



INSPECTION INFORMATION FOR LANDLORDS

CITY OF MERRIAM - COMMUNITY DEVELOPMENT DEPARTMENT
9001 W. 62nd St., Merriam, Kansas 66202-2815
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This is a general explanation of what the inspector will check during the inspection. Please allow at least 30 minutes per unit for the inspection. You may use this list to inspect your property for compliance before the actual inspection date. This will help to ensure that your property will meet the minimum code requirements and will not have to be re-inspected.

BUILDING EXTERIOR AND SITE CONDITIONS

- 1. Condition of Foundation**-Check foundation for deterioration, cracks and defects.
- 2. Exterior Walls**-Check for damaged wall coverings, leaning or buckled walls, missing paint or other protective coverings, deteriorations, and broke or splitting members.
- 3. Exterior Trim Areas**-Check all trim surfaces for missing paint, deterioration or other defects.
- 4. Guttering**-Check guttering for loose and or missing members and clogging.
- 5. Roof**-Check roof for holes, deterioration, sagging, or other defects including porch roof and supports.
- 6. Chimney**-Check chimney for deterioration, missing parts, settling and other defects.
- 7. Windows**-Check windows for defects. Windows located within 6ft. above ground level must have locks. Basement hatchways that provide access to a unit shall be equipped with devices that secure the units from unauthorized entry. Basement windows must be provided with rodent shields, storm windows or other approved protection against the entry of rodents. Basement hatchways shall be maintained to prevent the entrance of rodents, rain and surface drainage water. Check for required insect screens.
- 8. Doors**-Check doors for defects, damage and improper installation. All exterior doors must have deadbolt locks. Deadbolt locks shall be operated only by the turning of a knob or a key and shall have a lock throw of not less than 1-inch. All deadbolt locks shall be designed so as to be operable inside the unit without the use of a key or tool or any other special knowledge or effort.
- 9. Stairs, Rails, Porches, Deck**-Check these areas for defects, damage or safety hazards. A handrail is required for stairways with four or more risers. (Code requires that railing openings be less than 4 inches). Guards are required on every open portion of a stair, landing, balcony, porch, deck, ramp or other walking surface that is more than 30 inches above the floor or grade. Guards shall not be less than 36 inches high above the floor of the landing, balcony, porch, deck, ramp or other walking surface. Check for broken or missing steps. Check porches and decks for structural damage, missing rails or other members. Check for tripping hazards. Also check safety of electrical cords or outlets that are presents on deck or porch.
- 10. Driveway**-Check driveway for excessive damage or large holes. Minor defects or damage should not be noted.
- 11. Trees and Shrubs**-Check for dead or damaged trees and broken limbs. Note any tree or tree roots that are growing into foundation of house.
- 12. Outside Storage**-Check all yard areas for unauthorized outside storage.

13. **Trash Cans and Storage of Solid Waste**-Check for proper storage of trash containers if located outside. Trash containers must be stored on the property and either inside, behind the front building line or screened from view.
14. **Fence(s)**-Check for broken or missing slates, paint and other defects. A building permit is required for replacement of fences. Repairs may be made without a permit.
15. **Weeds**-Check for noxious weeds, weeds, grasses and other uncontrolled vegetation shall not exceed 10 inches in height.
16. **Accessory Buildings and or Uses**-Check condition of any accessory building located on property and inspect swimming pools and spas for compliance with screening and lock requirements. (Swimming pools ground wire and bond wire must be on GFC Circuits.)
17. **Other**-Please note any other exterior conditions that should be addressed. Inspect for improperly placed or stacked firewood, stagnant water, inoperable vehicles, obstructions in right-of-way areas, unauthorized off-street parking, gas fumes, bare areas in yard on non-paved areas, or other such conditions. Firewood should be neatly stacked and located behind the front building line, but not within three (3) feet of any property line. Check for address numbers on house or unit. Numbers must be legible from street, contrast from the background color and be a minimum of 4 inches high. Note any peeling or flaking paint on any area accessible in dwellings built before 1978 due to the possibility of lead paint on building. If such conditions are noted, the owner will need to provide a State Lead Free Certification for the unit or provide lead paint disclosure to the tenant as required by Federal law.

