “Below Minimum Standard.”
- B. Determine if the handrail(s) are properly installed and securely attached at the proper height of thirty-four to thirty-eight (34 to 38) inches high, as measured from the nose of

the tread. The handrail(s) shall be full length and located on the open side of the stairway. If a stairway has both sides open, a handrail shall be present on both sides. If any of these requirements are not met, this item will be marked as “Below Minimum Standard.” If the stairway has an open side, it must also have a guardrail (or wall) that is a minimum of thirty-six (36) inches in height, with intermediate rails that are spaced so that a four (4) inch sphere cannot pass through the openings. If this criteria is not met, mark this item as “Below Minimum Standard.” The evaluator shall note as “Below Minimum Standard” if open porches, accessible flat roofs, decks, or stoops lack a guardrail when required. Damaged or deteriorated stairs/steps shall be marked as “Below Minimum Standard.”

If, in the opinion of the evaluator, stairs, porches or decks are deteriorated or rotted so as to make them structurally unsound to carry the intended load, mark as “**Hazardous**.”

- C. The evaluator shall determine if open porches, decks, etc., that are more than thirty (30) inches above the adjoining surface have a guardrail that is structurally sound, properly secured, at least thirty-eight (38) inches in height and spaced so that a four (4) inch sphere cannot pass through. If guardrails do not meet the requirements, mark as “Below Minimum Standard.”

## **70. Cornice & Trim**

- A. The evaluator shall determine if the cornice and trim has been maintained in a professional manner. If not, mark as “Below Minimum Standard.”

## **71. Roof Structure & Covering**

The evaluator is not required to use a ladder to observe the roof. The roof is to be viewed from the ground, upstairs window, walk-out deck or porches, or with the aid of binoculars. Check roof vents, sewer pipe covers, sidewall, and valley areas. All visible components must be kept in a professional state of repair. If not, mark as “Below Minimum Standard.”

- A. All components of the roof shall be tight and have no defects which admit rain. Roof drainage shall be adequate to prevent rain water from causing dampness in the walls. If not, mark as “Below Minimum Standard.” Exposed edges of roof boards or plywood must be protected with wood fascia or metal drip edge. If not, mark as “Below Minimum Standard.”
- B. Broken, missing, loose or deteriorated shingles, shakes, flashings or valley areas, excessive granular loss, cupping, excessive rust or excessive tarring shall be marked as “Below Minimum Standard.” Tarring or improper repairs to valley areas or any buckling/curling of roofing materials shall be marked as “Below Minimum Standard.” Roll roofing used on less than 1/12 slope or shingles used on less than 2/12 slope shall be marked as “Below Minimum Standard” (i.e., improper roofing materials used on low slope roof). Pay special attention to low slope dormers, porches, etc.

**NOTE:** If any tree limbs, branches, vegetation, etc., are touching the roof or any exterior surface, mark as “Below Minimum Standard.”

- C. If the roof is snow covered, or if areas are not visible, note that with a “Comment.”

**EXAMPLE:** High or flat areas not visible from ground, areas covered by decks, areas covered by outdoor carpet, areas covered by leaves, or flat areas covered by gravel: “Cannot fully view roof areas from ground,” “Tar patching evident around penetrations, cannot view to evaluate,” “Roof has been coated, cannot evaluate,” “Side wall flashings concealed by tar, cannot view to evaluate.”

## 72. Gutters & Down Spouts

- A. Check the gutters and down spouts to determine if they are securely attached and properly maintained to perform their intended function.

Gutters must be free of debris. Gutters must drain to downspouts properly. If these conditions are not met, mark as “Below Minimum Standard.” Gutters or roof drains discharging to sanitary sewer(s) shall be marked as “**Hazardous**.”

- B. If no gutters or downspouts are located on the structure, the evaluator shall mark “NONE” or “N/A” across the line for Item #72.
- C. The Minimum Property Maintenance Standards (MPMS) does not require downspouts or gutters but it does require, if they are provided, that they must be maintained in a sound condition. This means no holes, peeling paint, rusted areas or missing components. Gutters must be supplied with downspouts and downspout extensions or splash blocks. If not, mark as “Below Minimum Standard.”

