



City of Richmond Residential Rental Dwelling Unit Inspection and Maintenance Self-Certification Inspection Checklist

The Self-Certification Inspection Checklist is designed to assist owners in determining whether their properties will qualify to participate in the Self-Certification Program. Each item on the checklist must be verified as being in compliance or marked as "Not Applicable". Use the "Comments" section to explain actions taken if you were unable to obtain access to the unit or to relay other information about items checked.

Owners should recognize that this Self-Certification Inspection Checklist is not all inclusive and that in addition to the items listed below, owners are responsible for ensuring that their units are in compliance with applicable provisions of the City Code, including the California Model Building Codes, Uniform Housing Code and the Uniform Code for the Abatement of Dangerous Buildings.

Owners are also responsible for maintaining completed checklists for each and every dwelling unit and for providing them upon request

ITEMS	Compliance Verified	Not Applicable	NOTES
EXTERIOR AND COMMON AREAS			
Building			
Foundations are in good solid condition			
Exterior paint showing no signs of damaging deterioration			
Exterior walls are free of major cracks and erosion			
Walkways are safe			
Roofs are in good repair			
Gutter and downspouts are unclogged and in good condition			
Staircases are sound and in good condition			
Guardrails and handrails are in good condition			
Exterior lighting is in good working order			
Electrical service panels, meters and enclosures are in good condition			
Chimneys have spark arrestors			
Doors and Locks			
Solid Core doors are installed			
Entry doors are equipped with deadbolt locks and passage door locks with deadlocking latches. All locks work			
All exterior doors open and shut properly			
Sliding patio doors work properly including all locking and latching mechanisms			
Landscaping			
The property landscaping is being properly maintained and is free of litter			
Storm drains are clear of debris and in good condition			
Fire Extinguishers(s)			
Fire Extinguishers are provided and installed to code			
Each extinguisher has been tagged and serviced by a state licensed contractor within the last year and after each use			
Exiting			
Exits are clear and unobstructed all the way to the public right of way			
All "Exit" signs and exit lighting is in working order			
The area on and beneath exit stairs is clear of material			
Fire doors are operable and in good condition			

ITEMS	Compliance Verified	Not Applicable	NOTES
Garbage/Recycling Materials			
Garbage service and sufficient garbage containers are provided on site			
All unsanitary garbage bins have been cleaned and/or replaced			
Garbage receptacles are stored in proper enclosures			
Fences and Gates			
Property fences and gates are in good working condition			
Laundry Rooms			
Interiors are clean and facilities are maintained in good condition			
Pools			
Swimming pool gates and enclosures are in compliance			
Swimming pool is clean			
Contract City of Richmond Environmental Health Department for regulations and codes			
Parking			
Driveways and parking areas are in good condition			
Carports are in good condition			
Sewer			
Cleanout lines are unobstructed and in good condition			
INTERIOR			
Kitchen			
Floor covering is free of trip hazards			
Electrical outlets are functional and have cover plates			
GFI's properly installed and in working condition			
Light switches function and have cover plates			
Overhead lighting is operational and in good repair			
Windows with screens are in good condition			
Stove burners and oven works safely with functioning door and knobs that turn completely off and on			
Gas stove is free of gaseous odors – <i>Immediately report gas leaks or gaseous odors to PG&E</i>			
Stove hood/filter and fan are working properly			
Dishwasher functions properly			
Garbage disposal is in good working order			
The kitchen sink and faucets drain properly and are free from leakage			
Refrigerator is in good working order			
Living Room			
Floor covering is free of trip hazards			
Electrical outlets are functional and have cover plates			
Light switches function and have cover plates			
Windows and windowpanes are intact, unbroken and not cracked			
Windows are equipped with proper locking devices			
Window screens are in good condition			

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Smoke Detectors – Hallways and Bedrooms							
Smoke detectors are installed in hallways and sleeping rooms							
All smoke detectors are in working order							
To insure that smoke detectors have been inspected annually the owner/or on-site manager will keep in unit file documentation that states the date the smoke detectors were last serviced and if possible the signature of the resident, along with the maintenance personnel and owner/or on-site manager. In addition to installing smoke detectors, it is recommended that at least one carbon monoxide detector be installed in each residential unit							
Bedrooms	1	2	3	4			
Floor covering is free of trip hazards							
Electrical outlets are functional and have cover plates							
Light switches function and have cover plates							
Windows and windowpanes are intact, unbroken and not cracked							
Windows are equipped with proper locking devices							
Window screens are in good condition							
Egress windows are operable and open completely							
Note: If there are bedroom window bars, they must be correctly installed and have the required quick release mechanisms approved by the Fire Department							
OTHER IMPORTANT ITEMS							
Electrical System Requirements							
The unit has no exposed or bare live wires							
Use of extension cords and electrical adapters are not overloading the circuit							
If the building was constructed in 1960 or earlier: The fuses in the panel box that serves each unit is rated at least 15 amps.							
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. The City strongly recommends that you contact an electrician if you are not sure about the proper fuses for the building or units							
Sub-panels are labeled and breakers are in proper working condition							
Plumbing and Mechanical Requirements							
Electrical or gas heaters are functioning properly. Note: If there is a high-pressure gas boiler system, the boiler heating system is in proper working condition							
The water heater is in working order supplying water at a minimum of 120° F							
The water heater has a working temperature and pressure relief valve including a proper drain line to the pressure release valve							
The water heater is properly strapped							
Gas lines have shut off valves at the appliance connection. All service gas lines are free of leaks. <i>If you smell gaseous odor report immediately to PG&E</i>							
The vent pipes that serve gas heating appliances are terminated above the roofline with vent caps (Direct vent heaters are exempt)							

ITEMS	Compliance Verified	Not Applicable	NOTES
Mold			
<p>There is no visible mold in the unit Information: If mold is found assess the situation by cleaning and/or using a professional mold abatement company to refinish all deteriorated surfaces and remedy the water intrusion problem. If mold is resident caused, after addressing the problem, the City recommends you give your tenants a Mold Notification addendum to add to your rental agreement. This addendum should inform residents about mold and their responsibilities to prevent mold growth and how to inform owner of possible water intrusion / mold .</p>			
Vector (insects, rodents and other pests)			
Property is free of infestations			
Date Inspected:			
Owner / Manager Signature & Title:			
Resident Signature:			