



City of Highwood

Safe Rental Inspection Checklist

EXTERIOR APPEARANCE & FUNCTIONALITY

- House numbers visible from street (multi-family units must be identified on doors)
- Open stairs, landings, porch, decks or other walking surface 30 inches above grade or floor below must have guardrails & balusters with maximum 4 inch spacing. (interior and exterior)
- All exterior stairways containing over 4-risers shall have handrail on one side of stairs 30 inches minimum, 42 inches maximum. (interior and exterior)
- All exterior walking surfaces maintain in sound hazard free condition.
- Any obvious structural concerns

Overall Exterior Appearance – Code Enforcement Officer will follow up with Property Maintenance Concerns

FIRE SAFETY

- Functioning Smoke Detectors installed a minimum of one per floor of each unit as well as one within each sleeping area and within 15 feet outside of each sleeping area. (Note: Batteries should be changed twice annually).
- Functioning Carbon Monoxide Detectors installed a minimum of one per floor of each unit as well as one within each sleeping area and within 15 feet from each sleeping area
- Egress doors (front & back) must be operable from the inside without the use of a key or special knowledge.
- All windows to be fully functional including hardware

ELECTRICAL SAFETY AND EQUIPMENT

- Cover plate(s) damaged or missing
- Grounded or dedicated outlet(s) in laundry room
- GFCI protection or receptacle(s) in bathroom(s)
- GFCI protected receptacle(s) along kitchen countertop
- Garbage disposal is required to be a grounded single device outlet.
- GFCI protected outside receptacle
- GFCI protected outlets in garage
- GFCI protected outlets in unfinished areas of basement
- GFCI protected or dedicated circuit above sump pump or grinder pump

ELECTRICAL SAFETY AND EQUIPMENT (Cont.)

- Receptacle(s) damaged, will not hold plug, warrants replacement per current code.
- Light fixture(s) inoperable, missing, or damaged
- Improper use of extension cords, power strips, or outlet multipliers
- Electrical Service box has cover and proper labeling
- Any exposed conductors or components constituting a shock hazard

MECHANICAL/HEATING SAFETY

- Heating unit vented properly
- Fuel burning water heater properly installed and maintained (vent piping, shut off valve, etc.)
- All fuel burning appliances must be properly installed and maintained for combustion air and venting.
- Dryer appliances properly installed and maintained

GENERAL MISCELLANEOUS

- All units shall contain its own bathtub or shower, bathroom and kitchen sinks, and toilet, maintained in good working order and capable of performing its designed purpose.
- All windows must be free from glazing cracks, breaks or holes
- Unit free of Rodent/Insect Infestation
- Habitable rooms must have no less than 7 feet of unobstructed head-room.
- Storage of flammable material beneath stairways is prohibited (propane, gasoline, etc.)
- Sump Pump Crock shall have a cover to prevent small children or pets from falling in.

Codes in effect within the City of Highwood
International Building Code – 2006 Edition
International Fire Code – 2006 Edition
Illinois State Plumbing Code 2014 Edition
National Electrical Code (NFA 70) – 2005 Edition
International Mechanical Code – 2006 Edition
International Property Maintenance Code – 2006 Edition
International Residential Code – 2006 Edition (with amendments)
International Energy Conservation Code – 2012 Edition
Illinois Accessibility Code – 1997 Edition
International Fuel Gas Code – 2006 Edition

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