## 73. Chimneys

- A. Determine if all visible components of the chimney or chimneys have been kept in a professional state of maintenance and repair (the evaluator is required to use binoculars). If not, mark as “Below Minimum Standard.”
- B. Note as being “Below Minimum Standard” any chimney that has loose brick or stone, cracked or missing brick/mortar, or missing/damaged flashing. If chimney is not structurally sound or is in danger of collapse, mark as “**Hazardous**.”
- C. Determine if the chimney extends the appropriate height above the roof or adjacent obstructions. Masonry chimneys must extend three (3) feet minimum and twenty-four (24) inches above anything within ten (10) feet. Class “B” chimneys on flat roofs must extend a minimum of twelve (12) inches or twenty-four (24) inches above anything within eight (8) feet (this includes walls, parapets, etc.). Class “B” chimneys having an internal diameter of twelve (12) inches or less shall extend at least twelve (12) inches in all other areas.
- D. Determine if a metal flue liner, or other approved flue liner, has been provided in the chimney when a gas-fired heating plant/appliance is used. If metal liner is deteriorated/rusted, mark as “Below Minimum Standard.” Remember that the evaluator is required to use binoculars.
- E. If no flue liner is visible from the ground, the evaluator shall note this information in the “Comment” section (i.e., “No visible metal liner”). All transite chimneys shall be marked as “Below Minimum Standard” and if there is any visible deterioration, it must be marked as “**Hazardous**.” If the chimney is not visible from the ground, the evaluator must state the reason in the “Comment” section (i.e., “Chimney not visible...” “...due to snow,” “...due to adjacent structures,” or “Upper roof area not visible from ground,” etc.).

## 74. Outlets, Fixtures & Service Entrance

- A. Determine if all visible components of porch lights and other such outside electrical fixtures, are properly installed and maintained. All doorways to dwelling must be provided with an exterior light fixture. If not, mark as “Below Minimum Standard.” Any exposed wires, broken conduit, broken fixtures, light bulbs broken in sockets, missing plates or covers shall be marked as “Below Minimum Standard,” if no immediate potential for shock exists. If these damaged components present and immediate potential for electric shock, mark this item as “Hazardous.”
- B. Determine if exterior electric outlets, exposed to the weather, are provided with a weather-tight cover and are properly installed and grounded. If these conditions are not met, indicate this as being “Below Minimum Standard.” All GFCI outlets must function properly. If not, mark as “Hazardous.”
- C. Unprotected wiring of any kind above grade shall be marked “Below Minimum Standard.” (This refers to romex/individual strand being used for lights, switches, outlets, etc., but does not apply to service supply to house/garage, etc. For service drop wires, see D. below.) Unprotected wiring of any kind at grade and open to physical damage shall be marked as “Below Minimum Standard.”
- D. Check that the electric service drop wires have the proper clearance from building openings, above grade or walkable surfaces (i.e., decks, stairways, play structures, etc.) and over driveways. [Ten (10) feet above grade or walkable surfaces, twelve (12) feet above driveways, three (3) feet from any opening.] If not, mark as “Hazardous.” Any service/electrical wires over pools or hot tubs shall be marked as “Below Minimum Standard.”

## GARAGE(S)/ACCESSORY STRUCTURE(S)

See and follow the appropriate sections included in Items 63 through 72 above.

## 75. Roof Structure & Covering

- A. The evaluator is not required to use a ladder to observe the exterior condition but, based on the observations made from the ground and/or with the use of binoculars, the evaluator shall determine the condition of all visible components of the roof covering and roof structure.

The evaluator shall view the roof from inside the garage. Damaged, rotted, over-spanned, improperly installed, or improperly altered components shall be marked as “Below Minimum Standard.” If the garage is locked and this inspection cannot be made, “Comment” and giving reason for not evaluating (i.e., “Garage locked, cannot access to evaluate”). The evaluator must still record any deficiencies visible from the exterior.

- B. If the roof covering is not visible for inspection, the evaluator shall comment in the Comment section of the report.
- C. Note any tree limbs, branches, or other vegetation that touches the structure(s) in the Comment section. (See Item 71 and use same guideline criteria for garage roof.)



