

**VILLAGE OF OAK LAWN PROPERTY MAINTENANCE CHECKLIST, ACCORDING TO IPMC 2012,
FOR SINGLE FAMILY/MULTI-FAMILY RESIDENCE RENTAL PROPERTIES.**

EXTERIOR PROPERTY AREAS:

302.1 Sanitation:

Clean and free from rubbish and garbage.

302.2 Grading and Drainage.

Erosion of soil, ponding/stagnant water, water within structure

303.3 Sidewalks and Driveways.

Proper repair, free from hazards (tripping, ice ponding).

302.4 Weeds

Noxious weeds, growth height. Ord. 8-6-3 Oak Lawn.
Eliminate weeds, grass under 4" landscape properly maintained

302.5 Rodents

Evidence of presence, Harborage, Weeds, Rubbish, Garbage, Inoperable Cars

302.6 Exhaust Vents.

Hazardous discharge/noise

302.7 Accessory Structures.

Structurally sound/good repair.
Structure type, garage, fence, wall

302.7 Motor Vehicles

no inoperable, no unlicensed

302.8 Defacement of Property

303.1 Pools, Spas and Hot Tubs

Clean, sanitary, in good repair

303.1 Enclosure

Depth of water – 24"? Barrier height at least 48"?
Self-latching gate?

307.1 Accumulation of Rubbish/Garbage

Free of

307.2 and 307.3 Disposal of Rubbish/Garbage

Approved containers

307.2.1 With covers

303.3.1 Garbage facilities

Approved grinder, incinerator or leak proof covered container

507.1 Storm drainage

No nuisance created

604.1 Electrical facilities

Required occupied dwelling unit is provided with three wire service of at least 60 amps in compliance with ICC Electrical Code

604.3 Electrical systems hazards

Correct all hazards

605.1 Electrical equipment installation

All equipment, wiring, appliances properly installed and safe

604.3 Electrical system hazards

Correct all hazards

EXTERIOR STRUCTURE

304.1 General

Good repair, structurally sound, sanitary

304.2 Protective treatment (paint)

If it is pre-1978? If yes, order risk assessment

304.3 Premises identification

(address numbers)

304.4 Structure members

Free from deterioration and capable of support

304.5 Foundation walls

Plumb, free from creaks, no rodent entry

304.6 Exterior walls

Sound, weatherproof, coated. Square feet _____

304.7 Roofs and flashing

304.7 Roof drainage

Gutters, downspouts and drains

304.8 Decorative features

304.9 Overhang extensions

Good repair, safe, anchored, coated

304.10 Chimneys and towers

Safe, sound, good repair, coated

304.13 Windows

Sound good repair, weather tight

303.13 .1 Glazing free of creaks and holes

303.13.2 Openable and hold open hardware

304.14 Insect screens

304.18.2 Sash locking device within 6 feet of ground

304.15 Doors

Good condition, locks, security, egress (702.3)

304.13 Door frames sound, good repair, weather tight

304.18 Security

304.18.1 Egress

304.16 Basement hatchways

Prevents entrance of rodents, rain and drainage water

304.18.3 Security

304.10 Stairways

Structurally sound, good repair

304.12 Handrails and guardrails

Firm, good condition

306.1 Handrails and guardrails

With 4 + risers

304.10 Decks, porches, and balconies

Structurally sound, good repair

304.12 Handrails and guardrails

Firm, good condition

306.1 Handrail and guardrails

30 inches in height

304.17 Guards for basement windows

Rodents shields

506 Sanitary drainage

All fixtures connected to approved disposal

506.2 Properly maintained

604.1 Electrical facilities

Required occupied dwelling unit is provided with three wire service of at least 60 amps in compliance with ICC Electrical Code

604.3 Electrical system hazards

Correct all hazards

605.1 Electrical equipment installation

All equipment, wiring, appliances properly installed and safe

604.3 Correct all hazards

HABITABLE ROOMS INTERIOR STRUCTURE

305.1 GENERAL

Interior and equipment in good repair, structurally sound, sanitary

305.2 Structural Members

Structurally sound/capable

305.4 Floors (walking surfaces)

Sound condition, good repair

404.2

Minimum room width 7 ft. (except kitchen)

