

## GPW – PROPERTY MAINTENANCE CHECKLIST/GUIDELINE

### Article III Property Maintenance Code, Section 8-69 Inspection Standards

<b>STRUCTURAL &amp; MAINTENANCE (Interior &amp; Exterior)</b>	
Furnace Certificate	Furnace, clean and check for a cracked heat exchanger (CO leaks) to be done every two years. Shall be completed by a licensed mechanical contractor and have a reading of 0 ppm carbon monoxide. Provide a report to office.
Carbon Monoxide Detectors	<ul style="list-style-type: none"> <li>• Install near any fuel burning appliance</li> <li>• Install outside of rooms used for sleeping purposes</li> <li>• Install near attached garage door</li> <li>• Larger homes may need additional carbon monoxide detectors installed</li> </ul>
Smoke Alarms	<ul style="list-style-type: none"> <li>• One detector on each floor level.</li> <li>• Inside each bedroom (avoid mounting in corners, if on wall no more than 12 inches from ceiling, preferably installed on ceiling within 1-3ft. of door)</li> <li>• Basement (installed on ceiling at bottom of stairs leading to next level).</li> <li>• Smoke alarms installed in hallways must be within 10' of bedroom doors.</li> <li>• Larger homes may need additional smoke alarms installed</li> </ul>
Chimney	Check for deteriorating or crumbling tops, missing bricks or deteriorated mortar joints and spark screen cover, (1/2" galvanized mesh to extend at least 6" above flue liner)
Cement	Driveways, walks and garage slab not to have more than a 1/2" vertical separation. Slabs can either be replaced or mud-jacked to level.
Roofs	<b>House:</b> Visually check for leaks, missing/detached shingles and sagging roof <b>Garage:</b> All of the above - plus structure should be plumb.
Gutters	<ul style="list-style-type: none"> <li>• Gutters are not sagging or pulling away from the fascia board</li> <li>• Gutters and downspouts do not contain holes or leaking joints.</li> <li>• Disconnect house gutter downspouts from drain, seal drain and divert spouts as per code.</li> <li>• Gutters are clean and free of vegetative growth</li> </ul>
Yard Maintenance	<ul style="list-style-type: none"> <li>• Grass height maintained to 6 inches.</li> <li>• Tall weeds, overgrown vegetation to be removed.</li> <li>• Tree limbs to be cut away from the structure.</li> <li>• Excessive vines to be removed from roof surfaces and around window/door openings</li> <li>• Remove birds/hornets/bees nest from structures</li> <li>• Remove dead trees that may cause a hazard</li> </ul>
Accessory structures	<ul style="list-style-type: none"> <li>• Permits are required for all accessory structures (sheds, garages, play structures, etc...)</li> <li>• Accessory structures to conform to GPW Ordinance Sec#50-526</li> <li>• Existing accessory structures must comply with GPW Ordinance Sec#50-526</li> <li>• All accessory structures, including detached garages, fences and walls, shall be maintained structurally sound and in good repair.</li> </ul>
Entrance Porches	<p><b>Wood:</b></p> <ul style="list-style-type: none"> <li>• Check for any structural problems, deteriorated decking or missing railing</li> <li>• Unpainted wood steps that would permit rot or heaving.</li> </ul> <p><b>Concrete/Brickwork:</b></p> <ul style="list-style-type: none"> <li>• Check for any structural or other significant cracks requiring tuck pointing.</li> <li>• Repair excessive settlement, spalling or tipping affecting safety.</li> <li>• Tuck point brickwork on masonry/porches.</li> <li>• Repair/replace damaged concrete steps.</li> </ul>
Paint	Check for excessive peeling, blistering or flaking, these areas would require scraping and painting.
Debris	<ul style="list-style-type: none"> <li>• Check for debris in walkway, basement, attic, garages and yards.</li> <li>• Check for fire hazards adjacent to furnaces, water heaters and under stairwells.</li> <li>• Trash cans to be stored in rear yard</li> </ul>
Vermin	Visually check garage and auxiliary buildings for rat/rodent infestation.
Stairways	Check for rotted wood or inadequate structural conditions that should render stairs unsafe under heavy loads.

