City of Santa Cruz
Residential Rental Dwelling Unit Inspection and Maintenance Guide

The Inspection Guide is designed to assist owners to pass the self-certification or City inspection of their properties under the City of Santa Cruz Residential Rental Inspection Program. Owners should recognize that this Inspection guide *is not* the actual checklist and that owners are responsible for ensuring that their units are in compliance with applicable provisions of the City Code, including the California Building Codes Standards, Uniform Housing Code and Health and Safety Code as well as the City's Zoning Code.

Website: http://cityofsantacruz.com/RentalInspections Email: rrip@cityofsantacruz.com
809 Center Street, Room 107 Santa Cruz, Ca 95060

EXTERIOR AND COMMON AREAS

Building

- Legible and visible address (numbers or letters)
- Foundations are in good solid condition with vents screened
- Walkways are safe, unobstructed and sanitary
- Roofs are in good repair, free of any visible holes
- Staircases are sound and in good condition
- Guardrails and handrails are in good condition
- Exterior lighting is in good working order at entrance, exit corridors, etc.
- Electrical service panels, meters and enclosures are in good condition and properly labeled
- Fire lanes need to be clearly marked (signage or painted).

Doors and Locks

- Doors equipped with deadbolt locks, deadlocking latches and double keyed locks, must be in working condition
- All exterior doors open and shut properly
- Sliding patio doors work properly including all locking and latching mechanisms

Landscaping

- The property landscaping is being properly maintained
- No overgrown/dry vegetation or weeds capable of igniting and endangering properties

Fire Extinguisher(s)

- Fire extinguishers are provided and installed to code
- Each extinguisher must be fully charged, tagged and serviced by a state licensed contractor within the last year

Fire Sprinkler System

- Certification of five year inspection required

Exiting

- Exits are clear and unobstructed all the way to the public right of way
- All "Exit" signs and exit lighting is in working order
- The area on and beneath exit stairs is clear of material
- Fire doors are operable and in good condition

Garbage/Recycling Materials

- Garbage service and sufficient garbage containers are provided on site
- Garbage receptacles are stored in proper enclosures or designated area
- Property must be clear from of stored junk, rubbish

Fences and Gates

- Property fences and gates are maintained in good condition

Laundry Rooms

- Maintained in good condition

Pools

- Swimming pool gates and enclosures are in compliance
- Swimming pool is clean

Parking

- Driveways and parking areas are in good condition and available for intended use
- Garages and carports are in good condition and available for intended use
- Inoperable vehicles must be stored out of the front yard or exterior side yard and on a paved surface.

INTERIOR AREAS

Kitchen

- Floor covering is free of trip hazards
- Electrical outlets are functional and have cover plates
- GFCI's properly installed and in working condition
- Light switches function and have cover plates
- Overhead lighting is operational and in good repair
- Windows are not broken, not cracked and have screens maintained in good condition
- Stove burners and oven work safely with functioning door and knobs that turn completely off and on
- Gas stove is free of gaseous odors —*Report gas leaks or gaseous odors to PG&E immediately*
- Stove hood / filter and fan are working properly
- Dishwasher maintained in good condition
- Garbage disposal is in good working order
- The kitchen sink and faucets drain properly and are free from leakage
- Refrigerator maintained in good condition

Living Room

- Floor covering is free of trip hazards
- Electrical outlets are functional and have cover plates
- Light switches function and have cover plates
- Windows are not broken, not cracked and have screens maintained in good condition
- Windows are equipped with proper locking devices

Smoke Detectors/Carbon Monoxide Detectors

- Smoke detectors are installed in hallways and sleeping rooms
- All smoke detectors are in working order
- Carbon monoxide detectors shall be installed in all dwellings according to *H&S Code Section 17926*
  - -Single Family Dwellings by July 1, 2011
  - -Multi Family Dwellings by January 1, 2013

Bedrooms

- Floor Covering is free of trip hazards
- Electrical outlets are functional and have cover plates
- Light switches function and have cover plates
- Windows are not broken, not cracked and have screens maintained in good condition
- Windows are equipped with proper locking devices
- Egress windows are operable and open completely
- If bedroom window bars are installed —they are installed correctly and have the required quick release mechanisms approved by the Fire Department

Bathrooms

- Floor covering is free of trip hazards
- Electrical outlets are functional and have cover plates
- Light switches function and have cover plates
- Overhead lighting is operational and in good repair
- GFCI's properly installed and in working condition
- Windows are not broken, not cracked and have screens maintained in good condition
- Windows are equipped with proper locking devices
- Ceiling exhaust fan is in good working condition
- Sink, bathtub and toilets drain properly and are free of leaks, including faucet handles
- Toilet and sink are secure
- Sinks, bathtubs/showers surrounds are maintained in good condition

OTHER IMPORTANT ITEMS

Electrical System Requirements

- Light fixtures are secure and maintained in good condition
- The unit has no exposed or bare live wires
- Use of extension cords and electrical adapters are not overloading the circuit
- Buildings constructed in 1960 or earlier had a service rating of at least 15 amps. (NOTE: If the fuses are greater than 15 amps and the unit was built in 1960 or before, an electrical danger is present unless the wiring has been updated. The City strongly recommends that you contact an electrician if you are not sure about the proper fuses for the building or units).
- Sub-panels are labeled and breakers are in proper working condition
- Heating Systems are functioning properly, (portable heating units shall not be sole source)

Plumbing and Mechanical Requirements

- Gas meter shall have proper labeling (3 or more units) properly protected and not tampered with.
- The water heater has a working temperature and pressure relief valve including a proper drain line to the pressure release valve
- The water heater is properly strapped
- Gas lines have shut off valves at the appliance connection. All service gas lines are free of leaks. *If you smell gaseous odor, report to PG&E immediately.*
- The vent pipes that serve gas heating appliances are terminated above the roofline with vent caps (Direct vent heaters are exempt)

Vector (insects, rodents and other pests)

- Property is free of infestations, interior and exterior