



2501 Woodland Road
Ambridge, PA 15003-1341

Pre-Inspection Checklist for Rental Units

Based on the 2015 International Property Maintenance Code

What is the purpose of Property Maintenance Inspection for Rental Units?

Harmony Township has adopted ordinances which require all rental units be inspected once every 24 months. The purpose is to ensure that safe and livable conditions exist for the tenants occupying these units. Failure to schedule these annual inspections will result in the Township using its legal means to have these inspections performed.

What is the Scope of a Property Maintenance Inspection?

The inspector performs a visual inspection of the premises based on Harmony Township's currently adopted Property Maintenance Code. The Code Enforcement Officer then issues a report detailing any code violations that require correction prior to the issuance of new Rental Unit Operating License.

The inspection is a minimum property maintenance inspection made exclusively for the use of the Township in determining the premises' compliance with the Township's Property Maintenance Code for occupancy. The inspection is limited to observations readily visible without moving or removing any item. Confined spaces, such as crawl spaces or attics are not inspected. Furnishings are not moved. Concealed, internal or hidden damage or defects may not be observed.

The operation of the heating, air conditioning and water heater systems are not checked except as specified below. The overall condition of the roof and roofing materials are not inspected, except as visible from the exterior at ground level.

This list shows commonly found violations. It is NOT intended to be a comprehensive list of all code violations that could occur. If you have questions about a specific situation, please call the Harmony Township office of Code Enforcement at 724.266-1910, ext 102.

Fire Safety -

- Is there a working smoke detector in EACH bedroom (or other room used for sleeping), in the hallway(s) directly outside of the bedrooms and on each level, including the basement? (704.2)
- Is the hot water heater and furnace clear (at least 3 feet away) of boxes, other "junk" or flammable materials? (603.3)
- Are all exits free from obstruction inside and outside (personal belongings, junk, shrubbery etc.)? (702)

Doors & Windows –

- Do all exterior doors open and close easily? Are they weather tight? (304.13, 304.15)
- Do they lock and unlock from the **inside** without a key or special knowledge? (304.18.1 & 702.3)
- Do all windows open and stay open? (304.13.2)
- Do all windows close and lock? Are they weather tight? (304.18.2)
- Are there any broken or cracked windows? Are screens in place and free from tears? (304.13.1, 304.14)
- Do all rooms used for sleeping have a window? Or two means of approved egress from such room? (403.1, 702.4)

Walls, Ceilings and Floor –

- Are the walls, window sills and ceilings clean and free from peeling paint, wallpaper or falling plaster? (305.3)
- Are the floors structurally sound? (305.4)
- Is the flooring (carpet, vinyl, wood, etc.) clean and in good condition, i.e. thresholds in place, no rips or other tripping hazards, no missing tiles? (305.4)
- Are there proper globes/diffusers/covers on all light fixtures? (605.1)
- Are there light fixtures in all halls, stairways, laundry rooms and furnace rooms? (605.3)
- Does every set of stairs with more than four steps have a graspable handrail and guards on at least one side? This includes stairs to a basement or attic and exterior stairs. (307.1)
- Are handrails, guards and other railings firmly attached with no loose or missing spindles? (305.5)

Heating, Plumbing & Electrical -

- Does the Hot Water Heater have a “drip-leg” on the gas line and pressure relief valve pipe 6” from floor? (505.4)
- Is all fuel burning equipment in good repair and safe condition, properly installed and connected to chimneys or vents? (304.11, 603.1, 603.2)
- Are there working GFCI outlets in the Kitchen & Bathrooms? (604.3)
- Is there a working exhaust fan or a window in each bathroom? (403.2)
- Do all outlets, switches and panel boxes have covers? (605.1)
- Are there at least two outlets in each room and one in the bathroom? (605.2)
- Do all sink taps operate (hot & cold) and toilets flush? Is the plumbing properly vented? (505.1, 506.1)
- Do any pipes leak or faucets drip? (504.1)

Exterior –

- Does each unit have address numbers that are clearly visible from the street (at least 4” high)? (304.3)
- Is the yard maintained (grass under 6”, no tall weeds)? (302.4)
- Is all rubbish stored in appropriate containers and removed regularly? (308)
- Is the exterior in good repair? Siding, brick or paint free of chips or deterioration? (304.2)
- Is the roof in good repair with no leaks? No overhanging tree limbs or branches? (304.7)
- Is the chimney in good repair and safe condition? (304.11)
- Is the foundation in good repair, level with no cracking or deterioration? (304.5)
- Are the gutters and downspouts free of debris and directing water away from the structure? (304.7)
- Are the premises free of infestation such as insects, rats and/or other vermin? (302.5)
- If the property has a swimming pool, is it protected by a 48” barrier or fence in good repair, with a self-latching, self-closing gate? (303)
- Are all residents’ vehicles properly registered and licensed? (302.8)
- Are any accessory structures (garages, sheds, fences) structurally sound and in good repair? (302.7)

Recommended but not required in existing buildings –

- Attached garages should have a minimum of ½” drywall on garage side between house and garage with all holes and other openings sealed and 1¾” solid core or fire rated door
- GFCI on all receptacles within six feet of a water source, in the garage, on the exterior and in any unfinished basement.

This checklist should serve as a guideline for you to prepare for your inspection and is not all-inclusive as to what the Code Enforcement Officer may look at.