



RENTAL HOUSING **SELF**-INSPECTION

Building Official/Zoning Administrator
 208 E Main Street, Manchester, Iowa 52057
 Office 563.927.1112 | Mobile 563.920.0867
 www.manchester-ia.org

Type of Inspection Original Renewal

PROPERTY ADDRESS:	UNIT NO:	DATE OF INSPECTION:	INSPECTED BY:
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PLEASE FILL OUT THIS INSPECTION FORM FOR EACH UNIT. IF FILLING OUT FOR A DUPLEX OR MULTIPLE-DWELLING-UNIT BUILDING, A SEPARATE CHECKLIST IS REQUIRED FOR EACH UNIT.

UNIT INFORMATION									
Number of Bedrooms & Size:	1	2	3	4	5	6	7	8	
<input type="checkbox"/> 1 st Room Sq Ft	_____				<input type="checkbox"/> 5 th Room Sq Ft	_____			
<input type="checkbox"/> 2 nd Room Sq Ft	_____				<input type="checkbox"/> 6 th Room Sq Ft	_____			
<input type="checkbox"/> 3 rd Room Sq Ft	_____				<input type="checkbox"/> 7 th Room Sq Ft	_____			
<input type="checkbox"/> 4 th Room Sq Ft	_____				<input type="checkbox"/> 8 th Room Sq Ft	_____			
Number of off-street parking spaces (spaces in garage and on parking surfaces – NOT grass):									

CHECK THE BOX NEXT TO EACH ITEM ONLY IF THE ITEM IS IN COMPLIANCE. If an item needs attention, please state what is to be done and include the date when the item will be in compliance.

	SANITARY FACILITIES	Comments
<input type="checkbox"/>	1. Dwelling unit has properly operating sanitary facilities.	
<input type="checkbox"/>	2. Bathroom has a flush toilet in proper operating condition located in a private room.	
<input type="checkbox"/>	3. Dwelling unit has a properly operating sink and shower or tub with hot and cold running water.	
<input type="checkbox"/>	4. The facilities utilize an approved public or private disposal system.	

	FOOD PREPARATION & REFUSE DISPOSAL	Comments
<input type="checkbox"/>	1. Dwelling unit has suitable space and equipment to store, prepare and serve food in a sanitary manner.	
<input type="checkbox"/>	2. Adequate facilities/services for the sanitary disposal of waste/refuse.	
<input type="checkbox"/>	3. Dwelling unit has adequate space and utility hook-ups for oven, stove/range and refrigerator, and equipment is in proper operating condition if supplied by Landlord.	
<input type="checkbox"/>	4. Kitchen has a properly operating sink that has hot and cold running water that drains in to an approved public or private system.	

	SPACE & SECURITY	Comments
<input type="checkbox"/>	1. Dwelling unit contains at least one of each: living room, kitchen, bathroom and compliant sleeping room.	
<input type="checkbox"/>	2. Windows and exterior doors are accessible from the outside and are capable of being opened and locked.	

THERMAL ENVIRONMENT		Comments
<input type="checkbox"/>	1. Dwelling unit is capable of maintaining a thermal environment healthy for a human body.	
<input type="checkbox"/>	2. Dwelling unit has a safe and properly operating system that provides adequate heat, either directly or indirectly, to each room.	
<input type="checkbox"/>	3. Dwelling unit does not contain unvented room heaters that burn gas, oil, or kerosene. Electric heaters are acceptable.	

ILLUMINATION & ELECTRICITY		Comments
<input type="checkbox"/>	1. Each room has adequate natural or artificial light.	
<input type="checkbox"/>	2. Dwelling unit has sufficient electrical sources. The electrical fixtures/wiring ensure safety from fire.	
<input type="checkbox"/>	3. Dwelling unit has at least one window in the living room and each sleeping room, unless egress window is not required.	
<input type="checkbox"/>	4. Kitchen and bathroom each have a permanent, properly operating ceiling or wall light fixture.	
<input type="checkbox"/>	5. Kitchen has at least one properly operating grounded electrical outlet.	
<input type="checkbox"/>	6. Living room and each bedroom have at least two properly operating electrical outlets.	

