

# COMMERCIAL OFFICE MANUFACTURING AND INDUSTRIAL BUILDINGS

## PROPERTY TRANSFERS AND RENTAL INSPECTIONS

The following **CHECKLIST** is to help you identify areas that may need correction and is in no way to be perceived as an all inclusive list of pertinent code.

### GENERAL EXTERIOR

- PM-301.1 All exterior property and premises shall be maintained clean, safe, sanitary and free from any accumulation of rubbish or garbage.
- PM-301.2 Grading and drainage- no accumulation of stagnant water on property
- PM-301.3 Sidewalks and driveways - parking spaces and similar areas in good repair, and maintained free of hazardous conditions.
- PM-301.4 Weeds - maintained free from weeds, excessive plant growth
- PM-301.5 Rat harborage free and proper extermination if necessary
- PM-301.6 Exhaust vents: No discharge directly upon abutting or adjacent property or tenant
- PM-301.7 Accessory structures: maintained
- PM-302.1 Exterior Structure maintained in good repair, structurally sound, sanitary and safe
- PM-302.2 Street Numbers - Arabic numerals at least 3 in. high and ½ in. stroke; easily readable
- PM-302.3 Structural members - free of deterioration, and proper capacity
- PM-302.4 Foundation walls - plumb and maintained
- PM-302.5 Exterior walls - weather-proof and maintained
- PM-302.6 Roofs and drainage- roof and flashing sound and tight; adequate drainage; no nuisance
- PM-302.7 Decorative features - good repair, proper anchorage, safe
- PM-302.8 Overhang extensions- maintained safe and sound
- PM-302.9 Chimneys and towers maintained structurally safe, sound, and in good repair
- PM-302.10 Handrails and guardrail - where required; firmly fastened and capable of bearing load
- PM-302.11 Windows and doors - sound condition, good repair, weather-tight
- PM-302.11.1 Glazing maintained; PM-302.11.2 Operable windows other than fixed
- PM-302.12 Insect Screens - where used or required for ventilation purposes maintained
- PM-302.13 Doors and hardware maintained
- PM-302.14 Basement hatchways maintained to prevent entrance of vermin, rain, or drainage
- PM-302.15 Vermin guards for operable basement windows

### GENERAL INTERIOR

- PM-303.1 General Interior of structure maintained, structurally sound, good repair and sanitary
- PM-303.2 Structural members maintained free of deterioration
- PM-303.3 Interior surfaces - maintained, clean and sanitary
- PM-303.4 Lead-based paint- removed or covered in approved manner
- PM-303.5 Accumulation of rubbish or garbage free
- PM-303.6 Insect and rat harborage free
- PM-303.7 Stairs and railings; maintained
- PM-303.8 Handrails and guardrail - as required and maintained

## LIGHT, VENTILATION

- PM-401.2 Lighted Common halls and stairways
- PM-401.3 All other spaces provided with sufficient light to permit maintenance of sanitary conditions, and the safe use of space and the appliances, equipment and fixtures.
- PM-402.2 Ventilation of bathrooms and toilet rooms
- PM-402.4 Process ventilation provided where fumes, gases, dust, or mists are generated

## PLUMBING

- PM-502.1 Toilet room privacy
- PM-502.3 Location of employee toilet facilities- accessible within employee's regular work area
- PM-503.1 Plumbing Fixtures properly installed and maintained
- PM-503.2 Fixture clearances adequate for use and cleaning
- PM-504.1 Water System approved and proper connection; hot and cold water where required
- PM-504.2 Water System free of contamination and protected by structure or vacuum breaker
- PM-504.4 Water heating facilities properly installed and maintained; capacity for adequate supply
- PM-505.1 Sanitary drainage system properly connected
- PM-505.2 Sanitary drainage system properly maintained
- PM-506.1 Storm drainage from roofs, paved , yards and other areas not a public nuisance

## MECHANICAL

- PM-601.4 Mechanical equipment properly installed and maintained; performance of intended use
- PM-602.1 Electrical facilities in compliance

## FIRE SAFETY

- PM-701.1 Means of Egress - a safe continuous and unobstructed means of egress from interior of structure to a public way
- PM-701.2 Locked doors: all doors in the required means of egress must be easily opened from the interior without the use of keys.
- PM-701.3 Exit signs at all means of egress maintained
- PM-701.4 Number of exits
- PM-701.5 Exit Capacity
- PM-701.6 Corridor Enclosure: All corridors shall provide an effective smoke barrier. all transoms, louvers, doors and other openings shall be closed or shall be self closing.
- PM-701.7 Dead-end travel distance
- PM-701.9 Aisles in all mercantile occupancies
- PM-701.10 Informational signs at interior stairways landings in buildings more than three stories
- PM -702.1 Accumulations and storage of rubbish, garbage or other materials not allowed in stairways, doors, windows, fire escapes, or other means of escape
- PM-702.2 Hazardous material: combustibles, flammable, explosive or other hazardous materials
- PM-703.1 Fire Resistance ratings maintained; floors, walls, ceilings, other
- PM-703.2 Maintenance of all required fire resistance rated doors or smoke barriers
- PM-704.1 General: All systems, devices and equipment to detect a fire, actuate an alarm, or suppress or control a fire or any combination thereof maintained at all times
- PM-704.2 Fire suppression system maintained; sprinkle heads maintained
- PM-704.3 Standpipe systems: proper position, ready for operation
- PM-704.4 Fire extinguisher: Visible, accessible, and maintained