## 76. Wall Structure & Covering

- A. Determine if all visible components of the garage walls and windows have been kept in a professional state of construction, maintenance and repair. Any sign of rot or decay, lack of a proper finish, weathered/peeling paint, or loose/missing glazing shall be marked as “Below Minimum Standard.”
- B. Deteriorated, missing, excessively weathered or rotted siding on the garage shall be marked as “Below Minimum Standard.” Stucco cracks, missing mortar, or damaged block shall be marked as “Below Minimum Standard.”
- C. If the garage is attached to the house, the common wall shall be properly fire protected with no openings, access panels, dryer vents, or damaged areas. If not, mark as “**Hazardous.**” (See Item 78 regarding doors.)
- D. The wall between the house and garage shall have no windows or other openings in it, other than a fire rated door with proper hardware. If these requirements are not met, mark as “**Hazardous.**”
- E. If any exterior parallel wall of a detached garage is less than three (3) feet from the wall of the dwelling, Items C and D above shall apply.
- F. Any property that is reachable from a City alleyway must have the official number placed on the garage in a manner so as to be clearly visible from said alley. These numbers shall be constructed of wood, metal, or plastic, or they may be painted directly on the garage with a minimum height of four and one half (4-1/2) inches. In the case of the garage or house, the numbers shall not be placed directly on the door, as they will not be visible if the door is open. If not, mark as “**Hazardous.**”

## 77. Slab Condition

- A. The evaluator shall determine if the slab and/or foundation is sound and in a professional state of repair. Damaged areas, excessive cracks, etc., shall be marked as “Below Minimum Standard.” If the slab is not visible and an inspection cannot be made, “Comment” and state the reason for not evaluating the slab.

## 78. Garage Door(s)

- A. Determine if all visible components of the garage doors are maintained in a sound, professional state of maintenance and repair. Any sign of damage, rot or decay, or lack of a proper finish (peeling paint/excessive weathering), shall be marked as “Below Minimum Standard.” Damaged or missing door hardware shall be marked as “Below Minimum Standard.”
- B. If the garage is attached to the house, the door between the house and the garage must be either solid core wood, a minimum of 1-3/8 inches thick, or a rated metal door. If these conditions are not present, mark as “Below Minimum Standard.”
- C. The evaluator shall determine if any entrance door has a double cylinder deadbolt lock (key required to unlock from inside). If double cylinder deadbolt locks are found, mark as “**Hazardous.**”
- D. If any exterior parallel wall of a detached garage is less than three (3) feet from the wall of the dwelling, Items B and C above shall apply.

## 79. Garage Door Opener(s)

- A. Determine if the garage has an automatic garage door opener and indicate “Yes” or “No.”

## 80. Electric

- A. Determine if all components of the existing electrical wiring in any accessory structure are installed in an approved manner and have been properly maintained. If improper, mark as “Below Minimum Standard.” Extension cord wiring cannot be used in lieu of permanent wiring (garage door openers, lights, etc.). If improper, mark as “Hazardous.” Ungrounded three (3) prong outlets, GFCI outlets that do not function properly, any exposed wires, missing plates, missing knockouts, open junction boxes, or improperly terminated wires shall be marked as “Hazardous.”
- B. Determine if the electrical wires leading to an accessory structure are located at an acceptable height above grade and driveways and walkable surfaces. [Ten (10) feet above grade or walkable surfaces, twelve (12) feet above driveways.] Electrical wires may not rub against buildings or roofs. If these conditions are not met, mark as “Below Minimum Standard.”

## 81. Additional Comments

- A. Item 81 should be used to note any items not listed on Items 63 through 80 of the form which constitute a defect, hazard or comment.

## FIREPLACES/WOODSTOVES

### 82. Damper Installed in Fireplace

- A. Indicate if the fireplace or fireplaces have operable dampers by marking “Yes” or “No.”

### 83. Installation

- A. Indicate if the installation is acceptable, check for proper clearance to combustibles, connection to an approved chimney, and a proper non-combustible base. If not, mark as “Hazardous.” Barrel stoves or unlisted woodstoves located in dwellings, basements or garages shall be marked as “Hazardous.”

