



Department of Fire Services

2000 Denison ♦ Manhattan, KS 66502 ♦ Code Services 785- 587-4506 ♦ Emergency Dial 911

Property Maintenance Inspection Checklist

Exterior property areas

- **Sanitation** – Accumulation of trash, garbage, debris
- **Grading and drainage** – No stagnant water or water pooled against the structure
- **Sidewalks and driveways** – In good repair and safe for use
- **Weeds** – In excess of 12” not permitted
- **Inoperable vehicles** – Must be made operable or enclosed in a garage or removed
- **Defacement of property** – Graffiti is not permitted
- **Swimming pool and / or hot tub enclosure** – min 4’ high fence or lockable cover
- **Condition of accessory structures** – No rotted wood, sagging or failing roofs or foundations. All doors and windows in good condition

Exterior structure

- **Protective treatment** – Weather exposed surfaces to be surface coated to prevent deterioration
- **Premises identification** – Minimum 4” numbers or letters contrasting with the background and visible from the street
- **Structural members** – Plumb and free of deterioration which would affect the load carrying capacity of the member
- **Foundation walls** – Plumb and free of open breaks and cracks or deterioration which would affect the load carrying capacity
- **Exterior walls** – In good condition, free from holes, breaks and loose or rotting material
- **Roofs and roof drainage** – Roof and flashing sound, and watertight. Gutters and downspouts in good repair and free from obstructions
- **Stairways, decks, porches, stair and balcony condition** – Structurally sound, in good repair and capable of supporting the imposed loads
- **Chimneys and vents** – Structurally safe and in good repair. Terminated in an approved location
- **Handrails and guardrails** – Required on stairs with more than 4 risers and around decks or porches more than 30 inches above grade
- **Windows and glazing** – Frames in good repair and glazing free from breaks and holes
- **Insect screens (if required for time of year)** – On openable windows from April 1 to Dec. 1
- **Doors** – In good condition and capable of securing the unit or structure

Interior structure

- **Structural members** - Plumb and free of deterioration which would affect the load carrying capacity of the member
- **Interior surface condition** – Good, clean and sanitary condition

- **Stairs, handrails and guardrails** – Stairs in good condition and safe for use. Handrails required on stairs with more than 4 risers and guardrails on balconies or landings more than 30 inches above the floor below
- **Openable windows** – Windows that are openable must stay open on their own
- **Window and door locking devices** – Windows within 6 feet of ground level are required to have a locking device. Doors to a dwelling unit must be equipped with a locking device
- **Rubbish and garbage accumulation** – Free of accumulations of garbage or rubbish
- **Insect or rodent infestation** – Free from rodent, insect and wild animal infestation

Light, ventilation and occupancy limitations

- **Minimum natural or artificial light** – Minimum 5 square feet of glazed area or artificial light
- **Minimum natural ventilation** – ½ of required glazed area must be openable or provide outside air ventilation
- **Bathroom window or vent fan** – Openable window or mechanical ventilation required
- **Clothes dryer exhausted outside** – Must be exhausted directly to the outside
- **Minimum ceiling heights** – Generally 7 feet minimum with 6’8” in basements
- **Minimum room size** – 70 square feet minimum . 7 foot minimum dimension
- **Overcrowding** – No more than 4 unrelated tenants

Plumbing facilities and fixtures

- **Required facilities present** – Toilet, tub/shower, bathroom sink and kitchen sink
- **Toilet room privacy** – Set up for privacy
- **General condition of plumbing fixtures and piping** – In good working condition free from leaks and defects
- **Plumbing system hazards (sewage backups, etc.)** – Plumbing properly installed and free from leaks and backups
- **Water system cross connections** – System free from connections to contamination without adequate protection
- **Adequate hot & cold water supply** – Required hot water at every sink, tub/shower and laundry
- **Water heater condition and installation** – Required combustion air, venting and clearances. T&P valve present with required drip leg

Mechanical and electrical requirements

- **Heat supply** – System capable of supplying a minimum level of 68 degrees from Oct 1 to May 15
- **Condition and installation of mechanical appliances** - Clearances, venting, combustion air, shut offs etc
- **Electrical service condition and size** – 60 amp minimum. Service wiring in good condition, adequately supported and with required clearances
- **Electrical system hazards** - Over-fusing, extension cords, open splices, unprotected wiring, deterioration, etc.
- **Sufficient receptacles** – Two required per habitable space and one per bathroom and laundry area
- **Elevator (if present)** – Operable and in good condition

Fire safety requirements

- **Means of egress generally** – A safe, continuous and unobstructed means of exit from any point in the building
- **Keyed deadbolts** – Generally not permitted to be keyed from the inside
- **Emergency egress openings** – In basement bedrooms minimum of 4 square feet openable with 18” minimum dimension. 48” maximum above floor
- **Required fire resistance ratings between units / occupancies** – Minimum of one hour fire rating between dwelling units in the same building. Existing materials such as plaster and drywall may suffice
- **Smoke detectors** – In each bedroom, in the hallway in the immediate vicinity of the bedrooms and on each floor level