INTERIOR INSPECTION

1. **Electrical Service and Electrical Hazard**-The size and usage of appliances and equipment shall serve as a basis for determining the need for additional facilities. Check for broken or hazardous wiring, improper use of extension cords, missing cover plates on switches and outlets, cracked outlets, and other electrical problems. Every laundry room shall contain at least one grounded-type receptacle or a receptacle with a ground fault circuit interrupter. Every bathroom shall contain at least one receptacle and any new bathroom receptacle outlet shall have ground fault circuit interrupter protection.
2. **Windows**-Check for broken or cracked panes, evidence of leaking and other defects. Every habitable space shall have at least one window of approved size facing directly to the outdoors or to a court for light and ventilation. (see windows under exterior inspection section)
3. **Ceilings**-Check for holes, missing sections, loose surface materials, cracks, bulging or buckling, missing ceiling tiles, unpainted surfaces, water stains, and other similar defects. Habitable spaces, hallways, corridors, laundry areas, bathrooms and habitable basement areas must have a clear ceiling height of not less than seven (7) feet.
4. **Walls**-Check for unsound conditions such as severe bulging or buckling, leaning, damaged or loose structural members, large holes and air infiltration. (minor cracks or holes should not be noted.)
5. **Floors**-Check for unsound or hazardous defects, large cracks, tripping hazards, buckling or major movement under walking stress, air infiltration and damaged or missing parts or sections.
6. **Other**-Check for and note any other hazard or safety conditions existing in room. Include inspection for peeling or flaking paint in areas accessible to children in dwelling units built before 1978 due to the possibility of lead paint existing in these dwellings. Areas of concern for lead paint include windowsills, handrails and other areas where small children can reach and chew on painted surfaces. Also look for paint flaking from ceilings or walls onto the floor or other reachable surface. If the building was built before 1978 check common areas for peeling or flaking paint. If such condition is observed proceed as outlined in Number 17 above, under Exterior Conditions. Check for minimum room widths. A habitable room, except for a kitchen, shall not be less than seven (7) feet in any plan dimension. Kitchens shall have a clear passageway of not less than three (3) feet

between counter fronts and appliances or counter fronts and walls. Check for required venting of clothes dryer exhaust.

7. **Sink**-Every dwelling unit must be provided with a kitchen that has a sink with hot and cold running water. Plumbing fixtures must be properly connected to an approved sewage disposal system. Check for leaks under sink.
8. **Stove or Range**-Check stove or range for safety hazards. Check for any electrical hazards (broken wires or elements) on electric ranges. On gas ranges inspect connector (flexible pipe) and observe if there is a gas smell from appliance. The range connector must not pass through the floor or any wall. If a problem is noted with the range, the appliance shall be repaired or replaced. Gas smells must be reported to the gas service company.
9. **Toilet**-Every dwelling unit must be provided with a least one (1) toilet in a room that will afford privacy. (Efficiency units must also be provided with a separate bathroom containing a toilet, lavatory and bathtub or shower.) Flush toilet to determine if it is operable. Check for leaks.
10. **Wash Basin**-Every dwelling must be provided with a bathroom containing a wash basin. Check basin for leaks. Check faucets.
11. **Tub or Shower**-Every dwelling unit must be provided with a bathroom containing a shower or bathtub in a room which afford privacy. Check that the shower or bathtub is operational.
12. **Ventilation in Bathroom**-Check for ventilation in bathrooms. A bathroom must have a window or mechanical ventilation.
13. **Smoke Detectors**-Check for smoke detectors and determine if the detectors are operational. Smoke alarms must be installed as follows: (1) on the ceiling or wall outside each separate sleeping area in the vicinity of the bedrooms; (2) in each room used for sleeping and (3) on each story of a dwelling unit, including basements and cellars. Detectors connected to the building wiring with battery backups are required in all sleeping rooms in new construction (built after the adoption of the 1994 building codes.) If major construction occurs in any residence, all smoke alarms must be hardwired as part of the construction.
14. **Heating Equipment**-Every dwelling unit must be provided with heating facilities. Check safety of heating equipment. Check for improper connection of flues, improper installation of equipment, determine if panels are in place, check for damage from rust or leaks, and make sure that no combustible materials are near a heat source. (A three (3) feet clearance must be maintained free of storage around heating equipment, furnace and gas water heater.) If furnace has been red-tagged by utility company, the owner will be advised that the equipment must be replaced or repaired before the unit can be occupied. If the unit is occupied, make sure any red-tagged equipment is not being used. The owner will be given a specific amount of time to make the repair or replacement. The city can order the unit vacated if the problem is not corrected. If heating equipment is inaccessible (may be the case in a large complex) owners can provide written verification of safety of the system from professional heating contractor. Un-vented, fuel-burning heaters are not permitted Check any gas operated fireplace for proper connections and that no gas smell is present. Check wood burning fireplaces for an adequate fire screen. If the tenants state the that heating equipment is inadequate, check unit temperature for code compliance. Heating facilities must be capable of maintaining a room temperature of 68 degrees at a point three (3) feet above the floor in all habitable rooms The heating facilities must be provided with adequate air for combustion and the combustion gases must be appropriately vented outside of the building.
15. **Hot Water Heater**-Check for any apparent safety hazards. Water heaters must have a pressure relief valve and discharge line. The discharge line should be installed in a manner to prevent injury if discharged. Check for combustible materials near gas water heaters. A clearance of 18 inches must be maintained. If gas water heater is located in bedroom or other living areas, it must have safety dividers or shields. If water heater is not accessible (located in crawl space or other inaccessible place), owner can provide written verification of safety of the unit from a licensed mechanical contractor. If hot water heater is located in a garage it must be elevated 18 inches from

