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PROPERTY MAINTENANCE INSPECTION CHECKLIST*

(*This is a guide and is not all inclusive)

INSPECTOR NAME _____

PROPERTY ADDRESS: _____

INSPECTION DATE: _____

CASE NUMBER: CN _____

PARKING: Garage _____ Open _____

SYSTEM:	INSPECT:	√
General		
Electrical	1) Broken/missing cover plates, fans, light fixtures, receptacles or switches.	
	2) Extension cords – Excessive use of, or running across floors or under carpet. Power strips and surge protectors are OK.	
	3) GFCI Receptacles – Test for tripping (if the tester doesn't trip, try the test button on the receptacle). It is OK for an existing GFCI to be ungrounded.	
	4) Globes on lights in closets if bulb is within 18" of clothing or shelves.	
	5) Receptacles (3 Prong Type) – Must be grounded or replaced with 2 prong type or GFCI.	
	6) No space heaters	
	7) Wiring – proper install and support, bare conductors, missing J-box covers, openings in boxes, splices.	
Structure	1) Clutter & debris.	
	2) Loose & peeling paint, broken plaster.	

SYSTEM:	INSPECT:	√
Basement		
Electrical	1) Panels – Access and clearance, cover in place, ground to water pipe, panels bonded together, bonding jumper on water meter.	
Mechanical	1) Boiler - Access & Clearance, backflow preventer, gas shut-off on gas pipe, no flexible connector (unless ANSI LC1), sight glass (if steam), T&P Valve & Discharge Pipe.	
	2) Clothes dryer – Excess dryer lint, no screws in vent and vented to exterior.	
	3) Combustion air - Unless directly vented to the exterior appliances in a room with a door (not open to the basement) a minimum 100 sq. in. opening to the room is required.	
	4) Commercial Properties should have fresh air openings in the mechanical rooms.	
	5) Flue pipes – Holes, joint alignment, pitch and seal at chimney. Condition of chimney and ash door.	
	6) Furnace – Access & Clearance. Dirt leg, gas shut-off on gas pipe & no flexible connector (unless ANSI LC1). Clean filter.	
	7) Gas pipes – No Open Ends (Plugged or Capped). No brass connectors to appliances.	
Plumbing	1) DWV – Check for leaks, cracks, holes, missing/broken cleanouts.	
	2) Hot Water Tank - Access & Clearance. T & P Valve & Discharge Pipe, dirt leg, gas shut-off on gas pipe & no flexible connector (unless ANSI LC1). Water leaks.	
	3) Water meter - Leaks	
	4) Water supply pipes - Handles on valves, pipe supports, leaks.	
	5) Utility Sink - Hot & cold at each compartment, no leaks. Strainer in floor drains.	
Structure	1) Firestops in place	
	2) Excess cobwebs/dryer lint	
	3) Columns/Posts – Severe corrosion/perforations at the base. (Look for replacements not set in concrete)	
	4) Floor – Slip/trip hazards**, clutter & debris. <i>(more than 3/8" deviation in plane is considered a trip hazard)</i>	
	5) Foundations – Severe cracks, bulges, out of plumb. Wet walls.	
	6) Unapproved Bedroom	

SYSTEM:	INSPECT:	√
Hallways & Stairways		
Structure	1) Entry Doors - Locks on doors (Double keyed deadbolts prohibited), frame & fit.	
	2) Stairs - Clutter, loose/torn carpet, broken treads, handrails (more than 4 risers).	
	3) Commercial Properties – Fire rated self-closing doors, lighting on stairs and in hallways, exit signs.	
Dwellings		
Electrical	1) Refrigerators – Check for cheaters on two-prong receptacles (must replace with a grounded receptacle). Receptacle must be grounded.	
	2) C-O Detector – One each unit within 15' of the bedrooms. Commercial properties – required in units adjacent to mechanical rooms and parking garages.	
	3) Smoke Detector – One each unit within 15' of the bedrooms	
Mechanical	1) Radiators – Missing or broken handles.	
	2) Stove – No brass flexible connectors. No combustibles on stove tops.	
Plumbing	1) Bathrooms – Clean and sanitary, check seal at wall, fixtures operational, no leaks, no S-Traps/flex drains.	
	2) Drains - Drain freely with no leaks.	
	3) Kitchens – Clean and sanitary, check seal at wall, fixtures operational, no leaks, no S-Traps/flex drains.	
Structure	1) Egress – access to exits and at least one bedroom window free of clutter/debris. Commercial Properties – Fire rated self-closing entrance doors	
	2) Fireplace(s) – cracked or loose brick, missing mortar. If gas: shutoff valve (if abandoned pipe is capped or plugged).	
	3) Locks – double-keyed deadbolts are prohibited on entry doors. Keyed locks are prohibited on interior doors.	
	4) Windows – open & close smoothly, no broken or cracked glazing, 1 st floors windows must lock. No Plexiglas. Screens (Not required in winter).	
Attic		
Electrical	1) If “approved” bedroom – Smoke and CO detectors.	
	2) Bare wires, missing J-box covers, openings in boxes, splices.	
Mechanical	1) If “approved” bedroom must have a permanent heat source.	
Plumbing	1) Bathrooms – Clean and sanitary, check seal at wall, fixtures operational, no leaks, no S-Traps/flex drains.	
	2) DWV – Check for leaks, cracks, holes.	

SYSTEM:	INSPECT:	√
Attic - continued		
Structure	1) Ceiling/roof – Broken rafters, leaks.	
	2) Floor – broken/missing flooring.	
	3) Guard surrounding stair opening.	
	4) “Un-approved” bedroom.	
Exterior		
Electrical	1) Broken/missing cover plates, light fixtures, receptacles or switches.	
	2) Extension Cords.	
	3) GFCI Receptacles – Test for tripping (if the tester doesn’t trip, try the test button on the receptacle). It is OK for an existing GFCI to be ungrounded.	
Plumbing	1) Gutters/Storm basin(s) free flowing w/no visible obstructions.	
Structure	1) Chimney(s) – No loose bricks, loose or missing mortar.	
	2) Driveway and service walk(s) – Excessive spalling, cracking or heaving. Trip hazard. (<i>more than 3/8” deviation in plane is considered a trip hazard</i>).	
	3) Foundation – Severe cracks, loose or missing bricks and mortar, excessive spalling, bulges, out of plumb.	
	4) Garage – broken, or cracked pad, excessive spalling. Trip hazard. Rotted wood, cracked framing, out of plumb.	
	5) Porches – Broken, rotted, or missing components. Loose handrails, guards or stair treads. Loose bricks, missing mortar.	

INSPECTION NOTES

Basement:

Hallways/Stairways:

Dwellings:

Attic:

Exterior:

SAMPLE