Floor area = _____

402.1 and 403.1 Light and Ventilation

One window 8% of floor area

Openable area 45% or more (of 8% floor area)

404.3 Minimum ceiling height

Not less than 7 ft. (with exceptions)

308.1 Infestation

Free from insects and rodents

305.4 Doors

Good, clean, sanitary, no unsound paint

305.6 Interior door

Well-fit, openable/closeable, securely attached

305.3 Windows

Interior surfaces maintained in good sanitary condition, no deteriorated paint or defective surface conditions

305.3 Walls

Interior surfaces maintained in good sanitary condition, no deteriorated paint, cracked or loose plaster or defective surface conditions

305.3 Ceiling

Interior surfaces maintained in good sanitary condition, no deteriorated paint, cracked or loose plaster or defective surface conditions

305.3 Woodwork

Interior surfaces maintained in good sanitary condition, no deteriorated paint or decay in wood or other defective surface conditions

604.3 Electrical system hazards

Correct all hazards

605.1 Electrical equipment installation

All equipment, wiring, appliances properly installed and safe

604.3 Electrical system hazards

Correct all hazards

LIVING ROOM**305.1 General**

Interior and equipment in good repair, structurally sound, sanitary

305.2 Structural Members

Structurally sound/capable

304.4 Floors (walking surfaces)

Sound condition, good repair

404.2

Minimum room width 7 ft. (except kitchen) Floor area = _____

404.5 Overcrowding

Required living room-

120 SF- 3-5 occupants

150 SF- 6 or more occupants

Is living room occupancy sufficient for total bedroom occupancy and dining room occupancy? (if no unit is overcrowded and ineligible for assistance without resolution)

402.1 and 403.1 Light and Ventilation

One window or = 8% of floor area. Openable area 45% or more (of 8% floor area)

404.3 Minimum ceiling height

Not less than 7 ft. (with exceptions)

308.1 Infestation

Free from insects and rodents

305.4 Doors

Good, clean, sanitary, no unsound paint

305.6 Interior doors

Well-fit, openable/closeable, securely attached

305.3 Windows

Interior surfaces maintained in good, sanitary condition, no deteriorated paint or defective surface conditions

305.3 Walls

Interior surface maintained in good sanitary condition, no deteriorated paint, creak or loose plaster or defective surface conditions

305.3 Ceiling

Interior surfaces maintained in good sanitary condition, no deteriorated paint, creaked or loose plaster or defective surface conditions

305.3 Woodwork

Interior surfaces maintained in good sanitary condition, no deteriorated paint or decay in wood or other defective surface conditions

602 Heating facilities

Capable of maintaining 68 degrees Fahrenheit

604.3 Electrical system hazard

Correct all hazards

605.1 Electrical equipment Installation

All equipment, wiring, appliances, properly installed and safe

604.3 Electrical system hazards

Correct all hazards

DINING ROOM**305.1 General**

Interior and equipment in good repair, structurally sound, sanitary

305.2 Structural Members

Structurally sound/capable

305.4 Floors (walking surfaces)

Sound condition, good repair

404.2 Minimum room width 7 ft. (except kitchen)

Floor area = _____

405.5 Overcrowding

Required dining room-
80 SF-3-5 occupants 150 SF -6 or more occupants in living room occupancy sufficient for total bed occupancy and dining room occupancy? (if no, unit is

overcrowded and ineligible for assistance without resolution)

402.1 and 403.1 Light and Ventilation

One window or = 8% of floor area operable area 45% or more (of 8% floor area)

404.3 Minimum ceiling height

Not less than 7 ft. (with exceptions)

308.1 Infestation

Free from insects and rodents

305.4 Doors

Good, clean, sanitary, no unsound paint

305.6 Interior door

Well-fit operable/closeable, securely attached

305.3 Windows

Interior surfaces maintained in good, sanitary condition no deteriorated paint or defective surface condition

305.3 Walls

Interior surfaces maintained in good sanitary condition, no deteriorated paint, cracked or loose plaster or defective surfaces conditions