the floor. (Newer hot water heaters may not require elevation. However, a copy of the manufacturer's installation requirements must be present showing that water heat does not require elevating.)

- 16. Exits**-Check for proper exits. Individual dwelling units must have access directly to the outside or a public corridor. Sleeping rooms below the fourth story must have at least one accessible window or exterior door (operable for inside). Basement sleeping areas must have one emergency escape opening leading directly to the outside through an accessible window. Accessible windows must be at least 5.7 square feet in size and no less than 44 inches from floor. Check for blocked exits due to storage or window and/or door being nailed shut. Emergency escape openings must be operational from the inside of the room without the use of keys or tools. Bars, grills, grates or similar devices are permitted to be placed over emergency escape and rescue openings provided they can be released or removed from the inside without the use of a key tool or force greater than which is required for normal operation of the opening.
- 17. Evidence of Infestation**-Check for presence of rats, mice, roaches or other vermin. If noted, owner or tenant must provide effective extermination.
- 18. Garbage and Debris**-Check for accumulations of trash and garbage, discarded furniture or other debris inside unit or in interior common areas. Solid waste must be collected in residential areas at least once weekly. You may contact the City Clerk's Office at (913)322-5500 for a list of licensed solid waste collectors.
- 19. Interior Stairs and Common Halls**-Check for loose, broken or missing steps. Check for handrails (see item 4 under Exterior Conditions) and tripping hazards. All public hallways, stairs and other exit ways shall be adequately lighted at all times.
- 20. Interior Air Quality**-If air quality is questionable determine source of problem, if possible. If gas smell is present report it to the gas service company. Contact Fire Department to investigate any unidentifiable fumes, storage of questionable materials or other similar conditions. If the presence of carbon monoxide (CO) is suspected because of faulty or improper use of equipment, complaints of symptoms of CO poisoning, or tenant suspicions, call fire department immediately to test for presence of CO gas. If mold and mildew odors are present, check for water leaks or seepage. (Information published by the EPA on residential mold is available at City Hall, Community Development Department). If air quality is being affected by poor housekeeping or improper refuse storage that could cause health or safety problems, address the problems with tenant or owner.
- 21. Elevators**-In residential buildings with elevators, the owner or manager should have a record of elevator inspections. If there is a problem with an elevator, inspector may ask to see latest inspection record and can request that the elevator be inspected.
- 22. Access to Unit**-Direct access to individual units in multiple family dwellings or duplexes shall be from the outside or a public corridor. Access via passage through another dwelling unit is not permitted.
- 23. Other Comments**-This space is provided to make additional comments on any other condition that should be addressed.

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