EXTERIOR AND COMMON AREAS

Building

- Foundations are in good solid condition
- Exterior paint showing no signs of damaging deterioration
- Exterior walls are free of major cracks and erosion
- Walkways are safe
- Roofs are in good repair
- Gutter and downspouts are unclogged and in good condition
- Staircases are sound and in good condition
- Guardrails and handrails are in good condition
- Exterior lighting is in good working order
- Electrical service panels, meters and enclosures are in good condition
- Chimneys have spark arrestors

Doors and Locks

- Solid Core doors are installed
- Entry doors are equipped with deadbolt locks and passage door locks with deadlocking latches. All locks work.
- All exterior doors open and shut properly
- Sliding patio doors work properly including all locking and latching mechanisms.

Landscaping

- The property landscaping is being properly maintained and is free of litter
- Storm drains are clear of debris and in good condition

Fire Extinguisher(s)

- Fire extinguishers are provided and installed to code
- Each extinguisher has been tagged and serviced by a state licensed contractor within the last year and after each use

Exiting

- Exits are clear and unobstructed all the way to the public right of way
- All "Exit" signs and exit lighting is in working order
- The area on and beneath exit stairs is clear of material
- Fire doors are operable and in good condition

Garbage/Recycling Materials

- Garbage service and sufficient garbage containers are provided on site
- All unsanitary garbage bins have been cleaned and / or replaced
- Garbage receptacles are stored in proper enclosures

Fences and Gates

- Property fences and gates are in good working condition

Laundry Rooms

- Interiors are clean and facilities are maintained in good condition

Pools

- Swimming pool gates and enclosures are in compliance
- Swimming pool is clean

Parking

- Driveways and parking areas are in good condition
- Carports are in good condition

Sewer

- Cleanout lines are unobstructed and in good condition

INTERIOR AREAS

Kitchen

- Floor covering is free of trip hazards
- Electrical outlets are functional and have cover plates
- GFI's properly installed and in working condition
- Light switches function and have cover plates
- Overhead lighting is operational and in good repair
- Windows with screens are in good condition
- Stove burners and oven work safely with functioning door and knobs that turn completely off and on
- Gas stove is free of gaseous odors – *Report gas leaks or gaseous odors to PG&E immediately*
- Stove hood / filter and fan are working properly
- Dishwasher functions properly
- Garbage disposal is in good working order
- The kitchen sink and faucets drain properly and are free from leakage
- Refrigerator is in good working order

Living Room

- Floor covering is free of trip hazards
- Electrical outlets are functional and have cover plates
- Light switches function and have cover plates
- Windows and windowpanes are intact, unbroken and not cracked
- Windows are equipped with proper locking devices
- Window screens are in good condition

Smoke Detectors – Hallways and Bedrooms

- Smoke detectors are installed in hallways and sleeping rooms
- All smoke detectors are in working order
- To insure that smoke detectors have been inspected annually, the owner or on-site manager will keep in unit file documentation that states the date the smoke detectors were last serviced and if possible the signature of the resident, along with the maintenance personnel and owner or on-site manager. In addition to installing smoke detectors, it is recommended that at least on carbon monoxide detector be installed in each residential unit.

Bedrooms

- Floor covering is free of trip hazards
- Electrical outlets are functional and have cover plates
- Light switches function and have cover plates
- Windows and windowpanes are intact, unbroken and not cracked

- Windows are equipped with proper locking devices
- Window screens are in good condition
- Egress windows are operable and open completely
- If bedroom window bars are installed – they are installed correctly and have the required quick release mechanisms approved by the Fire Department

Bathrooms

- Floor covering is free of trip hazards
- Electrical outlets are functional and have cover plates
- Light switches function and have cover plates
- Overhead lighting is operational and in good repair
- GFCI's properly installed and in working condition
- Windows and windowpanes are intact, unbroken and not cracked
- Windows are equipped with proper locking devices
- Window screens are in good condition
- Ceiling exhaust fan is in good working condition
- Sink, bathtub and toilets drain properly and are free of leaks, including faucet handles
- Toilet is secure
- Sinks, bathtubs/showers surrounds are in good condition
- Light fixtures are secure and in working order
- Towel bars and accessories are secure

OTHER IMPORTANT ITEMS

Electrical System Requirements

- The unit has no exposed or bare live wires
- Use of extension cords and electrical adapters are not overloading the circuit
- If the building was constructed in 1960 or earlier: the fuses in the panel box that services each unit is rated at least 15 amps. (NOTE: If the fuses are greater than 15 amps and the unit was built in 1960 or before, an electrical danger is present unless the wiring has been updated. The City strongly recommends that you contact an electrician if you are not sure about the proper fuses for the building or units.)
- Sub-panels are labeled and breakers are in proper working condition

Plumbing and Mechanical Requirements

- Electrical or gas heaters are functioning properly
- If there is a high-pressure gas boiler system (not the water heater), the boiler heating system is in proper working condition
- The water heater is in working order supplying water at a minimum of 120°F
- The water heater has a working temperature and pressure relief valve including a proper drain line to the pressure release valve
- The water heater is properly strapped
- Gas lines have shut off valves at the appliance connection. All service gas lines are free of leaks. *If you smell gaseous odor, report to PG&E immediately.*
- The vent pipes that serve gas heating appliances are terminated above the roofline with vent caps (Direct vent heaters are exempt)

Mold

- There is no visible mold in the unit (Information: If mold is found, assess the situation by cleaning and/or using a professional mold abatement company to refinish all deteriorated surfaces and remedy the water intrusion problem. If mold is resident caused, after addressing the problem, the City recommends you give your tenants a Mold Notification addendum to add to your rental agreement. This addendum should inform residents about mold and their responsibilities to prevent mold growth and how to inform the owner of possible water intrusion / mold in the unit.

Vector (insects, rodents and other pests)

- Property is free of infestations

THE CITY OF EL CERRITO

BUILDING SERVICES DIVISION

City of El Cerrito Residential Rental Dwelling Unit Inspection and Maintenance Checklist

The Inspection Checklist is designed to assist owners in determining whether their properties will pass inspection under the City of El Cerrito Residential Rental Inspection Program. Owners should recognize that this Inspection Checklist is not all inclusive and that in addition to the items listed below, owners are responsible for ensuring that their units are in compliance with applicable provisions of the City Code, including the California Model Building Codes, Uniform Housing Code and the Uniform Code for the Abatement of Dangerous Buildings. Owners are also responsible for maintaining completed checklists for each and every dwelling unit and for providing them upon request.

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