

CITY OF SUFFOLK PROPERTY MAINTENANCE & HOUSING CHECKLIST

OBJECTIVE: This checklist is to inform Property Owners, Realtors, Property Managers and the general public, as to the items checked and inspected on existing residential and commercial property.

EXTERIOR PROPERTY AREA:

SANITATION
GRADING AND DRAINAGE
SIDEWALKS AND DRIVEWAYS
EXHAUST VENTS
ACCESSORY SYTRUCTURES (DETACHED GARAGES, SHEDS, FENCES)

EXTERIOR STRUCTURE:

General (vacant or occupied structures)
Exterior Painting
Street Numbers (minimum of 3" height x ½" width)
Structural Members
Foundation Walls
Exterior Walls (holes, deterioration, rotten materials etc)
Roofs and Drainage
Decorative Features
Overhang Extensions
Stair and Walking surfaces
Stairways, deck porches and balconies
Chimneys and towers
Handrails and guards
Window and door frames
Glazing
Operable windows
Insect screens
Doors
Basement hatchways

INTERIOR STRUCTURE

General (Equipment, etc)
Structural members (floors, load bearing walls, headers, beams etc)
Interior surfaces (walls, windows, floors, etc)
Lead-base paint (less than 0.05%)
Stair and railing
Stair and walking surfaces

Handrails and guards

EXTERMINATION

Infestation (free of)

Owner (extermination prior to renting)

Single Occupant (occupant is responsible for extermination after occupancy)

Multiple Occupancy (owner public or shared areas)

Occupant (must continue to keep structure rat proof)

LIGHT, VENTILATION AND OCCUPANCY LIMITATIONS

Habitable spaces (shall have at least one window)

Common halls and stairways (with 3 or more dwellings shall be lighted at all times)

Other spaces (natural or artificial light while in use)

PLUMBING FACILITIES AND FIXTURES REQUIREMENTS

Dwelling Units (bathtub or shower etc)

General - All plumbing fixtures must be properly installed and in good working condition

General - Water for all plumbing fixtures must be properly connected to either a public or private water system

Water supply must be free of contamination

Adequate pressure

Water heating facilities (not less than 110 degrees)

MECHANICAL AND ELECTRICAL REQUIREMENTS

Heat Supply: not less than 65 degrees during the hours of 6:30am – 11:30pm October – April

Mechanical equipment: all mechanical equipment, fireplaces, and solid fuel-burning shall be properly installed and in working condition.

Flue: All fuel equipment and appliances shall be connected to an approved chimney or vent

Facilities required: Every occupied building shall be provided with an electrical system

Electrical Hazards: Fusing, wiring etc.

Receptacles: Two in all habitable spaces, one in bathroom

Lighting fixtures: every public hall, interior stairway, bathroom, laundry room and furnace room shall contain at least one light fixture.

Stairway: handrails and guards (5 or more steps)

Smoke Detector(s): One each floor level

City Ordinances

Inoperative motor vehicles: Inoperative means: (1) not in operating condition (2) failing to display all license plates and decals in a valid form or an inspection sticker in valid form. (3) For a period of 60 days or longer being partially or totally disassembled.

Keeping of inoperative vehicles: Only one (1) vehicle may be kept for 180 days or 6 months. Vehicle must be screened or covered.

Trash/Debris: 15 days to comply with notice of violation. The owner of real property shall remove from property any and all trash, garbage, litter and all other substances that might endanger the health & safety of residents of the city.

Grass/Weeds: 15 days to comply with notice of violation. The owner of real property shall cut the grass/weeds and all noxious weeds. Grass & weeds in excess of 10 inches is a violation of this section.