305.3 Ceiling

Interior surfaces maintained in good sanitary condition, no deteriorated paint, cracked or loose plaster or defective surface conditions

305.3 Woodwork

Interior surfaces maintained in good sanitary condition, no deteriorated paint or decay in wood or other defective surface conditions

602 Heating facilities

Capable of maintaining 68 degrees Fahrenheit

604.3 Electrical system hazards

Correct all hazards

605.1 Electrical equipment installation

All equipment, wiring, appliances properly installed and safe

BEDROOM

404.1 Privacy

404.4.2 Access from bedrooms

Access or egress not through bedroom

404.4.3 Water closet accessibility

305.1 General

Interior and equipment in good repair, structurally sound, sanitary

305.2 Structural Members

Structurally sound/capable

305.4 Floors (walking surfaces)

Sound condition, good repair

404.2 Minimum room width 7 ft. (except kitchen)

Floor area = _____

404.4.1 Area for sleeping

Occupancy – 1 person/70 SF more than 1 person/50 SF each. Allowed occupancy (circle one)

1 person

2 people

3 people

402.1 and 403.1 Light and Ventilation

One window or = 8% of floor area openable area
45% or more (of 8% floor area)

404.3 Minimum ceiling height

Not less than 7 ft. (with exceptions)

308.1 Infestation

Free from insects and rodents

305.4 Doors

Good, clean sanitary, no unsound paint

305.6 Interior door

Well-fit openable/closeable, securely attached

305.3 Windows

Interior surfaces maintained in good sanitary condition, no deteriorated paint or defective surface

305.3 Walls

Interior surfaces maintained in good sanitary condition, no deteriorated paint, creaked or loose plaster or defective surface conditions

305.3 Ceiling

Interior surfaces maintained in good sanitary condition, no deteriorated paint, creaked or loose plaster or defective surface condition

305.3 Woodwork

Interior surfaces maintained in good sanitary condition, no deteriorated paint or decay in wood or other defective surface conditions

602 Heating facilities

Capable of maintaining 68 degrees Fahrenheit

604.3 Electrical system hazard

Correct all hazards

605.1 Electrical equipment installation

All equipment, wiring, appliances properly installed and safe

604.3 Electrical system hazards

Correct all hazards

704.2 Smoke alarms

- 1) One approved alarm is located in all sleeping rooms and
- 2) another alarm is located outside the room in the immediate vicinity
- 3) Alarms are located on each story within the unit including the basement

BATHROOM

502.1 Required facilities dwelling unit-

Tub/shower, lavatory, water closet, sanitary safe working condition, location

504.1 Tub/shower

Properly installed, no leaks or blockage

504.3

No hazards

505.3

Adequate water volume/pressure

505

Potable water, adequate hot/cold

506.1

Fixture connected to proper sanitary drainage

506.2

Stack, vent, waste and sewer
Functions properly and is free from leaks,
obstructions and defects

504.1 Lavatory

Properly installed, no leaks or blockage

504.3

No hazards

505.3

Adequate water volume/pressure

505

Potable water, adequate hot/cold

506.1

Fixture connected to proper sanitary drainage

506.2

Stack, vent, waste and sewer functions properly and
is free from leaks, obstructions and defects

504.1 Water closet

Properly installed, no leaks or blockage

504.3

No hazards

505.3

Adequate water volume/pressure

505

Potable water, adequate hot/cold

506.1

Fixture connected to proper sanitary drainage

506.2

Stack, vent, waste and sewer functions properly and
is free from leaks, obstructions and defects

305.1 General

Interior and equipment in good repair structurally
sound, sanitary

305.2 Structural Members

Structurally sound/capable

305.4 Floors (walking surfaces)

Sound condition, good repair

404.2

Minimum room with 7 ft. (except kitchen) Floor
area = _____

402.1 and 403.1 Light and Ventilation

One window or = 8% of floor area. Operable area
45% or more (of 8% floor area)

403.2 Bathroom and Toilet Room Ventilation

Openable window or mechanical vent to outdoors

404.3 Minimum ceiling height

Not less than 7 ft. (with exceptions)

