

ATTACHMENT D

GARLAND HEALTH DEPARTMENT CODE COMPLIANCE DIVISION

Subject: Single Family Rental and Multifamily Rental Inspection Standardization

Issue Date: April, 2007

Approved By: _____
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Mission Statement of the Housing Standards Division

The Housing Standards Division of the Garland Health Department has the mission to protect the public health and visual aesthetics of the community by inspectional and enforcement services intended to ensure safe and sanitary housing for all residents in rental properties and to make certain that these properties are maintained in such condition as not to become unsightly and objectionable to neighboring residents.

Policy

Housing Standards Inspections conducted by all authorized agents of the Health Department, Code Compliance Division shall be executed in a standardized manner.

General Administration

The inspectional interpretations listed below (with corresponding inspection report item number) shall be employed as appropriate during minimum housing inspections. In order to conduct a thorough, standardized inspection, water, electric and gas utility service must be provided to the property. When a question arises on the proper debit of an observed violation which is not addressed below, the inspector shall consult with their supervisor for clarification and addition of that item to this policy.

Rentals Inspection Item List

Category

REQUIRED STANDARDS

1. Window Screens (5 pts) (THIS DEBITED ITEM WILL BE DELETED)

Screens are absent

- A. Screens are in bad condition and will allow for vermin entry due to rips, tears, or poorly fitted for the window.

2. Kitchen – Sink, Stove and Refrigerator (5 pts)

- A. Sink, Stove, Refrigerator – Missing or fully non-functional appliance which is considered a provided appliance according to rent/lease agreement.

3. Lighting - Natural or Artificial (Grandfather Provision Shall Apply to Time of Construction) (3 pts)

- A. Rooms must have lighting to adequately illuminate the room. Natural light openings shall be no less than one-tenth of the floor area or 10 square feet, whichever is smallest.

- B. Habitable rooms must have artificial lighting with fixtures present and operable.

4. Bathroom – Commode, Lavatory, Bathtub/Shower (5 pts)

- A. Each must be provided and functional.

- B. Bathroom must afford privacy to the occupant.

5. Closet Provided (3 pts)

- A. Each room used as a sleeping area must have a separate closet with closet rod.

6. Habitable Rooms (Grandfather Provision Shall Apply to Time of Construction) (3 pts)

- A. Floor Area for habitable rooms cannot be less than 7 feet in any dimension.

B. Ceiling Height must be no less than 7 feet.

7. Smoke Detectors – Present and Functional (10 pts)

A. Smoke detectors are present but non-functional.

B. Inadequate number of smoke detectors. Homes shall be equipped with the number required by the most currently adopted version of the International Residential Code. This provision is not subject to grandfather provisions.

Category

EXTERIOR CONDITION

8. Brick and Siding (3 pts)

A. Bricks and Mortar shall be in good repair with no cracks that exceed width of ¼.”

B. Siding shall be in good repair with no cracks that exceed width of ¼.”

C. Improper materials for siding or bricks or mortar, such as sheet metal, corrugated roofing, etc.

9. Paint Condition (3 pts)

A. Blistered, cracked or flaking paint that will allow for deterioration of materials that must be weather protected, including accessory buildings (Fences are not required to be painted).

B. Siding must be painted in a consistent color as other corresponding materials on the structure.

10. Roof Condition (3 pts)

A. Improperly maintained to include missing shingles, or shingles that are damaged in a manner that could potentially allow for water damage to the structure that includes, but is not limited to, curling, buckling or rotting.

B. Roof materials that are inconsistent with the remainder of the roof.
***Inconsistent shingle color is currently NOT A VIOLATION

11. Fascia/Soffit (3 pts)

A. Damaged to allow entry of rodents or vermin such as separations.

B. Weather damaged due to lack of painting allowing for deterioration.

such as swelling or rotting of the material.

- C. Missing portions.
- D. Use of improper materials.

12. Windows

- A. Cracked (3 pts).
- B. Broken with glass shards (5 pts).
- C. Will not remain opened (3 pts).
- D. Will not lock (3 pts).

