



Rental Safety Checklist

PART A: Unit Identification – Please print legibly

Address of Unit: _____

Unit Number: _____

PART B: Door Locks

Note: Double cylinder deadbolts that use a key on both sides are prohibited and impede fire escape. IPMC 702.3 CHSC 17920.3(l), CHSC 17920.3(a)(10)

- | Verified | N/A | |
|--------------------------|--------------------------|-------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Exterior entry doors have working deadbolts. |
| <input type="checkbox"/> | <input type="checkbox"/> | All individual apartment entry doors have working deadbolts and entry knobs with deadlocking latches. |
| <input type="checkbox"/> | <input type="checkbox"/> | All exterior doors open and close properly, and do they lock and unlock easily. |

PART C: Electrical Wiring IPMC 605, CHSC 17920.3(d)

- | Verified | N/A | |
|--------------------------|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | All accessible electrical outlets and light switches are secure and installed completely behind cover plates. |
| <input type="checkbox"/> | <input type="checkbox"/> | All electrical outlets and light switches are functional. |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the unit free from exposed or bare live wires? |
| <input type="checkbox"/> | <input type="checkbox"/> | There are GFCI receptacles in the bathrooms, all kitchen counters, in the garage, and all exterior plug receptacles (with exterior receptacle covers) |
| <input type="checkbox"/> | <input type="checkbox"/> | Every public hall, interior stairway, toilet room, kitchen, bathroom, laundry room, boiler room and furnace room has at least one electrical light (luminaire). |

PART D: Electrical Heating IPMC 602, CHSC 17920.3(a)(6)

- | Verified | N/A | |
|--------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Are the permanently installed electrical heaters not obstructed, free of built-up dust and properly functioning? |

PART E: Gas Heating Systems IPMC 602, CHSC 17920.3(a)(6), 17920.3(f)

- | Verified | N/A | |
|--------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Confirm the gas heater is operating normally and is provided with minimum combustion air in accordance with California Mechanical Code, Chapter 7. |
| <input type="checkbox"/> | <input type="checkbox"/> | All fuel burning appliances, including fireplaces terminate above the roof line and have vent caps? |

PART F: Appliances IPMC 501,505,601, CHSC 17920.3(a)(5) CHSC 19211

- | Verified | N/A | |
|--------------------------|--------------------------|------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Do stove burners and oven/s work safely with functioning door/s and knobs that turn completely off and on? |
| <input type="checkbox"/> | <input type="checkbox"/> | If there is a gas stove, is it free of gaseous odors indicating a gas leak? |

Note: Immediately report gas leaks or gaseous odors to PG&E and Owner/Manager.

- | | | |
|--------------------------|--------------------------|---------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | For stoves that are not self-vented, is there a working stove vent? |
|--------------------------|--------------------------|---------------------------------------------------------------------|

Note: Some older model gas stoves are designed to be vented through a vent or flue for safety purposes. If designed as such, the appliance must be properly vented through a vent or flue.

- | | | |
|--------------------------|--------------------------|-------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Is the water heater in working order, and does it provide water at a minimum 110°F? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does the water heater have a working temperature and pressure relief valve? |

- | Verified | N/A | |
|--------------------------|--------------------------|-----------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Is the gas water heater vented per code? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the water heater strapped to resist earthquakes? |

- | | | |
|--------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | If installed in a bedroom or bathroom are water heaters installed in accordance with California Plumbing Code, Chapter 5, Section 505.1? |
|--------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------|

PART G: Handrails & Guardrail Condition IPMC 307

- | Verified | N/A | |
|--------------------------|--------------------------|-----------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Are handrails and guardrails tightly fastened, sound, without movement and in good condition? |

PART H: Elevated Exposed Decks, Balconies or Walkways IPMC 306, 304

- | Verified | N/A | |
|--------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | All elevated exterior decks, balconies and/or walkways that are located more than 6 feet above grade & exposed to the weather appear structurally sound and show no visible signs of sagging, leaning, cracking, or other defects that may permit moisture intrusion and potentially lead to structural deterioration. |

PART I: Interior and Exterior Staircase & Stairway Condition IPMC 306

- | Verified | N/A | |
|--------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Are stair treads, risers and landings sound, in good condition, without movement and have no missing, broken |

or loose parts?