308.1 Infestation

Free from insects and rodents

305.3 Windows

Interior surfaces maintained in good, sanitary
condition, no deteriorated paint or defective surface
conditions

305.3 Walls

Interior surfaces maintained in good sanitary
condition, no deteriorated paint, creaked or loose
plaster or defective surface conditions

305.3 Ceiling

Interior surfaces maintained in good, sanitary
condition, no deteriorated paint, creaked or loose
plaster or defective surface conditions

305.3 Woodwork

Interior surfaces maintained in good sanitary condition, no deteriorated paint or decay in wood or other defective surface conditions

602 Heating facilities

Capable of maintaining 68-degree Fahrenheit

604.3 Electrical system hazards

Correct all hazards

605.1 Electrical equipment installation

All equipment, wiring, appliances properly installed and safe

604.3

Correct all hazard

605.2 Receptacle

At least one receptacle, all must be GFCI

605.3 Lighting fixtures

At least one must be present

KITCHEN

404.2 Minimum width

3 ft. between counter front/appliances/walls

404.7 Food preparation

Suitable space and equipment to store, prepare and serve foods, sanitary disposal and temporary storage

502.1 Required facilities dwelling units-

Kitchen sink, sanitary, safe working condition

504.1

Properly installed, no leaks or blockage

504.3

No hazards

505.3

Adequate water volume/pressure

505

Potable water, adequate hot/cold

506.1

Fixture connected to proper sanitary drainage

506.2

Stack, vent, waste and sewer functions properly and is free from leaks, obstructions and defects

305.1 General

Interior and equipment in good repair, structurally sound, sanitary

305.2 Structural Members

Structurally sound/capable

305.4 Floors (walking surfaces)

Sound condition, good repair

404.2 Minimum room width

7 ft. (except kitchen) Floor area = _____

402.1 and 403.1 Light and Ventilation

One window or = 8% of floor area. Openable area 45% or more (Of 8% floor area)

404.3 Minimum ceiling height

Not less than 7 ft. (with exceptions)

308.1 Infestation

Free from insects and rodents

305.4 Doors

Good, clean, sanitary, no unsound paint

305.6 Interior door

Well-fit openable/closeable, securely attached

305.3 Windows

Interior surfaces maintained in good, sanitary condition, no deteriorated paint or defective surface conditions

305.3 Walls

Interior surfaces maintained in good sanitary condition, no deteriorated paint, creaked or loose plaster or defective surface conditions

305.3 Ceiling

Interior surfaces maintained in good, sanitary condition, no deteriorated paint, creaked or loose plaster or defective conditions

305.3 Woodwork

Interior surfaces maintained in good, sanitary condition, no deteriorated paint or decay in wood or other defective surface conditions

602 Heating facilities

Capable of maintaining 68 degrees Fahrenheit

603.1 Cook appliance (stove)

Properly installed, safe and performs intended function

603.3

Clearance from combustible material

603.4

Safety controls in effective operation

604.3 Electrical system hazards Correct all hazards

605.1 Electrical equipment installation

All equipment, wiring, appliances properly installed and safe

604.3 Electrical system hazards

Correct all hazards

605.3 Lighting fixtures

At least one is present

LAUNDRY ROOM

603.1 Mechanical appliances

Clothes washer and dryer, dryer exhaust properly installed, safe working condition

504.1

Properly installed, no leaks or blockage

504.3

No hazards

505.3

Adequate water volume/pressure

505

Adequate hot/cold water

506.1

Fixtures connected to proper sanitary drainage

506.2

Stack, vent, waste and sewer functions properly and is free from leaks, obstructions and defects

504.1 Laundry sink

Properly installed, no leaks or blockage

504.3

No hazards

505.3

Adequate water volume/pressure

505

Adequate hot/cold water

506.1

Fixture connected to proper sanitary drainage

506.2

Stack, vent, waste and sewer functions properly and is free from leaks, obstructions and defects

603.2

If gas, removal of combustion products and **603.5** combustion air

305.1 General

Interior and equipment in good repair, structurally sound, sanitary

305.2 Structural Members

Structurally sound/capable

305.4 Floors (walking surfaces)

Sound condition, good repair

404.2

Minimum room width

7 ft. (except kitchen) Floor area = _____

404.3 Minimum ceiling height

Not less than 7 ft. (with exception)