13. Weather Protection (3 pts)

- A. Improper weather-stripping of doors to allow water penetration or entry of insects or vermin.
- B. Improper seal of windows to allow water penetration or entry of insects or vermin.

14. Exterior Doors (3 pts)

- A. Good condition – no cracks or holes that will allow water penetration, insect entry. Peephole present on front door, unless another means of viewing is available (such as a window on or immediately adjacent to the door).
- B. Exterior door in need of painting for weather protection.
- C. Opens, closes and locks properly.
- D. Jamb set and trim properly attached.
- E. Hinges, strike plate and other hardware properly secured.
- F. Equipped with appropriate locks to include keyless deadbolts.
- G. Sliding glass door must have security track bar.

Category

INTERIOR CONDITION

15. Floors (3 pts)

- A. Vinyl floor coverings must not have tears or curl at edges.

- B. Tile must not be cracked in a manner to allow trip hazard.
- C. Carpet must not be torn, ripped or require stretching to prevent trip hazard.
- D. Carpet must be cleanable (stains are not a violation).
- E. Floor material in bathrooms must be water resistant (Grandfather provision applies; however, replacement materials must be water resistant).

16. Walls and Ceilings (3 pts)

- A. Cracks in gypsum board that are ¼” or greater.
- B. Loose or crumbling plaster or wallboard.
- C. Heavily soiled.
- D. Damaged wallboard (such as fist holes).

17. Interior Doors (3 pts)

- A. Good condition – no damage (such as fist holes).
- B. Present to afford privacy to occupant.
- C. Open and close properly.
- D. Hinges and strike plate properly secured.

18. Countertops and Cabinets (3 pts)

- A. Swollen or otherwise water damaged countertops.
- B. Countertops with cuts or cracks to prevent adequate sanitization.
- C. Improperly sealed to allow for water penetration and damage.
- D. Cabinets improperly maintained to include broken or cracked glass, broken or missing hinges or roller tracks.

Category

ELECTRICAL SYSTEMS

19. Required Outlets and Lights (3 pts)

- A. Damaged fixtures (no electrical hazard).

20. Hazardous Wiring (5-10 pts) (Grandfather provisions apply)

- A. GFCI not working or missing.
- B. Aerial service loop below 10' feet (5 pts).
- C. Connection to grounding electrode not secure.
- D. Exposed wiring – not insulated.
- E. Wiring that is exterior to wall board or other finish material that is not in conduit including that to water heater or HVAC (5 pts).
- F. Breaker panel installed in hazardous location such as closet (New, unpermitted wiring, otherwise Grandfather provision applies) (5 pts).
- G. Missing blanks or breakers.
- H. Breaker panel not secured properly.
- I. Improper use of extension cords (used in place of circuit wiring).

21. Electric Service Provided (5 pts)

- A. Proper source.
- B. Active Service.

22. Switch and Outlet Covers (3 pts if cracked, 5 pts if missing)

- A. Broken or cracked.
- B. Missing covers to allow shock hazard.

Category

OTHER REQUIREMENTS

23. Permit (THIS DEBIT ITEM TO BE DELETED)

24. Address numbers (3 pts)

- A. Visible from street, alleyway/easement.
- B. Inappropriate size (less than 3" in height).

25. Accessory Buildings(3 pts)

- A. Not maintained as manufactured.
- B. Not properly weather protected.
- C. Offers harborage for rodents or other pests.

26. Fence (3 pts)

- A. Missing panels and or pickets.
- B. Missing chain link, top rails.
- C. Leaning greater than 10 degrees.
- D. Improper material such as razor wire, barb wire, corrugated metal.

27. Overcrowding/Improper Occupancy (5 pts)

- A. Family size exceeds maximum number allowed (2x # of bedrooms +1).
- B. More than four unrelated persons.
- C. More than two persons occupying bedroom.
- D. Uninhabitable room being utilized for sleeping quarters.

Category

NUISANCE CODES

28. High Grass, Unmanaged Landscape or Encroachment (3 pts)

- A. Grass over 12" in height.
- B. Limbs below 14' over street or alley.
- C. Limbs below 8' over sidewalk.