PART J: Roof Conditions IPMC 304, CHSC

17920.3(g)

Verified

N/A

Are ceilings and walls free from roof leaks?

PART K: Drain/Waste/Vent, Plumbing and Gas

Lines IPMC 506 , 504, CHSC 17920.3.(a)(1)(2)(3)(4)(14), CHSC 17920(e)

Verified

N/A

Are all service gas lines in the unit free of leaks and any gaseous odors?

Note: Immediately report gas leaks or gaseous odors to PG&E and Owner/Manager.

Do all gas lines in the unit have shut-off valves and flex line at the appliance connection?

Do all gas heating appliance vent pipes terminate above the roofline and have vent caps?

Note: Direct vent heaters exempt.

Do house drain vents terminate above the roofline? (Not in the walls or attic)

Do all the sinks & showers drain properly? (Including toilet & sewer line)

Are all sinks, bathtubs, showers and toilets free of water leaks?

Does the unit have a toilet, lavatory, a shower or bathtub?

Is there a proper kitchen sink?

PART L: Mechanical Ventilation IPMC 403,

17920.3(a)(7)

Verified

N/A

If bathrooms have fixed windows or no windows, verify the required mechanical ventilation system is in working order?

If the kitchen has fixed windows or no windows is the required mechanical ventilation system in working order?

PART M: Smoke Detectors/Hallways and

Bedrooms IPMC 704

Verified

N/A

Are smoke detectors installed in the hallways on each floor and in each sleeping room?

Do all smoke detector work properly and alarm sound when tested?

PART N: Carbon Monoxide Devices

(Alarm/Detector) SB 183 CHSC 17926

Verified

N/A

Are the CO devices in the single family dwelling installed accordingly? Are the devices operational?

Are the CO devices in the unit (Within the multi unit apartment building) installed accordingly? Are the devices operational?

PART O: Exteriors IPMC 702, ECOM 17.05.401, CHSC

17920.3(c)(o)

Verified

N/A

If window bars are installed in sleeping rooms, do they have a quick release mechanism that operates properly.

Are there apparent structural failures including excessive settlement and/or foundation damage?

Is the building free of excessive tilting?

Is the property free of nuisance as defined by the El Cerrito Municipal Code 17.05.401?

Do the exteriors sufficiently resist water intrusion? For example, is siding and paint in good condition?

This building is used appropriately (example: A single family rental should not be used as a boarding house).

PART P: Window Operation and Repair IPMC

702, 304, CHSC 17920.3(a)(8), CHSC 17920.3(g)

Verified

N/A

Are the windows required for egress in sleeping rooms able to open completely and fully operable?

Are glass window panes intact, unbroken and not cracked?

Is there sufficient natural light and ventilation per the CBC 303.1?

PART Q: Fire Protection and Exiting IPMC 702,

CHSC 17920.3(h)(j)(m).

Verified

N/A

Are the exits kept clear and unobstructed all the way to the public right of way?

Are all "EXIT" signs and exit lighting in working order?

Is the area on and beneath exit stairs clear of any combustible materials?

If required, is the fire extinguisher service up to date?

Is the property free of conditions that could cause or spread a fire (Examples: excessive vegetation, improperly stored combustibles, devices or apparatus that could cause a fire)?

PART R: Interiors, walls, ceilings, fireplaces,

Floors & Trip Hazards IPMC 305, CHSC 17920.3

(a)(9)(11)(12), CHSC 17920.3(b) (2)(3)(4)(5)(6)(7)(8)(9),

Verified

N/A

Are all floors and floor coverings free of trip hazards due to deterioration, damage or structural defect?

Are rooms at least 70 square feet with dimensions no less than five feet (except Kitchens)?

Are rooms free from dampness?

Is the rental unit free of insects, vermin, or rodents?

Are members of walls, partitions or other vertical supports free of excessive deterioration or failure?

Are ceilings and roof supports free of excessive deterioration or failure?

Are fireplaces and chimneys free of excessive damage or failure?