



NSPIRE Inspection Preparation Checklist



All utilities must be turned on and in working order.

A smoke detector is required in common living areas or hallways, and each bedroom. At least one carbon monoxide detector is required on each level, in every unit.

TENANT HOUSEKEEPING

Tenants are responsible to correct any of the following;

- Excess amount of garbage on countertops and/or floors.
- Litter - Garbage bags full of garbage or recycling that is kept outside.
- Large items in an area where it is incorrectly disposed.
- Unsanitary bathrooms and/or kitchen conditions. Including dirty dishes with mold present, rotten food, or receptacles with stagnant water.
- Lack of egress (access to doors and windows in the event of an emergency).
- Poor housekeeping/Hoarding will cause your unit to fail inspection.

GENERAL

Heaters - Units must have a permanent functioning heat source free and clear of any debris, with no items resting on them. Heat source must maintain an indoor temperature of 68 degrees or more when there is a frost advisory in effect. *A fireplace or wood burning stove is NOT acceptable as a sole source of heat.*

Walls and Ceiling - Must be in good condition, free of any large holes/gouges, and no evidence of leaks.

Floors - Structurally sound and free of any tripping hazards including wrinkles in carpet.

Exterior Doors - Weather tight with operable locks.

Windows - Present in all sleeping rooms for egress, lockable, and operable.

Stairway - Free of tripping hazards and have a handrail installed. Handrails must be installed if stairway is more the three risers, or more than 30 inches from the floor.

Major Appliances - Must be in proper working order with all handles and knobs in place. This includes stoves, ovens, and refrigerators.

**Inspectors must be given
access to water heaters
at every inspection!**



Inspection Preparation Checklist



EXTERIOR

Walkways - Must be free of tripping hazards. This includes cement that has cracked and/or has a raised edge. This also includes boardwalks or brick paths presenting edges that can be tripped on.

Porches - Must be structurally sound. If they are higher than thirty inches from the ground, a railing must be present. Must be free and clear of debris.

Stairways - If rising over thirty inches, a handrail must be present. Must be free and clear of debris and not used for storage.

Garbage - the entire property must be free of trash, garbage, bagged garbage, excess recycling, and/or animal feces. This also includes an accumulation of unused things, no litter spread out throughout the yard, this also includes large items such as furniture.

Questions? We are here to help!

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ELECTRICAL

Lighting Fixtures - Working light bulbs/tubes installed with covers. Cover plates cannot be cracked or broken. Uncovered and missing light bulbs will need to be corrected within 24 hours.

Electrical Outlets - Functioning correctly with cover plates in place. No cracks in cover plates or outlets. CDC must test outlets for proper functionality.

GFCI Protection - Electrical outlets within two feet of a water source must be GFCI protected. This includes homes built without ground wires routed to individual outlets.

PLUMBING

All plumbing fixtures must be free of leaks and appropriately sealed.

Sinks - Kitchens must have sinks with “p” traps in place. Sinks must have hot AND cold running water. Faucets and knobs must be working order

Tub/Shower - Showerheads and faucets must be working, with hot AND cold running water. Fifty percent or more of tub/shower must not have discoloration.

Water Heater - Two earthquake straps in place, regardless of capacity or height. Pressure relief valve must have a drain line installed that is no less in diameter than the cold water inlet. Drain line must be rigid, copper, or PVC-C pipe, and must be within 6 inches of the floor or piped out of the building.

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