

City of Washington Property Maintenance/Occupancy Checklist

Site Address:	Date:	Inspector:
Owner/ Contact:	New Occupant:	Building Type SFD / MULT / DUPLEX / 2-FAMILY
Phone:	Phone:	Furnished <input type="checkbox"/> Yes <input type="checkbox"/> No

THE NAME OF NEW OCCUPANT(S) WILL BE REQUIRED BEFORE ISSUANCE OF PERMIT (call 636-390-1010)

EXTERIOR PREMISES	BATHROOM 1 – Master	LAUNDRY
House Address Number 4 inch	Surfaces	Dryer Vent / Metal
Sidewalks / Driveways	Traps	Gas Shut-Off
Handrails / Steps	Water Closet	Washer Drain
Porches / Decks	Sink / Caulking / Tub/Shower	Outlets / Ungrounded / Loose
Surfaces: Paint / Siding / Trim	Hot & Cold Water	Surfaces Good Poor
Windows / Screens / Storms	GFCI / Ungrounded / Loose	
Doors / Storms	Vent / Window / Screens	BASEMENT
Roof / Tuck Pointing / Caulking	Lighting	Surfaces Good Poor
Gutters / Down Spouts / Drainage		Finished Areas Y
Electric Service Appearance		Smoke Detector
GFCI / Outlets / Lighting / Loose	BEDROOM 1 – Master	Handrails
General Sanitation / Good Poor	Surfaces	GFCI / Ungrounded / Loose
	Smoke Detector	Bedroom Y N Egress Y N
	Windows / Hardware / Screen	Walkout
INTERIOR: LIVING ROOM	Doors & Hardware	Lighting
Surfaces	Outlets Ungrounded / Loose / Arc	
Outlets / Ungrounded / Loose	Closets / Globe Fixture	Leaks / Foundation / Mold
Lighting	Lighting	Plumbing / Sanitary Sewer
Windows / Hardware / Screens		Floor Drain / Sump Pump
Doors & Hardware		Loose / Hanging wires
Fireplace / Stove / Gas Shut-Off	BEDROOM 2	HWH / Electric / Gas Shut-Off
Chimney / Flue / Needs Cleaning	Surfaces	Water Meter Jumper Wire
	Smoke Detector	
	Windows / Hardware / Screens	
KITCHEN / DINING	Doors & Hardware	HEATING / COOLING
Surfaces / Caulking	Outlets Ungrounded / Loose / Arc	Electric / Gas Shut-Off / Oil
Sink Traps Disposal	Closets / Globe Fixture	
Hot / Cold Running Water	Lighting	
Plumbing Fixtures		
Outlets / GFCI / Ungrounded / Loose		ELECTRIC SERVICE PANEL
Lighting		Type Indexed Y N
Appliances / Electric / Gas Shut-Off	BEDROOM 3 – 4	Amps
Hood Vent	Surfaces	Breakers / Fuses
Pest Infestation	Smoke detector	Additional Spaces Y N
Windows / Hardware / Screens	Windows / Hardware / Screens	Bonded
Doors & Hardware	Doors & hardware	Cover Removed Y N
	Outlets Ungrounded / Loose / Arc	Double Lugging
HALLWAY	Closets / Globe Fixture	
Surfaces	Lighting	
Smoke Detector		
Lighting		GARAGE
Outlets / Ungrounded / Loose	BATHROOM 2 and/or Powder	Surfaces
	Surfaces	GFCI / Ungrounded / Loose
COMMON EGRESS CORRIDOR	Traps	Walls – Fire Rate Drywall / Access
Emergency Egress Signage	Water Closet	Egress Door / Steel / Wood / FireRate
Egress Lighting – Interior Exterior	Sink / Caulking / Tub / Shower	Garage Door / Opener Y N
Smoke Alarms Detector	Hot & Cold Water	Lighting
Fire Extinguishers 5 lbs	GFCI / Ungrounded / Loose	Heated Y N
Handrails / Steps / Flooring	Vent / Window / Screen	
	Lighting	Out-Buildings
		GFCI / Ungrounded / Loose

Approved	Received By:	Date Permit Issued:
Not Approved Call 636-390-1010 for re-inspection		
Re-Inspection: Approved Not Approved		