STRUCTURE & MATERIALS		Comments
<input type="checkbox"/>	1. Dwelling unit is structurally sound with no threat to the health and safety of occupants, and will protect the occupants from the environment and rodents.	
<input type="checkbox"/>	2. Interior ceilings, walls, and floors do not have any serious defects.	
<input type="checkbox"/>	3. Roof is structurally sound and weather-tight.	
<input type="checkbox"/>	4. Exterior wall structure and surfaces do not have any serious defects (holes, open siding, etc.).	
<input type="checkbox"/>	5. Interior and exterior stairs, halls, porches, walkways, etc. are maintained so there is no danger of tripping and falling.	
<input type="checkbox"/>	6. Handrails are installed on all stairs with four or more risers.	
<input type="checkbox"/>	7. Porches and balconies more than 30" high have guardrails with opening not more than 4" wide.	
<input type="checkbox"/>	8. Elevators, if present, must be working and safe.	

INTERIOR AIR QUALITY		Comments
<input type="checkbox"/>	1. Dwelling unit is free from dangerous levels of air pollution, carbon monoxide, sewer gas, fuel gas dust and other harmful pollutants.	
<input type="checkbox"/>	2. Dwelling unit has adequate air circulation.	
<input type="checkbox"/>	3. Bathroom has at least one operable window to the outside or other adequate exhaust ventilation.	
<input type="checkbox"/>	4. Sleeping rooms have at least one operable window unless no egress window is required.	

WATER SUPPLY		Comments
<input type="checkbox"/>	1. Dwelling unit is served by an appropriate public or private, sanitary water supply.	

LEAD BASED PAINT		Comments
<input type="checkbox"/>	1. Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846), Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851-4856) and implementing regulations at part 35, subparts A, B, M and R of this title apply to dwelling units under this Code. Pamphlet to be provided to lessee for structures built	

	prior to 1978. Pamphlet available for download at www.manchester-ia.org or by contacting City Hall.	
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ACCESS		Comments
<input type="checkbox"/>	1. Dwelling unit is able to be used/maintained without unauthorized use of other private properties.	
<input type="checkbox"/>	2. Building has an alternate means of exit in case of fire (fire stairs, egress through window).	
<input type="checkbox"/>	3. All sleeping rooms above grade have an operable egress window for escape compliant with size requirements in building code, unless such room was designed and built as a sleeping room and was compliant at the time it was constructed.	
<input type="checkbox"/>	4. Sleeping rooms in the basement have operable egress window(s) compliant with size requirements in the current building code unless it meets such code because of sprinkling and means of access to the outside.	

SANITARY CONDITION		Comments
<input type="checkbox"/>	1. Dwelling unit and its equipment are in sanitary condition, and free of vermin and rodent infestation.	

SMOKE DETECTORS & CARBON MONOXIDE ALARMS		Comments
<input type="checkbox"/>	1. Installed according to the most recent edition of the International Fire Code 907.2.11.1 Group R-1 907.2.11.2 Groups R-2, R-3 and R-4	

OCCUPANCY LIMITATIONS		Comments
<input type="checkbox"/>	1. Sleeping rooms have a minimum ceiling height of 7 feet.	
<input type="checkbox"/>	2. Sleeping rooms occupied by one adult contain a minimum of 70 square feet, or 120 square feet for room occupied with two adults.	
<input type="checkbox"/>	3. No more than two adults in one-bedroom unit or four adults in a two-bedroom unit. Units with three bedrooms or more have no more adults than the number of sleeping rooms plus one. An adult is someone who is 18 years or older and not in high school. No limitation for children.	

OFF STREET PARKING		Comments
<input type="checkbox"/>	1. To follow Manchester Ordinance Chapter 165.27 (see City website).	

JUNK & DEBRIS IN YARD		Comments
<input type="checkbox"/>	1. To follow Manchester Ordinance Chapters 50 & 51 (see City website).	

I certify I have inspected the aforementioned unit and that the information above is true correct to the best of my knowledge.

Landlord Signature

Date

Permit Number _____

Renewal Date _____