Solid fuel appliances require a separate chimney. If installed in a common flue, mark as “Hazardous.”

### 84. Condition

- A. The evaluator shall examine for visible defects and comment, if appropriate. Pay particular attention to gas log inserts. Make sure proper gas controls and clearances are maintained, as well as condition/removal of damper. If not in proper condition, mark as “Hazardous.”
- B. The evaluator shall inspect fireplace(s) for the following elements:
  - 1. The fire box may not contain missing or loose fire brick or mortar.
  - 2. The hearth extension shall be non-combustible and extend a minimum of sixteen (16) inches from the fireplace opening.

3. Combustible materials are not permitted within six (6) inches of the fireplace opening. Combustible mantles are not permitted within twelve (12) inches of the fireplace opening.
4. An operable damper.

If these elements are either missing or are deficient, mark as “Below Minimum Standard.”

The evaluator shall mark as “Comment” and detail any signs of smoke back drafting around fireplace openings, screens, and through finish joints.

## **SUPPLEMENTAL INFORMATION**

### **ENERGY INFORMATION**

The following items are not mandatory requirements, so there is no “Meets” or “Below Minimum Standard.” These items are still **required** to be viewed and evaluated and this section filled out according to the criteria listed below.

#### **85. Attic Insulation**

- A. The evaluator is required to access the attic. If no access is available, the evaluator is required to indicate why and enter the appropriate Comment under Item 58 (i.e., “Vaulted ceiling,” “Closet full of stored items,” “Furniture in the way,” “Not accessible with a step ladder”). “Attic not accessed” is not acceptable, unless detailed as to why. Determine the type and depth of the insulation for this item. If none, so indicate. If not visible, mark “N/V.” If not applicable, mark “N/A.”
- B. If the insulation is saturated, settled, or non-uniform in depth, or consists of various types, the evaluator shall so indicate under “Comments.”
- C. If there is no access to the ceiling insulation, the evaluator shall note this in the Comments section under Item 58 (i.e., “Insulation not visible under floor boards,” “No attic access provided,” “Cannot access attic due to stored items in closet,” etc.). The evaluator is required to indicate why access is not possible (see A above).

#### **86. Foundation Insulation**

- A. The evaluator shall identify the type and thickness of any insulation on the exposed foundation. If none, so indicate. If not visible, mark “N/V.” If not applicable, mark “N/A.” (Exposed foam insulation, unless it is specifically listed for exposed use, shall be marked “**Hazardous**” under Item 19.)

#### **87. Knee Wall Insulation**

- A. Determine the type and thickness of the insulation for this item. If none, so indicate. If not visible, mark as “N/V.”
- B. If the structure has no knee wall, the evaluator shall mark as “N/A.”
- C. Mark as “**Hazardous**” under Item 62 any urethane (foam) insulation that does not have proper fire separation.

## **88. Rim Joist Insulation**

- A. Identify the type and thickness of any insulation on the exposed rim joist. If none, so indicate. If not visible, mark as “N/V.” (Exposed foam insulation, unless it is specifically listed for exposed use, shall be marked “**Hazardous**” under Item 19.)

## **89. Additional Comments (Items 82 through 88)**

- A. Item 89 should be used to note any items not listed on Items 82 through 88 on the form which constitute a defect, hazard or comment.
- B. If a reasonable evaluation of any component (heating system, electrical system, electrical over fusing, determining the listing of a gas fired appliance, etc.) cannot be made, the evaluator shall mark the item as “**Hazardous**” and require a safety check by a licensed contractor. It is the responsibility of the owner to provide a copy of this to the evaluator and to provide an additional copy to the City with their Rental License application.

## **90. Sanitary Conditions**

- A. Evidence of any one of the following shall be deemed as a grossly unsanitary condition and must be marked as “**Hazardous.**”

No permit is required; however, the City of South St. Paul Code Enforcement Office must be immediately notified at (651) 554-3220.

