



Property Standards Pre-Inspection Guide

NOTICE:

- Were the tenants notified 48 hours in advance of the property standards inspection appointment?
- Do you have ready access to all units?

ALARMS & DETECTORS:

- Are required smoke alarms installed to code and working?
- Are required carbon monoxide detectors operable and installed properly?

SANITATION:

- Are the interiors of each unit being maintained in a clean and sanitary manner?
- Are the common and exterior areas of the property being maintained in a clean and sanitary way?

ELECTRICAL:

- Is the electric system properly grounded?
- Are the electrical panels properly labeled?
- Are switches, outlets, and fixtures working and are the switch/cover plates on and in good repair?
- No oversized fuses or inappropriate use of extension cords?

HEATING SYSTEM:

- Is the furnace working and properly installed?
- Is there proper clearance around the furnace for combustion air and to prevent a fire?
- Are the habitable rooms maintaining 68 degrees at all times (24 hrs. per day) between Sept. 15-June 1?
- Are gas appliances installed and functioning properly?

PLUMBING:

- Are the fixtures working properly with no leaks?
- Is the water pressure appropriate and is hot water no higher than 115° F?
- Is the water heater properly installed and is the area clear for combustion air and to prevent a fire?

STRUCTURAL:

- Are the floors and flooring in good condition?
- Are the windows in good repair, openable, and fully functioning, including locks?
- Are the window screens installed and in good repair in all openable windows?
- Are the interior walls, ceilings, and surfaces being maintained in good repair without cracks and peeling paint?
- Are doors and door hardware in good repair?
- Are stair treads and handrails secure, free from tripping hazards, and in good repair?
- Do unit front and rear doors have self-closing hardware, if required?

RENTAL:

- Is the rental registration form submitted and paid for the current and any past years?
- Are all of the rental units and spaces legal and habitable dwelling units?

EXITS:

- Are required exit aisles and paths clear and not blocked?
- Are hallways and stairwells properly lit at all times?
- Do bedrooms have an openable escape window of the appropriate size?
- Do doors unlock from the inside without the use of a key?

OTHER:

- Are the gas and electric meters labeled to designate service address?
- Is unit identification posted on the unit doors?
- Is the 24-hour emergency contact information posted?
- Is the building free of insects, roaches, bedbugs, and rodents? If not, please treat with licensed pest elimination company.
- Are the tenants properly storing and disposing of garbage and rubbish? No accumulation of junk or debris?
- Are appliances in good working order?

EXTERIOR

ROOF:

- Is the roof free of leaks and in good condition?

GUTTERS & DOWNSPOUTS:

- Are the gutters and downspouts all present and in good repair?
- Are the gutters and downspouts free of obstructions and draining water in appropriately?

WALL, SIDING, & TRIM:

- Are exterior walls, surfaces, soffits, and fascia boards in good repair? Do they need scraping and painting?

ADDRESSING:

- Are the building address numbers clearly visible from the street?
- Are the address numbers visible from the alley side of the property (if the property abuts an alley)?

WINDOWS, SCREENS, DOORS and DOORFRAMES:

- Are the windows, doors, frames, and trim in good repair? Do they need scraping and painting?
- Does this multi-unit building have an intercom or buzzer system installed and is it fully-functional?

FOUNDATION:

- Is the foundation sound?

WALKS, STEPS, & DRIVEWAYS:

- Are they in good, safe, and sound condition and free of tripping hazards?

FENCES, WALLS, & ACCESSORY STRUCTURES:

- Are they in sound, safe, and good repair and being appropriately maintained?
- Is there any evidence of rodent activity or burrows?
- Do they need to be scraped and painted?

GARAGES:

- Are garage and/or shed in sound condition and being maintained?
- Are the doors functional and secure?
- Is there any evidence of rodent or other pest activity or burrows?
- Do they need to be scraped and painted?

PARKING & YARD AREAS:

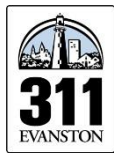
- Is the property free of tall grass and weeds, junk, litter, rubbish, and garbage?
- There should be no inoperable, junk, or unregistered vehicles parked on the property.
- Are the vehicles in the parking areas legally parked? Are there any vehicles double parked or parked on unimproved surfaces?

TRASH CONTAINERS:

- Are the trash containers being used properly and with the lids staying closed?
- Are junk, rubbish, or oversized items being disposed of next to the dumpster?
- Is the dumpster area being cleared of any leftover litter or debris following the garbage collection?
- Are the dumpsters or containers being stored appropriately on the property?
- Are the dumpsters labeled with the service address?

OTHER HELPFUL HINTS

- Following the initial inspection, Property Standards staff will follow up on any code violations noted with a Notice of Violation. The Notice of Violation will include 1-2 additional reinspection dates that will require follow-up inspections. The reinspection dates may be shorter inspections, but will require you to provide 48-hour advance notice to the tenants.
- Permits are required for most work and repairs. To inquire about the permit process or to see if permits are required for your repair, contact the permit desk at: (847) 448-4311.
- Property Owners are required to maintain accurate contact information with our department. Please contact us immediately to report any change of contact information.
- Please note that this is only a guide and is not inclusive of all City regulations and ordinances.



City of Evanston
Property Standards
Health and Human Services Department
3-1-1 (within Evanston) or (847) 448-4311 (Phone)
For more information, visit us online at: www.cityofevanston.org