29. Improper Storage, Trash or Litter (3 pts)

- A. Materials subject to deterioration stored outside.
- B. Loose trash or litter.
- C. Improper disposal of garbage (food product).

30. Vehicles – Junk, Oversized or PUPS (3 pts)

- A. Junk vehicle (expired registration or inspection with missing parts or body damage).
- B. Junk vehicle (remaining inoperable for greater than 48 hours on public property and 30 days on private property).
- C. Exceeds 9,000 GVWR.
- D. Parked on unimproved surface.

31. Unsightly Conditions or Graffiti (3 pts)

- A. Graffiti.
- B. Materials within public view that lead to urban blight of negatively impact other persons.

Category

PLUMBING & WASTE DISPOSAL

32. Approved Water Source – Hot and Cold with Adequate Pressure (5 pts)

- A. Proper Source Supplied.
- B. Low Pressure/Flow.
- C. Hot water does not reach 110 degrees Fahrenheit.
- D. Hot or Cold water unavailable.
- E. Water provided from unauthorized source.

33. Toilet and Lavatory (5 pts)

- A. Broken bowl, lid or tank.
- B. Broken faucet, missing handles.
- C. Non-functional toilet or lavatory.

34. Proper Design and Construction (3 pts)

- A. Improper use of materials.

35. Leaking Plumbing (3 pts)

- A. Potable water leak related to fixtures and fresh water supply.

36. Water Heater

- A. Missing TP release valve (10 pts).
- B. Missing drain (10 pts).
- C. Drain with upward flow (5 pts).
- D. Drain with reduced diameter (5 pts).
- E. Drain above 8” from floor (5 pts).

- F. Damaged pan, if so equipped (3 pts).
- G. Located in unacceptable area (10 pts - gas only).
- H. Not protected by bollards (3 pts)(Grandfather provision applies).
- I. Gas heater not properly elevated (10 pts).

37. Proper Sewage Disposal

- A. Any plumbing leak or breach associated with non-potable water sources including leaking P-traps or uncapped sewer clean-outs (5 pts).
- B. Raw sewage with potential exposure, such as overflows, back-ups or blockages (10 pts).

38. Hazardous Plumbing (5 pts)

- A. Improper connection to water source including cross connections, exterior threaded faucets without back-flow or anti-siphon devices, improper dishwasher drains plumbed below the height of the disposal, or other connections that may jeopardize the City's public water supply.

Category

HVAC

39. Approved Heating System (5 pts)

- A. Furnace door missing.
- B. Stack less than 12" from roof line.
- C. Improper slope at stack roof penetration.
- D. Holes in vent stack.

40. Approved Air Conditioning (5 pts)

- A. Disconnect box not secured to wall.
- B. Compressor leaking fluid.

41. Capable of Maintaining Comfortable Temperature Zone (5 pts)

- A. Incapable of reaching 81 Degrees Fahrenheit from May – October or an ambient delta of 20 degrees.
- B. Heat incapable of reaching 71 Degrees Fahrenheit from Nov. – April.

42. Thermostat (3 pts)

- A. Provided, working and accurate.

43. Proper Venting of Combustion Gases (10 pts)

- A. Water heater not properly vented such as improper stack, stack penetration, stack improperly secured.
- B. Dearborn style heater as sole source without pressure release shut-off valve.

44. Exhaust Fan, Exterior Opening in Bathroom (3 pts)

- A. Exhaust fan inoperable.
- B. No exterior opening or opening sealed closed (Grandfather provision applies).

45. Exhaust Fan, Exterior Opening in Laundry Room (3 pts)

- A. Exhaust fan inoperable.
- B. No exterior opening or opening sealed closed (Grandfather provision applies).

46. Foundation (3 pts)

- A. Movement noted via separations of fascia joints, brick “stair-steps”, shifting of walls, doors/windows that will not open, close, sheetrock cracks at door jambs (Cracks for this category should generally exceed a minimum of 1/4”). Consideration should be given to “width” and “run” of the crack.
- B. Crawlspace not vented.
- C. Tension cables not protected.
- D. Improper grading so as to allow standing water or to allow water to enter weep holes or where ground level is above the foundation/brick junction.