Handrails	<ul style="list-style-type: none"> <li>• Check handrails to ensure they are adequately secured and structurally safe.</li> <li>• Handrail required on porches if there are three or more steps.</li> <li>• Guardrail required if porch is more than 30" above grade.</li> <li>• Guardrail required at open sides of interior stairwells.</li> <li>• Handrails shall run the entire length of the stairwell and have returns to wall.</li> </ul>
Windows	<ul style="list-style-type: none"> <li>• Check for rotted wood, broken or cracked glass.</li> <li>• Check for peeling/chipping paint.</li> <li>• All windows to have operable locks.</li> <li>• All windows to open freely and capable of being held in position</li> <li>• All windows to have insect screens</li> </ul>
Doors	<ul style="list-style-type: none"> <li>• Check for loose hardware, broken doors, cracked glass and peeling paint.</li> <li>• Doors between attached garages and home must be fire rated.</li> <li>• Check that exposed wood doors are properly preserved.</li> <li>• Garage overhead doors to have safety reverse sensor if opener installed.</li> <li>• Access panel to garage loft areas to be fire rated.</li> </ul>
Walls & Ceilings	Check for excessive peeling or flaking paint, cracked or deteriorated plaster (normal hairline cracks are excluded), holes in same. Repairs limited to areas involved.
Floors	<ul style="list-style-type: none"> <li>• Check wood, tile and vinyl floors for sections that are rotted, missing, broken, or loose.</li> <li>• Check sagging floors when possible to determine if joists require additional bracing or support for safety.</li> </ul>
Foundation	Check basement walls for evidence of foundation failure (note on report if repairs are not required).
Fences	<ul style="list-style-type: none"> <li>• All fences to be maintained structurally sound and in good condition.</li> <li>• No fence on fence or solid fences allowed unless on side street or alley, Ord Sec #8-274 thru 8-284 <b>(eff 10-25-18)</b>.</li> <li>• Fences previously installed that do not meet ordinance requirements are not grandfathered in and must be removed.</li> </ul>
Exterior walls, fascia, soffit	<ul style="list-style-type: none"> <li>• Check for damaged, missing, detached siding.</li> <li>• Check for peeling/chipping paint.</li> <li>• Check for rotted wood and holes</li> </ul>
General Requirements	<ul style="list-style-type: none"> <li>• Address numbers are required on all properties. 4 in. height with minimum stroke width 0.5in.</li> <li>• Verify that all work requiring permits has had permits issued</li> <li>• Clothes chute requires spring closer.</li> </ul>
<b>ELECTRICAL WIRING &amp; EQUIPMENT</b>	
Circuits	<ul style="list-style-type: none"> <li>• Make visual inspection of general wiring for violations and deficiencies.</li> <li>• Garage &amp; exterior receptacles, laundry &amp; all receptacles within 6' of a sink and all receptacles in an unfinished basement to be GFCI (Ground Fault Circuit Interrupter) protected.</li> <li>• IDENTIFY ALL CIRCUITS IN PANEL BOX to specific locations.</li> <li>• Dishwasher, disposal and furnace to each be on separate dedicated circuits</li> </ul>
Service	Check for general condition of main service cables and equipment. Service conductors must clear 10' mark. If SEC (Service Entrance Cable) needs to be replaced, it shall be 100 amp minimum and the service equipment rated accordingly. If fuses are used, they must be the "S" type. (NEC Sec. 210.22)
Extension Cords	All extension cords are to be eliminated. Extension cords are not considered permanent wiring.
System Wiring	Check for illegal extensions to the wiring system in order to provide light, heat or power.
Illumination	<ul style="list-style-type: none"> <li>• Check for operable light fixtures in kitchen, laundry, bathrooms, toilet rooms, hallways, stairways, furnace rooms, and basement areas.</li> <li>• Each room or walk-in area shall have a conveniently located wall switch to control a light or plug.</li> </ul>
Receptacle Outlets	<ul style="list-style-type: none"> <li>• General requirements are two wall outlets in each habitable room, three in the kitchen, and one in the bathroom and at the laundry wall (20 amp).</li> <li>• Receptacles and switches that are painted over must be replaced.</li> <li>• Broken or damaged receptacles must be replaced.</li> <li>• Covers are needed at all switches and receptacles. Broken covers to be replaced.</li> </ul>

Fixtures	<ul style="list-style-type: none"> <li>• Check for broken and malfunctioning fixtures.</li> <li>• Clothes closet fixtures shall have a minimum clearance of 12" between the fixture and the nearest point of storage space and be totally enclosed.</li> <li>• Fixtures with open or partially enclosed lamps and pendant fixtures or lamp holders SHALL NOT BE PERMITTED. (NEC 410.16)s</li> </ul>
Grounding	<ul style="list-style-type: none"> <li>• Water heater piping to be bonded - Single #6 conductor installed between the water piping and gas pipe.</li> <li>• Bonding jumper must be installed at the water meter - #6 copper conductor.</li> </ul>
General requirements	<ul style="list-style-type: none"> <li>• All junction boxes must have covers.</li> <li>• Open knock out holes in junction boxes, panels, enclosures must be plugged.</li> <li>• Loose, hanging ROMEX must be stapled.</li> </ul>
<b>PLUMBING &amp; HEATING</b>	
Waste Lines	<ul style="list-style-type: none"> <li>• Check for evidence of any existing leakage.</li> <li>• "S" traps to be replaced</li> </ul>
Water Heater	<ul style="list-style-type: none"> <li>• Check vent pipe for no sag and tight connection to chimney (3 sheet metal screws must be on all joints of vent pipes).</li> <li>• Check for signs of back drafting.</li> <li>• Check that temperature pressure relief valve is an approved type and a discharge pipe connected. Pipe to terminate within 6 inches of floor.</li> <li>• A gas shut-off valve must be located at water heater. Gas supply line must have drip leg/sediment trap installed.</li> </ul>
Sprinkler System Hose Connections	Check for vacuum breakers to prevent backflow from lawn system and hose connections into domestic water supply. Sill-cocks, hose bibs, wall hydrants and other openings with a hose connection shall be protected by an atmospheric-type or pressure-type vacuum breaker, a pressure vacuum breaker assembly or a permanently attached hose connection vacuum breaker. (2015 MRC P2902.4.3)
Vent Connectors	On furnace, check for no sag and tight sealed connections to chimney. A minimum of 3 sheet metal screws must be installed on all joints of vent pipes-except dryer vent pipes.
Laundry Tubs	<ul style="list-style-type: none"> <li>• Remove or properly seal porous laundry tubs.</li> <li>• Drain strainer must be installed at drain or attached to washer discharge hose.</li> </ul>

The listed guidelines are intended to be a general summary, specific defects applicable to individual dwellings or other structures on said premises may be enlarged upon by the Inspector in his report, which is available to parties involved in the transaction. Some items are impractical to inspect, e.g. interior of furnaces, hot water heaters, footings. The Certificate of Occupancy (CofO), the inspection checklist, the inspection report, or any other documents issued by the City of Grosse Pointe Woods, do not constitute any representation or warranty as to the conditions of the dwelling or other structures on said premises described therein (or any aspect of such condition). Interested persons are advised and encouraged to make their own inspection of the premises in order to determine the condition thereof.