



Rental Housing Safety Checklist

PART A: Unit Identification – Please print legibly

Address of Unit _____

Unit Number _____

PART B: Door Locks

Verified N/A

Note: Double cylinder deadbolts that use a key on both sides are prohibited by ordinance on all doors.

Exterior entry doors have working deadbolts. Verified N/A

All individual apartment entry doors have working deadbolts and entry knob with deadlocking latches. Verified N/A

All exterior doors open and close properly, and do they lock and unlock easily. Verified N/A

PART C: Electrical Wiring

Verified N/A

All accessible electrical outlets and light switches are secure and installed completely behind cover plates. Verified N/A

All electrical outlets and light switches are functional? Verified N/A

Is the unit free from exposed or bare live wires? Verified N/A

If the building was constructed in 1960 or earlier:

Are the fuses in the panel box that serve each unit rated at 15 amps or less? Verified N/A

If the fuses are rated larger than 15 amps, has there been an electrical upgrade so that the size of each wire is greater than #14? Verified N/A

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 OR been load tested by a licensed electrician and is capable of handling the increased load.

PART D: Appliances

Verified N/A

Do stove burners and ovens work safely with functioning door/s and knobs that turn completely off and on? Verified N/A

If there is a gas stove, is it free of gaseous odors indicating a gas leak? Verified N/A

Note: Immediately report gas leaks or gaseous odors to the Owner/Manager.

For stoves that are not self-vented, is there a working stove vent? Verified N/A

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.

Is the water heater in working order, and does it provide water at a minimum 110°F? Verified N/A

Does the water heater have a working temperature and pressure relief valve? Verified N/A

Is the gas water heater vented per code? Verified N/A

PART E: Electrical Heating

Verified N/A

Are the permanently installed electrical heaters not obstructed, free of built-up dust and properly functioning? Verified N/A

PART F: Gas Heating Systems**Verified** **N/A**

Confirm the gas heater is operating normal and is provided with minimum combustion air in accordance with California Mechanical Code, Chapter 7.

If there is a high-pressure gas boiler system (*not a hot water heater*), is it operating in a standard manner?

Note: If system provides steam at pressures exceeding 15PSI or hot water temperature exceeding 240°F.

PART G: Drain/Waste/Vent, Plumbing and Gas Lines**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 the Owner/Manager.

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

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

Note: Direct vent heaters exempt.

Do house drain vents terminate above the roofline and not in the walls or attic?

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

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

Note: Stains on walls, ceilings, and floors often indicate water damage and or an ongoing leak(s) that needs to be repaired.

PART H: Handrail and Guardrail Condition**Verified** **N/A**

Are handrails and guardrails tightly fastened, sound, without movement and in good condition?

 PART I: Staircase and Stairway Condition**Verified** **N/A**

Are stair treads and risers sound, in good condition, without movement and have no missing, broken or loose parts?

 PART J: Mechanical Ventilation**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 K: Roof Conditions**Verified** **N/A**

Are ceilings and walls free from roof leaks?

Note: See note under Part G.

PART L: Smoke Detectors/Hallways and Bedrooms**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?

Note: Replace batteries biannually.

PART M: Carbon Monoxide Devices *(Alarm/Detector)* **Verified** **N/A**

If the dwelling unit contains a fossil fuel burning heater, appliance, fireplace or attached garage; carbon monoxide (CO) devices are required to be installed consistent with local building standards applicable to new construction or consistent with the manufacturer’s installation instructions within existing housing.

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 N: Window Bars **Verified** **N/A**

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

PART O: Window Operation and Repair **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?

PART P: Exiting **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?

PART Q: Floors and Trip Hazards **Verified** **N/A**

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

Buildings with 3 or more units only: Complete PART R

PART R: Fire Extinguisher **Verified** **N/A**

Are fire extinguishers provided within a maximum travel distance of 75 feet from the unit’s entry door?

Has each extinguisher been tagged and serviced by a state licensed contractor within the last year or if it was used within the last year?

PART S: Other Comments or Information

I certify that I have inspected the aforementioned unit and that the information above is true and correct to the best of my knowledge. **If you have checked this box you are required to provide a copy of this form to the tenant. In addition RHSP staff highly recommends you keep a copy for your files.**

I certify that I was unable to inspect the aforementioned unit because the tenant refused to allow me entry.

Owner or Owner’s Agent Information *(please PRINT)*

Owner/Agent Name _____ **Owner/Agent Signature** _____

Owner/Agent Address _____

Date _____ **Phone** _____

Tenant Name _____ **Tenant Signature** _____

Date _____ **Phone** _____