Category

STRUCTURAL COMPONENTS

47. Floor Support, Roof Support, Posts, Columns (3 pts)
- A. Missing supports, such as roof or floor joists, beams.
 - B. Supports, joists or beams damaged in a manner to breach function of support.
 - C. Sagging supports creating sloping floors, walkways.
48. Defective Walls (10 pts)
- A. Wall is not properly anchored to sole plate (This item will be moved to item 56 with next software release).
49. Defective Ceiling or Roof Structure (3 is water stained or 5 if structure)
- A. Ceiling with cracks greater than 1/4".
 - B. Roof leak causing interior damage to ceilings or walls.
50. Defective Fireplace or Chimney
- A. Missing or cracked bricks on stack (5 pts).
 - B. Missing or cracked siding on stack (5 pts).
 - C. Missing or cracked brick on firebox (10 pts).
 - D. Not capped properly (3 pts).
 - E. Flume not operable (will not open) (10 pts).
 - F. Flume not operable (will not close) (3 pts).
51. Structure – Imminent Danger of Collapse (10 pts)
- A. Brick wall not tied to structure.
 - B. Brick wall separated at mortar joints due to foundation issues.
 - C. Carport or other accessory structure improperly constructed or damaged.

Category

GENERAL SANITATION

52. Evidence of Insects, Rodents, etc. (5 pts)

- A. Excessive flies (three or more in kitchen or bathroom area).
- B. Excessive Roaches (three or more in kitchen or bathroom area. Roach droppings evident at jambs, behind appliances).
- C. Evidence of rodent activity to include, but not limited to, droppings, rub marks or entry holes along fascia, soffit or baseboards.
- D. Fire ants or other stinging insects noted.

53. Water Damage and Mildew Growth (3 pts)

- A. Mildew, possible mold growth observed.
- B. Water damaged or water stained plasterboard or other cellulose type material.

54. Animal Waste (5 pts)

- A. Excessive waste observed (appears to represent more than one week's activity).
- B. Odors present to impact adjacent properties.

55. Rodent / Mosquito Harborage, Drainage (5 pts)

- A. Observed harborage for mosquitoes.
- B. Water leak detected with standing or stagnant grounds for mosquito harborage.
- C. Improper storage of materials, including yard wastes or brush creating potential rodent harborage.

56. Stairs, Steps and Landings (will be moved to Structural Component Category upon new software release) (3 pts, 10 pts if collapse hazard)

- A. Not properly secured such as missing bolts, bolts not properly seated.
- B. Damaged stair pads creating trip or fall hazard.
- C. Damaged steps of risers creating trip or fall hazard.
- D. Missing or damaged handrails or guardrails.
- E. Handrails or guardrails with spindles greater than 4" apart (Grandfather Issue based on date of construction).
- F. Missing or damaged spindles.

- G. Trip hazard at walkways.
- H. Trip hazards at sidewalks (complaint basis only).

57. Trenches, Excavations and Wells

- A. Trench or excavation that presents trip hazard, typically 4” in depth or more (3 pts).
- B. Drowning hazard – greater than 12” and capable of holding water (10 pts).

58. Swimming Pool – Stagnant, Fences and Gates

- A. Improperly maintained pool with less than six inches of water, not chemically treated in approved manner (5 pts).
- B. Improperly maintained pool with greater than six inches of water, not chemically treated in approved manner (10 pts).
- C. Decks with Trip hazards (10 pts).
- D. Improper gate (does not latch, close automatically and open away from pool) (10 pts).
- E. Fence is “easily climbable” such as chain link, less than 48” in height, spindles greater than 4” apart, rails of privacy fence on exterior side (10 pts).

59. Adequate Exit Facilities – Blocked Exit Facilities (10 pts)

- A. Windows painted closed.
- B. Windows screwed closed by make shift security feature.
- C. Means of required egress blocked by furniture, shrubs or other obstruction.

60. Imminent Fire Hazard (10 pts)

- A. Burglar bars that are not equipped with break away hardware.
- B. Interior keyed deadbolt on exterior doors.

61. Abandoned Refrigerator or other suffocation hazard (10 pts)

- A. Exterior of property, accessible to children.