



## Vacant Building Registration Program Minimum Maintenance Standards Inspection Checklist

Date of Inspection: \_\_\_\_\_

Property Address: \_\_\_\_\_

- Doors, windows, and other openings are weather-tight and secured against entry by birds, vermin, and trespassers.
- The roof, gutters and flashing are sound and tight, will not admit moisture, vermin, or birds into the structure, and properly drain to prevent dampness or deterioration in the walls or interior and in a manner that does not create a public nuisance.
- The interior and exterior shall be maintained in good repair, structurally sound, free from debris, rubbish, yard waste, garbage, and sanitary so as not to threaten public health or safety.
- The structural members are free of deterioration and capable of safely bearing imposed dead and live loads.
- The foundation walls are free from open cracks and breaks, and vermin-proof.
- The exterior walls are free of holes, breaks, and loose or rotting materials, and exposed metal and wood surfaces are protected from the elements and against decay or rust by periodic application of weather-coating materials, such as paint.
- All balconies, decks, stairways, cornices, belt courses, corbels, terra cotta trim, wall facings, and similar decorative features are safe, anchored, and in good repair, and exposed metal and wood surfaces are protected from the elements and against decay or rust by periodic application of weather-coating materials, such as paint.
- Any plumbing fixtures, including those used for operation of lawn sprinkling system, shall be maintained with no leaking pipes, and all pipes for water shall either be completely drained, winterized, or heated to resist freezing.
- All existing fire detection and suppression systems in commercial and industrial buildings must remain intact and fully operational unless modification and/or decommissioning is authorized by the Building Official.
- Sidewalks, stairways, and driveways are free from hazardous conditions and safe for pedestrian travel including but not limited to removal of snow and ice within 12 hours of a precipitation event.
- Accessory and appurtenant structures such as garages, sheds, and fences are free from safety, health, and fire hazards and are secured.
- The property on which a structure is located must be safe and clean from junk, debris, trash, rodents, weeds, and tall grass. It shall be kept sanitary so that it does not threaten the public's health or safety in any way.
- Every owner shall be responsible for the extermination of insects, rodents and other vermin in or about the premises.
- Graffiti shall be removed as soon as possible and within 7 days of notification of the defacement.

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SIGNATURE OF OWNER / AGENT / DESIGNEE

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DATE