1. Accumulated organic or kitchen waste beyond an average week’s collection in a domestic setting.
2. Accumulated trash build-up beyond a week’s collection in an average domestic setting.
3. Any human waste.
4. Animal waste, except waste contained in a kitty litter and bird’s waste in an appropriately lined cage. In no case should waste be excessive or more than one average animal’s excretion over a one week period.
5. Any vermin, insect, or arthropod infestation. Vermin include, but are not limited to, squirrels, rats, mice, raccoons, skunks, woodchucks, and gophers. Insects and arthropod include, but are not limited to, ticks, lice, fleas, flies, cockroaches, termites, silverfish, bedbugs, mites, spiders, centipedes, millipedes, and ants.
6. Any decaying vermin or other dead animals.
7. Other materials that render the dwelling, garage, and/or accessory buildings potentially dangerous to human health.
8. Excess clutter beyond expected clutter from residents who are packing in order to vacate the premises.
9. Any unsanitary condition that impedes a complete inspection of any of the required components of the evaluation report.

Illustration I

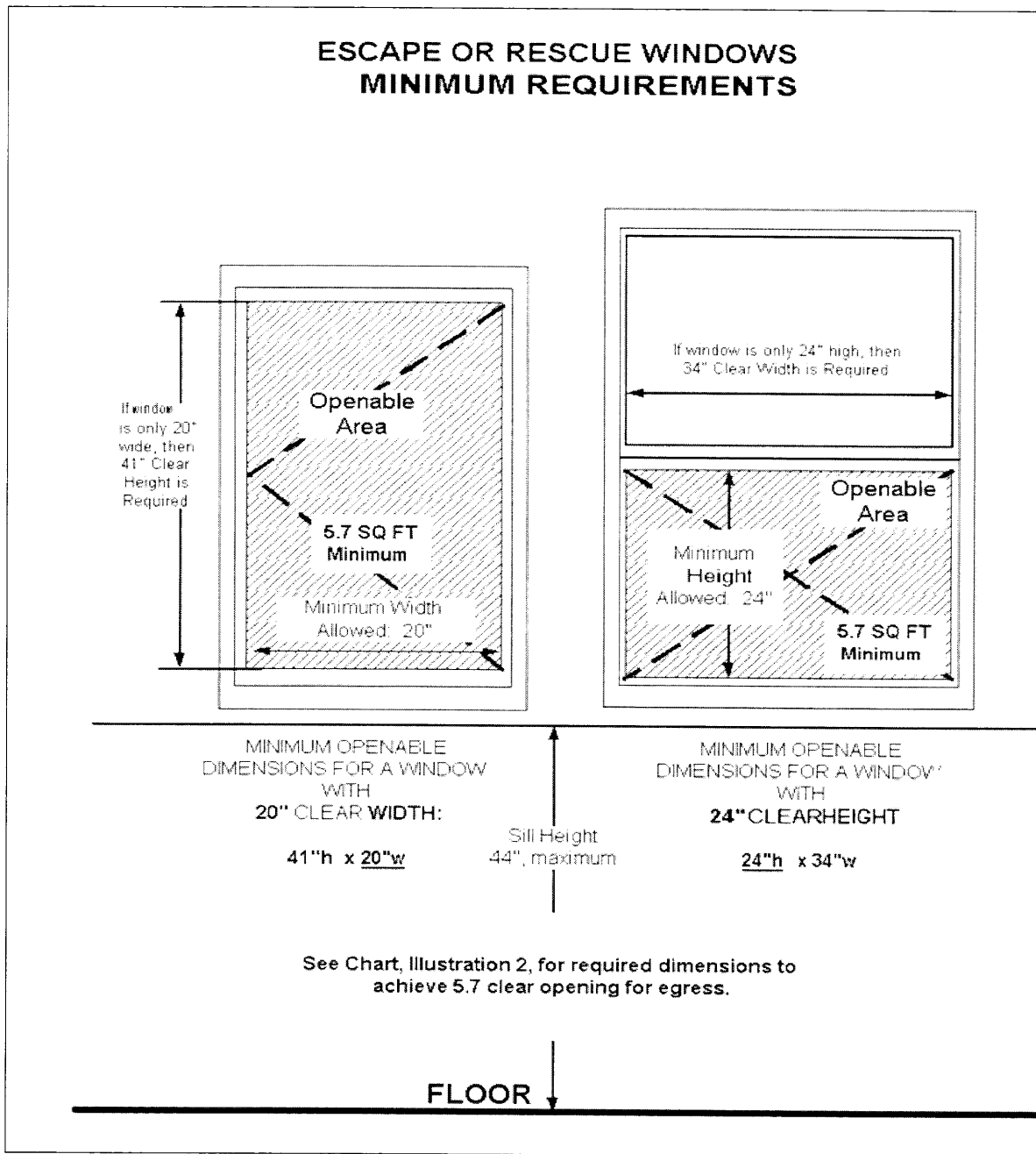


Illustration 2

**Chart of Window Area Calculations**

**Minimum 5.7 Square Feet of Openable Area Required**

Height of Opening in Inches	Width of Opening in Inches																
	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36
