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| --- | --- | --- | --- | --- | --- |
| **Vacant Housing Unit Inspection Checklist** | | | | | |
| Agency: | | | | | Location: |
| Date: | | | | | Name of Inspector: |
| The Safety Director recommends this survey be completed monthly and made a part of your permanent records. Items found to *Need Work* should be described on the rear of the form by writing line # and a description of the condition. | | | | | |
|  | N/A | Needs work | OK | Condition surveyed | |
| **Exterior Areas** | | | | | |
| 1 |  |  |  | Exterior vegetation does not create an obstacle to security of the unit | |
| 2 |  |  |  | Exterior vegetation does not obstruct fire department operations | |
| 3 |  |  |  | Exterior windows and security features are in good condition and properly secured | |
| 4 |  |  |  | Exterior of unit is free of excessive litter or debris | |
| 5 |  |  |  | Roof, gutters, and downspouts are clean and control run-off properly | |
| 6 |  |  |  | Area is free of signs of rodent, insects, or feral animals being present | |
| Comments: | | | | | |
| **Building, Housekeeping and Sanitary Conditions** | | | | | |
| 7 |  |  |  | Entry door to unit opens fully and closes securely | |
| 8 |  |  |  | Entry door to unit lock or locks work properly. | |
| 9 |  |  |  | Unit is generally in good condition with no signs of vandalism or destruction. | |
| 10 |  |  |  | All windows are locked | |
| 11 |  |  |  | Fire extinguisher is present, mounted, and in good condition | |
| 12 |  |  |  | Outlets, switches, and electrical junction boxes are covered – no exposed wiring | |
| 13 |  |  |  | Smoke and carbon monoxide detectors are present and work when test button used | |
| 14 |  |  |  | Kitchen suppression system is in proper working order. | |
| 15 |  |  |  | Heating system is working properly and thermostat set at \_\_\_\_\_ ℉ | |
| 16 |  |  |  | HVAC closet is clear of storage and equipment is free of obvious damage | |
| 17 |  |  |  | Unit is free of signs of rodent infestation, including dropping and holes | |
| 18 |  |  |  | Unit is free of signs of insect infestation | |
| 19 |  |  |  | Kitchen cabinets are empty of food and cleaned | |
| 20 |  |  |  | Unit is free of obvious damage or vandalism | |
| 21 |  |  |  | Unit is generally clean. | |
| Comments: | | | | | |
| **Check for Visible Signs of Water Leaks** | | | | | |
| 24 |  |  |  | Under kitchen and bathroom sinks. Run water and check for leaks. | |
| 25 |  |  |  | Around refrigerator | |
| 26 |  |  |  | Around windows and air conditioners | |
| 27 |  |  |  | Around toilet. Flush and check for leaks and proper water shut-off | |
| 28 |  |  |  | The unit is free of visible mold throughout. | |
| 29 |  |  |  | The unit does not smell of must or mold. | |
| 30 |  |  |  | Ceiling tiles are free of water stains. | |
| Comments: | | | | | |

\* Consider shutting off utilities to the unit J. A. Montgomery Consulting