

OTSEGO COUNTY CODE ENFORCEMENT

(607) 547-6470/6414 FAX (607) 547-7597

INSPECTION CHECKLIST FOR RESIDENTIAL RENTALS/TRANSIENT HOUSING

3/2013

USE THIS SHEET AS A CHECK SHEET TO MAKE SURE YOU ARE IN COMPLIANCE PRIOR TO OUR INSPECTION.

The facility shall be used for providing accommodations to not more than 10 people and contain not more than five bedrooms.

FIRE EXTINGUISHERS

___ Fire Extinguishers shall be selected, installed and maintained in accordance with Section 906 and NFPA 10.

___ One 5 lb. ABC extinguisher is required for a maximum floor area of 3000 square feet per extinguisher.

Section 906.3

___ Maximum travel distance to a portable fire extinguisher is 75 feet. Section 906.3

___ Fire extinguishers shall be of the rechargeable type. Section 906.3 and NFPA 10

___ Fire extinguishers shall be professionally serviced or replaced annually, and shall have a current service, inspection or purchase tag attached at the time of the inspection. Section 906.2 and NFPA 10.

___ Fire extinguishers must be located in a conspicuous location where they will be readily available for use.

Section 906.5

___ Portable fire extinguishers may not be obstructed or obscured from view. Section 906.6

___ Extinguishers not housed in cabinets shall be installed on hangers or brackets supplied. Section 906.7

___ Extinguishers shall be mounted so that the top is no higher than 5 feet above the floor and the bottom is no less than 4 inches above the floor. Section 906.9

EXITS AND EGRESS

___ Egress doors shall be operable from the egress side without the use of a key or special knowledge or effort. Section 1008.1.8

___ Exits shall not be obstructed in any manner and maintained fully operable. Section 1001

___ Egress windows shall be operable from the egress side without the use of a tool or special knowledge or effort. Section 1025.4

___ Each sleeping room shall have at least one unobstructed egress window of suitable size to allow emergency egress. A room with only one window is not allowed to be covered with an window air conditioner. Section 1025.1

___ Basement bedrooms must meet egress requirements per the NYS Building Code and must be approved.

FIRE DETECTION AND PROTECTION

___ All fire detection, protection and safety equipment shall be operable at all times. Section 901.6

___ Each sleeping room shall have an operable smoke detector located in an appropriate location within and one operable smoke detector and carbon monoxide detector located immediately outside each sleeping area. Section 907.2.10.1.2 **New 2013**

If the house is heated by forced air, a carbon monoxide detector must be installed inside each bedroom also.

___ There shall be at least one smoke detector on each floor level and the basement (excluding crawl spaces and attics). Section 907.2.10.1.2

___ There shall be a carbon monoxide detector within 15 feet of a sleeping area on each level with a fuel burning appliance, fireplace, or attached garage. Section 610

___ Fire doors and smoke barrier doors shall not be blocked or obstructed or otherwise made inoperable. Fire door assemblies shall not be modified. Section 703.1

___ Swinging fire doors shall close from the full open position and latch automatically. The door closer shall exert enough force to close and latch the door from any partially open position. Section 703.2.3

___ Fire and emergency service phone numbers along with the rental property address shall be posted next to or on each phone. Section 404

HOUSEKEEPING

___ Storage of combustible materials shall be maintained in a neat, orderly and safe manner. Section 315.2

- ___ Storage of combustible materials shall be separated from heaters or heating devices by a safe distance of 36 inches or more so that ignition cannot occur. Section 305.1 and section 305.2
- ___ Combustible materials shall not be stored in exits, exit enclosures or under unprotected stairwells. Section 315.2.2
- ___ Combustible materials shall not be stored in boiler rooms, mechanical rooms or electrical rooms. Section 315.2.3
- ___ Appropriate collection containers shall be provided for waste and garbage. Section 304.3
- ___ Combustible waste containers larger than 40 gallons shall have lids and must be made of non-combustible materials. Section 304.3.2
- ___ Dumpsters shall not be located within five feet of combustible walls or eaves. Section 304.3.3
- ___ Materials susceptible to spontaneous ignition, such as oily rags, shall be stored in listed disposal containers with self closing lids and removed and disposed of daily.
- ___ Storage of flammable and combustible liquids and gases shall be maintained in a safe and orderly manner. In no case shall flammable liquid or gases be stored below grade or in a basement.

ELECTRICAL

- ___ Portable un-vented fuel-fired heating equipment shall be prohibited. Section 603.4.1
- ___ Extension cords shall not be a substitute for permanent wiring and are not allowed except for portable equipment. Section 605.5
- ___ A working space of not less than 30 inches in width, 36 inches in depth and 78 inches in high shall be provided in front of electrical service equipment (panel). Section 605
- ___ Open junction boxes, open electrical panel slots, open wiring splices shall be prohibited. Approved covers shall be provided for all such devices. Section 605.6
- ___ Multi-plug adapters, such as cube adapters or un-fused plug strips are not allowed. Section 605.4

MISCELLANEOUS

- ___ All buildings shall have the approved 911 address posted so that it is clearly visible from the street in 4 inch numbers that have a stroke of .5 inches and contrast with their background. Section 505.1
- ___ The building owner shall be responsible for ensuring that the fire and life safety systems are maintained in operable condition at all times. PMC 701.2
- ___ A approved diagram depicting two evacuation routes shall be posted on or immediately adjacent to every egress door of every sleeping unit.
This is similar to the diagrams seen on the back of hotel room doors. Section 404
- ___ The premises shall be maintained in a clean, sanitary and safe manner. PMC Section 301.2
- ___ No bedroom requires passing through another bedroom as the only means of entrance and every bedroom has an available bathroom without passing through another bedroom. PMC Section 404.4.2

POOLS/HOT TUBS

Pools and hot tubs must be provided with a barrier at least 48 inches in height, with a locking gate per the Property Maintenance code Section 303. Spas or hot tubs with a locking safety cover that complies with ASTM F 1346 shall be exempt from the provisions of this section. The cover must have the appropriate warning labels and safety information visible to the inspector. A power disconnect is also required to be placed at least 5 feet from the hot tub. A permit and electrical inspection will be required to install the power disconnect. Please contact our office for more information on pool and hot tub requirements.

** Exception: Carbon Monoxide Detectors are not required in dwellings where there are no fuel burning appliances and no attached garage. All appliances and heat are electric.*