



## HOUSING MAINTENANCE STANDARDS CHECKLIST

INSPECTION DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

AGE OF UNIT: \_\_\_\_\_ UNIT AREA (sq. ft.): \_\_\_\_\_

### RENTER INFORMATION

ADDRESS \_\_\_\_\_ UNIT NO. \_\_\_\_\_

NAME \_\_\_\_\_

HOME PHONE NO. \_\_\_\_\_ WORK PHONE NO. \_\_\_\_\_

NO. OCCUPANTS IN UNIT \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

**FLOOR AREA:** Total Area \_\_\_\_\_ Min. 120 sq. ft. (No less than 7 ft. dimension permitted.)  
1600.05 (a) Sleeping Room \_\_\_\_\_ Min. 70 sq. ft. (Min. area increased 50 sq. ft. for each person in excess of 2.)  
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**CEILING HEIGHTS:** Habitable Rooms \_\_\_\_\_ Min. 7'-6"  
1600.05 (b) Non-habitable Rooms \_\_\_\_\_ Min. 7'-0"  
(kitchens, halls, bathrooms, closets)

**KITCHEN SINK:** Good working condition \_\_\_\_\_ Connected to approved water supply \_\_\_\_\_  
1600.05 (c) Cold water available \_\_\_\_\_ Hot water available \_\_\_\_\_ Hot water temp \_\_\_\_\_

**FOOD STORAGE:** Good condition \_\_\_\_\_ Easily cleanable \_\_\_\_\_  
1600.05 (d)

**STOVE & REFRIGERATOR:** Storage of food at or below 40 degrees \_\_\_\_\_ Cleanable surface \_\_\_\_\_  
1600.05 (e) All burners in working condition? \_\_\_\_\_

**TOILET FACILITIES:** Available privacy \_\_\_\_\_ Good working condition \_\_\_\_\_  
1600.05 (f) 24" min. front clearance \_\_\_\_\_ 30" min. clear space \_\_\_\_\_

**LAVATORY SINK:** Good working condition \_\_\_\_\_ Connected to approved water supply \_\_\_\_\_  
1600.05 (g) Cold water available \_\_\_\_\_ Hot water available \_\_\_\_\_ Hot water temp \_\_\_\_\_

**BATHTUB and/or SHOWER:** Available privacy \_\_\_\_\_ Located near bathroom facilities \_\_\_\_\_  
1600.05 (i) Cold water available \_\_\_\_\_ Hot water available \_\_\_\_\_

**SHUT-OFF VALVES:** Accessible and working to all services \_\_\_\_\_  
1600.05 (h)

**FIRE PROTECTION:** 3' hallway/corridor clearance \_\_\_\_\_ Exit to outside or public hallway \_\_\_\_\_  
1600.05 (j) Operable exit door/window \_\_\_\_\_ Habitable rooms have egress \_\_\_\_\_  
Smoke detectors on each floor \_\_\_\_\_ Fire extinguisher in Rental Unit \_\_\_\_\_

**CARBON MONOXIDE ALARMS:** Approved and operational Carbon Monoxide alarm installed within 10 feet of  
299F.51 each room lawfully used for sleeping purposes \_\_\_\_\_

ACCESS AND SECURITY: No egress through other unit \_\_\_\_\_ Door provided w/deadbolt \_\_\_\_\_  
1600.07 & 1600.08 Openable from inside without key \_\_\_\_\_

STAIRWAYS, PORCHES AND BALCONIES: Sound condition \_\_\_\_\_ Handrails \_\_\_\_\_  
1600.06 Guardrails \_\_\_\_\_ Stairway clearance \_\_\_\_\_

LIGHT AND VENTILATION: Habitable room ventilation \_\_\_\_\_ Openable w/8% floor area  
1600.09 & 8 sq. ft. min. size  
Nonhabitable room ventilation \_\_\_\_\_ Openable w/3 sq. ft. or approved mech.

ELECTRIC SERVICE, OUTLETS, FIXTURES: 100 ampere, 3-wire service \_\_\_\_\_  
1600.09 (c) 1 branch circuit for ea. 600 sq. ft. \_\_\_\_\_  
Habitable 1 outlet for each 12 ft. \_\_\_\_\_  
Nonhabitable 1 ceiling or wall outlet \_\_\_\_\_  
Public hall/stairway 1/10 ft. candle \_\_\_\_\_

MINIMAL THERMAL STANDARDS: Heating capable of 70 degrees @ outside temp. of -20 degrees \_\_\_\_\_  
1600.10 (a) Heating & water heater vent \_\_\_\_\_

GENERAL REQUIREMENTS: Foundations, exterior walls, roof \_\_\_\_\_  
1600.11 Windows, doors, screens \_\_\_\_\_  
Floors, interior walls, ceilings \_\_\_\_\_  
Lead paint at windows \_\_\_\_\_  
1/4" holes in exterior for rodents \_\_\_\_\_

ACCESSORY STRUCTURE MAINTENANCE: Structurally sound \_\_\_\_\_  
1600.11 (e) Weather resistant \_\_\_\_\_

OUTSIDE STORAGE: Materials & equipment stored in buildings \_\_\_\_\_  
1600.11 (f) (exempted: dryers, recreational, patio furniture, firewood, operable & licensed autos)  
Commercial vehicle over 1 ton \_\_\_\_\_  
Firewood at 5' to any P.L. \_\_\_\_\_  
Storage of firewood not permitted in front yard \_\_\_\_\_

GRADING & DRAINAGE: Grades away from building \_\_\_\_\_ Free of standing water \_\_\_\_\_  
1600.11 (i)

YARD COVER: Maintained to prevent dust and erosion \_\_\_\_\_  
1600.11 (j)

PUBLIC SIDEWALK & ACCESS: Clear of snow, ice and debris \_\_\_\_\_  
Hard surface & unobstructed path or drive to public street or walk \_\_\_\_\_

MAXIMUM DENSITY FOR RENTAL UNITS: 150 sq. ft. for 1st occupant + 100 SF for ea. additional \_\_\_\_\_  
# of occupants more than 2 times # of habitable rooms \_\_\_\_\_

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If this unit is found in violation of the Circle Pines Housing Ordinance, a copy of this checklist shall act as a compliance order. Describe the location and nature of violation(s) \_\_\_\_\_

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This unit shall have \_\_\_\_\_ days to comply with the regulations as set forth.

APPEAL NOTICE: Any person to whom a compliance order is directed may appeal the order to the City Council. Such appeals must be in writing and must specify the grounds for the appeal, and must be accompanied by a \$50 fee. The appeal must be filed with the Building Official within five (5) business days after notice of compliance order. The filing of an appeal shall stay all proceedings in furtherance of action appealed from unless such stay would cause imminent peril to life, health or property.

I hereby understand the above statement in regards to compliance order and appeal rights.

\_\_\_\_\_  
Building Official

\_\_\_\_\_  
Owner / Agent