24	3.3	3.5	3.7	3.8	4.0	4.2	4.3	4.5	4.7	4.8	5.0	5.2	5.3	5.5	5.7	5.8	6.0
26	3.6	3.8	4.0	4.2	4.3	4.5	4.7	4.9	5.1	5.2	5.4	5.6	5.8	6.0	6.1	6.3	6.5
28	3.9	4.1	4.3	4.5	4.7	4.9	5.1	5.3	5.4	5.6	5.8	6.0	6.2	6.4	6.6	6.8	7.0
30	4.2	4.4	4.6	4.8	5.0	5.2	5.4	5.6	5.8	6.0	6.3	6.5	6.7	6.9	7.1	7.3	7.5
32	4.4	4.7	4.9	5.1	5.3	5.6	5.8	6.0	6.2	6.4	6.7	6.9	7.1	7.3	7.6	7.8	8.0
34	4.7	5.0	5.2	5.4	5.7	5.9	6.1	6.4	6.6	6.8	7.1	7.3	7.6	7.8	8.0	8.3	8.5
36	5.0	5.3	5.5	5.8	6.0	6.3	6.5	6.8	7.0	7.3	7.5	7.8	8.0	8.3	8.5	8.8	9.0
38	5.3	5.5	5.8	6.1	6.3	6.6	6.9	7.1	7.4	7.7	7.9	8.2	8.4	8.7	9.0	9.2	9.5
40	5.6	5.8	6.1	6.4	6.7	6.9	7.2	7.5	7.8	8.1	8.3	8.6	8.9	9.2	9.4	9.7	10.0
42	5.8	6.1	6.4	6.7	7.0	7.3	7.6	7.9	8.2	8.5	8.8	9.0	9.3	9.6	9.9	10.2	10.5
44	6.1	6.4	6.7	7.0	7.3	7.6	7.9	8.3	8.6	8.9	9.2	9.5	9.8	10.1	10.4	10.7	11.0
46	6.4	6.7	7.0	7.3	7.7	8.0	8.3	8.6	8.9	9.3	9.6	9.9	10.2	10.5	10.9	11.2	11.5
48	6.7	7.0	7.3	7.7	8.0	8.3	8.7	9.0	9.3	9.7	10.0	10.3	10.7	11.0	11.3	11.7	12.0
50	6.9	7.3	7.6	8.0	8.3	8.7	9.0	9.4	9.7	10.1	10.4	10.8	11.1	11.5	11.8	12.2	12.5
52	7.2	7.6	7.9	8.3	8.7	9.0	9.4	9.8	10.1	10.5	10.8	11.2	11.6	11.9	12.3	12.6	13.0
54	7.5	7.9	8.3	8.6	9.0	9.4	9.8	10.1	10.5	10.9	11.3	11.6	12.0	12.4	12.8	13.1	13.5
56	7.8	8.2	8.6	8.9	9.3	9.7	10.1	10.5	10.9	11.3	11.7	12.1	12.4	12.8	13.2	13.6	14.0
58	8.1	8.5	8.9	9.3	9.7	10.1	10.5	10.9	11.3	11.7	12.1	12.5	12.9	13.3	13.7	14.1	14.5
60	8.3	8.8	9.2	9.6	10.0	10.4	10.8	11.3	11.7	12.1	12.5	12.9	13.3	13.8	14.2	14.6	15.0