

VACATION RENTAL INSPECTIONS CHECKLIST

Smoke Detection –Are there HARD WIRED, INTERCONNECTED smoke detectors located:

- on every level of the dwelling,
- in the basement,
- in every bedroom,
- in exit hallways and passages to the exterior of the building,
- in high hazard areas such as boiler rooms, laundry rooms, and attached garage

Carbon Monoxide Detection

installed in the area within the bedroom(s) or giving access to the bedroom(s)

Fire Extinguisher – Is there a fire extinguisher:

- mounted and visible to tenants?

Utilities

- Are all the receptacles properly grounded and functioning?
- Does the electrical panel box have the appropriate amperage fusing?
- Are all the panels clearly marked?
- Are there ground fault circuit interrupter receptacles located in the appropriate areas?
 - in the bathrooms?
 - in the kitchens?
 - in the garage?
 - in the basement?
 - around the exterior of the building?
- Is there any unnecessary use of extension cords?
- Is all wiring secured with staples or running boards?

Egress

- ___ Do all rooms of occupancy meet the ceiling height requirement of 7'-6" for at least two thirds of the rooms' size?
- ___ Do all doors should have a clear width of 32" to facilitate egress?
- ___ Are all floors level with minimum changes in elevation?
- ___ Are all corridors at least 36" wide with minimum projections entering the space, including furniture and decorations?
- ___ Are all stairs uniform in tread space and riser height?
- ___ Are all locks on the doors in the egress passages easily unlocked without any undue hardship or tools?
- ___ Do the one and two family dwellings have a primary and secondary means of egress?
- ___ Are the windows easily opened without undue effort?
- ___ Are there any third floor bedrooms?
 - ___ Do they have fire escape stairs?
- ___ Is there any basement living spaces?
- ___ Is there an attached garage?
 - ___ is it completely enclosed with fire grade sheetrock?
 - ___ is there a fire door leading into the structure?

Heat Sources

- ___ Has the heating unit been tagged with a minimum annual service test and cleaning conducted by a licensed technician?
- ___ Is the unit an oil fired unit?
 - ___ does the unit have primary and secondary safety controls where appropriate?
 - ___ is there a red emergency shut off switch must be located outside the area of the unit for the tenant to shut off the appliance?
 - ___ is there a technician shut off switch located at the burner for servicing the unit?
 - ___ is there a thermal coupling switch located over the heating unit?
 - ___ is there a low water cutoff located on the water based unit?
 - ___ is there a flame detection and oil shut off control located at the burner?
 - ___ is the chimney connector sound and properly connected to the chimney to prevent flue gases from entering the structure?
 - ___ is the unit is placed on non-combustible flooring as required?
 - ___ is the oil line protected from injury by non-metallic sheathing?
 - ___ is there a shut off valve at the tank and beyond the filter for routing servicing for the filter?

- ___ is the oil tank property supported on cement flooring or a pad with the tank legs no more than 12" off the floor with flanged supports on each leg base?
- ___ is the tank liquid tight?
- ___ are the fill and vent tank connectors must be properly sized?
- ___ Is there a Power Venter?
- ___ is it installed to the product listing?

- ___ Is there a propane heater?
- ___ was there an annual service inspection by a qualified technician with the service tag must be attached to the unit?
- ___ is the tank properly supported on a firm cement footing or level pad?
- ___ is there the appropriate fuel piping from the tank to the appliance?
- ___ if the appliance is listed for gas service, is the listing label visible on the unit with clearance to all combustibles per the listing of the unit?
- ___ is the emergency shut off switch installed as required and clearly marked?
- ___ is the blue emergency shut off valves for the technician to service the appliance located within six feet of the appliance?
- ___ is the appropriate flue gas venting of the appliance?
- ___ are the propane gases vented to the same flue as a solid fuel burning device?
- ___ are all direct venting appliances properly vented to the outside with relation to ground level and proper distances maintained from windows, doors, and mechanical devices which draw air into the building?
- ___ are all primary safety controls installed per the product listing?

- ___ Is there a solid fuel burning device?
- ___ is the appliance listed for solid fuel use?
- ___ are there appropriate clearances from combustibles per the product listing with appropriate heat shields as required?
- ___ is there appropriate floor protection under the unit?
- ___ is the proper chimney vent connector installed?
- ___ does the unit have the appropriate clearance from combustibles?
- ___ is the unit free from rust and corrosion?
- ___ is the appliance properly connected to the appropriate chimney?
- ___ is there proper clearance around the chimney for combustibles?
- ___ has the chimney been cleaned as needed or on an annual basis?

General Housekeeping

- ___ are critical areas free of combustible materials and obstructions?
- ___ are the exit passages free of obstructions including furniture, bikes, decorations, etc?
- ___ has the renter been provided with important information such as contact telephone numbers?
- ___ does the renter have clear directions to the property?
- ___ is there appropriate signage with the 911 address clearly visible?

Date of Inspection: _____

Persons conducting the inspection:

NOTES:

Signature

Date

Property Address: _____

Map _____ Lot _____

Name of Property Owner(s): _____

Mailing Address: _____

Telephone Number(s) of Owners: _____

Physical Address of Rental Property: _____

Telephone Number of Rental Property: _____

Property Manager Name and contact information: _____
