



Apartment Inspection Program Checklist

Below is a checklist for the annual Apartment Inspection Program. These items are typical code violations that may require correction when noted by the inspector.

Site

- Check site for accumulation of weeds and debris – must be abated and / or removed if present.
- Check that sidewalks are not raised to cause a hazard (rise of ½” or greater requires correction).
- Check existing drainage; verify water is not draining directly onto a neighboring property.
- Check carports for accumulation of stored items and hazardous materials; remove all combustibles and hazardous materials from carports and garages.
- Check for conversion of parking spaces to enclosed storage areas.
- Verify sewer clean-outs have concrete type boxes (Christy Box) with removable lids flush with grade. Existing cast iron clean-outs may be above grade in soil / lawn areas.
- Verify fixed landscaping sprinkler systems have back-flow protection.
- Anti-siphon devices for hose bibbs are recommended.

Electrical

- Verify each panel and disconnect is labeled for each unit and house panel.
- Verify each circuit is legibly and permanently labeled in each panel.
- Check receptacle grounding in each unit. Grounding type receptacles added to older apartments need a grounding conductor or replace with GFCI receptacles.
- Check to see whether cords lay over fixed electric heaters or other unsafe locations. Cords must be removed or relocated.
- Verify that each unit has proper number of receptacles and illumination.
- Verify no exposed Romex below 7 ½ feet.
- Check for broken or cracked receptacles and switches; replace as needed.
- Check for covers on all junction boxes, receptacles and switches; replace as needed.
- Verify there are no open or exposed Edison based light bulb sockets (screw type) below 8’; install light bulb or safety blank.
- Bare bulb fixtures okay within units; check for light bulb clearances in closets – ensure minimum 12” clearance to bare bulb fixtures.
- Verify protective covers or cages on bare bulb fixtures below 8’ in common areas and interior halls.
- Verify exterior light fixtures and lamps are rated for damp or wet locations.
- Check for receptacles behind cooktops, stoves and ranges; they must be removed and relocated to meet the required receptacle spacing requirements.
- Check for receptacles above baseboard heaters; they must be removed and relocated to meet the required receptacle spacing requirements.

Plumbing

- Check all fixtures for leaks. Repair or replace as needed.



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- Verify concealed surfaces around toilets, tubs, lavatories, back splashes are caulked to floor or wall where needed.
- Check shut-off valves for toilets, lavatories, sinks, dishwashers, etc. They shall be operational and must be able to turn and shut-off without the use of tools.
- Verify traps are PVC, ABS, or metal; no "flex" traps or rubber hoses.
- Verify laundry sinks with hose threads on the faucet have anti-siphon protection.
- Verify dishwashers have a properly installed air-gap system. Note: all dishwashers installed after 1969 require an air-gap.
- Verify the drain hose from the air gap enters the disposal or "Y" fitting without any dips, traps, or kinks.
- Verify gas line connectors to appliances are no greater than 6-feet in length.
- Verify all gas appliances have accessible gas shutoff valves.

Mechanical

- Verify kitchen exhaust fan is operating properly. Note: if there is ducting to exterior, the fan must exhaust through the ducting to the exterior – air cannot be blown back into kitchen.
- Verify kitchen exhaust termination is not clogged.
- Verify exhaust fans in bathrooms and / or laundries have ducts to exterior (must terminate a minimum 3' from an operable window).
- Verify grill for bathroom or laundry exhaust fan is not clogged.
- Verify all ducts are secure and properly connected.
- Verify dryer exhaust ducting is properly installed. Ducting must not be clogged, crushed, or have any holes; ducting must be firmly attached to the dryer outlet and wall termination piece without screws.
- Verify there are no screens at dryer exhaust ducting outlet.
- Verify no gathering of lint and / or debris behind washers and dryers.
- Verify make-up air vents for dryers. Make-up air vents must not be clogged or blocked.
- Verify combustion air vents for all gas fired appliances. Combustion air vents must not be clogged or blocked. Combustion air vents must be installed per the California Mechanical Code.
- Verify furnace filter size and type is installed per manufacturer's instructions.
- Verify furnace filter is regularly replaced per manufacturer's instructions – replace if needed (usually at least once per year).

Water Heaters

- If located in a garage, water heater shall be on a platform high enough to place the burners 18" above garage floor area.
- Verify water heater platform is rigid and structurally sound.
- Approved and listed seismic strapping is required; verify 2 or 3 depending upon water heater size and installed per the California Plumbing Code.
- Check for multiple draft hoods, only one is required. Remove extra draft hoods.
- Verify draft hood is properly attached to the water heater.



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- Verify single wall vent and vents connectors are minimum 6" away from combustibles.
- Verify vent connectors have at least three sheet metal screws attaching each section to the other, including the draft hood.
- Verify Type-B (double wall type) vents and vent connectors are minimum 1" away from combustibles.
- Vent connectors must slope upwards throughout their entire length at a minimum of ¼" per foot.
- Verify T&P relief valve drain piping terminates between 6" & 24" above grade. Note: drain piping must slope downward throughout entire length; termination must point down and have no threads.
- Verify no gathering of lint and / or debris under or around water heaters.
- Verify hot / cold / gas bonding.

Housing Code / California Standards

- Check for fall hazard when window sills are less than 24" above interior walking surface and greater than 72" to exterior adjacent grade.
- Smoke alarms shall be located in each sleeping room, outside each separate sleeping area in the immediate vicinity of the sleeping room(s) and on each story (including basements). Smoke alarms greater than 10 years from manufacturer's date must be replaced with a sealed battery type.
- Carbon monoxide alarms shall be located outside sleeping rooms but in the immediate vicinity of the sleeping room(s) and on every level of a dwelling unit, including basements. Carbon monoxide alarms greater than 10 years from manufacturer's date must be replaced with a sealed battery type.
- Check for hazardous structural conditions such as dry-rotted decks, guards, and hand rails.
- Verify fire wall separation membranes between living areas and garages, carports, and water heater rooms are functional and maintained without the presence of holes or other penetrations.
- Check guards and handrails. A minimum of one handrail is required at stairways and must be between 34" – 38" above stair noses and shall return into wall.
- Check that all windows operate properly.
- Check for broken or cracked glass. Broken or cracked glass shall be replaced.
- Verify all operable windows have insect screens.
- Ensure all exterior doors have a 1" thumb lever-type deadbolt.
- Check all fire extinguishers for current charge tags.
- Verify no open-flame cooking devices on decks and balconies.

Contact the Building Division, at 650-802-4261, if you have questions about this checklist or the Apartment Inspection Program. The intent of the Apartment Inspection Program is to address minimum life-safety items commonly found during the course of our inspections.