

Borough of Churchill
Occupancy Inspection

Smoke Alarms

- 1 in every bedroom / room used for sleeping
- 1 outside of the areas used for sleeping (hallways)
- 1 on each level / story including the basement

Openable Windows

- Open and stay open by design
- All hardware (locks & cranks) work as designed
- Glass intact, no cracks or missing panes
- Insect screens in place on windows that are required for ventilation

Doors

- Fit and operate within their frames
- Hardware (locks & handles) work as designed
- Egress doors open from interior without keys or special knowledge of operation

Interior Surfaces

- Clean & sanitary conditions
- No peeling, flaking paint
- No damaged plaster / drywall
- No missing / damaged tub tiles

Stairs – Interior or Exterior

- Handrail required for stairs w/ more than 4 risers
- Guards required on any open portion / side greater than 30 inches above the grade below
- All handrails and guards firmly fastened & capable of supporting normally imposed loads

Decks, Porches & Balconies

- Guards required on any open portion / side greater than 30 inches above the grade below
- Structurally sound & good repair

Electrical Receptacles

- Properly installed and working for their location (no open grounds on 3 prong outlets)
- Securely fastened / attached
- Receptacle faceplate covers in place

Ceiling Lights

- Properly installed and working for their location
- All globes, domes and covers in place
- No broken / damaged bulbs

Electrical / Facilities & Equipment

- Service panel is 3 wire rated a minimum of 60 amps
- Access to panel is maintained free of obstructions
- All wiring, equipment and appliances properly installed and maintained
- No hazards due to improper wiring or installation (no open junction boxes)
- No extension cords used for permanent wiring
- Light switch faceplate covers in place

Mechanical Appliances, Furnace, Hot Water Tank

- Work as designed & capable of performing intended function
- No combustible materials stored near
- Properly vented
- Hot water tank relief valve discharge pipe 6 inches or less from the floor
- Clothes dryer exhaust vent secure and vented directly to the exterior

Plumbing Fixtures / Water System

- All fixtures properly installed and maintained in working order (water turned on)
- Drains work as designed
- Bathrooms & toilet rooms vented w/ fan or screened window
- If laundry tub & garden hoses left attached while not in use have vacuum breaker attached

Roof and Drainage

- Weather tight, works as designed
- Gutters free of obstructions

Exterior

- Premises identification / address numerals a minimum 4 inches high, contrasting in color w/ background and plainly visible from the street
- No peeling, flaking paint or deteriorated wood surfaces
- Weeds and grass less than 6 inches high
- No accumulation of rubbish or garbage
- Sidewalks and driveways in good repair
- Sheds, fences and retaining walls maintained in good repair & structurally sound

Swimming Pools

- Maintained safe, clean and sanitary
- Properly enclosed (fence, gates)

The list outlined above is a partial listing of conditions inspected prior to occupancy. The topics are not to be considered all-inclusive or final but can be used in preparation of the inspection that will be conducted to minimize the occurrence of potential deficiencies.