308.1 Infestation

Free from insects and rodents

305.4 Doors

Good, clean, sanitary, no unsound paint

305.6 Interior door

Well-fit, openable/closeable, securely attached

305.3 Windows

Interior surfaces maintained in good, sanitary condition, no deteriorated paint or defective surface conditions

305.3 Walls

Interior surfaces maintained in good sanitary condition, no deteriorated paint, creaked or loose plaster or defective surface conditions

305.3 Ceiling

Interior surfaces maintained in good, sanitary condition, no deteriorated paint, creaked or loose plaster or defective surface conditions

305.3 Woodwork

Interior surfaces maintained in good, sanitary condition, no deteriorated paint or decay in wood or other defective surface conditions

604.3 Electrical system hazards

Correct all hazards

605.1 Electrical equipment installation

All equipment, wiring, appliances properly installed and safe

605.2 Receptacle

Contains at least one GFCI outlet

605.3 Lighting fixture

At least one is present

FURNANCE/WATER HEATER ROOM**604.3 Electrical system hazards**

Correct all hazards

605.1 Electrical equipment installation

All equipment, wiring, appliances properly installed and safe

604.3

Correct all hazards

605.3 Lighting fixtures

At least one present

603.1 Mechanical appliances

Properly installed, safe working condition capable of performing as intended

603.2

Fuel burners connected to approved chimney or vent

603.3

Required clearance from combustibles is maintained

603.4

Safety controls in effective operation

603.5 Combustion air

Is supplied for combustion of fuel and ventilation of space containing fuel burning equipment

603.6 Energy conservation devices

Attached to fuel supply or vent and are labeled and properly approved

607.1 Duct systems

Free of obstructions and capable of performing required functions

703.1 Fire resistance-rated assemblies

Shall be maintained

INTERIOR STAIRWAY**305.1 General**

Interior and equipment in good repair, structurally sound, sanitary

305.2 Structural Members

Structurally sound/capable

305.4 Stairs and walking surfaces

Sound condition, good repair

305.5 Handrails and guardrails

Firmly fastened

306.1

Capable of loads, good condition. Required 4 + risers or 30 + inches

402.2/3 Light

Sufficient to permit safe utilization

404.3 Minimum ceiling height

Not less than 7 ft. (with exceptions)

308.1 Infestation

Free from insects and rodents

305.4 Doors

Good, clean, sanitary, no unsound paint

305.6 Interior door

Well-fit, openable/closeable, securely attached

305.3 Windows

Interior surfaces maintained in good, sanitary condition, no deteriorated paint or defective surface conditions

305.3 Walls

Interior surfaces maintained in good sanitary condition, no deteriorated paint, cracked or loose plaster or defective surface conditions

305.3 Ceiling

Interior surfaces maintained in good, sanitary condition, no deteriorated paint, creaked or loose plaster or defective surface conditions

305 Woodwork

Interior surfaces maintained in good, sanitary condition, no deteriorated paint or decay in wood or other defective surface conditions

604.3 Electrical system hazards

Correct all hazards

605.1 Electrical equipment installation

All equipment, wiring, appliances properly installed and safe

605.3 Lighting fixtures**Village (Ord. 4-5A-5)**

Parking on approved surfaces

Village (Ord. 8-6-3)

Landscape must be properly maintained

Village (Ord. 6-5-2-2:C)**Village (Ord. 8-1-7)**

No graffiti

Village (8-13-2) September 15th to June 1

Snow removal required

NOTE: THE VILLAGE OF OAK LAWN ENFORCES THE CITY OF CHICAGO ELECTRICAL CODE IN THE VILLAGE.

Kitchens:

All outlets must GFCI protected.

Basement:

All outlets in unfinished basements must be GFCI prospected.

Sump pumps

All sump pumps must be on a single outlet (simplex outlet)

Bathrooms

All outlets must be GFCI protected

Garages

All outlets in garages must be GFCI protected

Outside outlets

All outside outlets must be GFCI protected with weather proof covers