

HOUSING OFFICER CHECKLIST FORM

Name: _____

Address: _____

Block _____ Lot _____ Date: _____ Inspection # _____

	YES	NO	COMMENTS
SEPTIC CERTIFICATION	_____	_____	_____
WATER TEST	_____	_____	_____

1. Kitchen

Hot water, sink, plumbing & fixtures	_____	_____	_____
Electrical G.F.C.I. outlets	_____	_____	_____
Stove	_____	_____	_____
Exhaust Fan	_____	_____	_____
Garbage disposal	_____	_____	_____
Cabinet doors, floor, rugs, screens	_____	_____	_____
Windows, ceiling, walls, doors	_____	_____	_____

2. Bathroom #1

Electrical G.F.C.I. outlets	_____	_____	_____
Hot water, sink, plumbing & fixtures	_____	_____	_____
Toilet operational	_____	_____	_____
Tub/Shower operational	_____	_____	_____
Walls, ceiling, floor, rugs, windows	_____	_____	_____
Screens, tiles and doors	_____	_____	_____
Exhaust fan	_____	_____	_____

3. Bathroom #2

Electrical G.F.C.I. outlets	_____	_____	_____
Hot water, sink, plumbing & fixtures	_____	_____	_____
Toilet operational	_____	_____	_____
Tub/Shower operational	_____	_____	_____
Walls, ceiling, floor, rugs, windows	_____	_____	_____
Screens, tiles and doors	_____	_____	_____
Exhaust fan	_____	_____	_____

4. Powder Room

Electrical G.F.C.I. outlets	_____	_____	_____
Hot water, sink, plumbing & fixtures	_____	_____	_____
Toilet operational	_____	_____	_____
Tub/Shower operational	_____	_____	_____
Walls, ceiling, floor, rugs, windows	_____	_____	_____
Screens, tiles and doors	_____	_____	_____
Exhaust fan	_____	_____	_____

	YES	NO	COMMENTS
5. <u>Bedroom #1</u>			
Electrical outlets & fixtures	_____	_____	_____
Windows, screens, doors, rug, walls	_____	_____	_____
Floor & ceiling	_____	_____	_____
Fans & light fixture	_____	_____	_____
6. <u>Bedroom #2</u>			
Electrical outlets & fixtures	_____	_____	_____
Windows, screens, doors, rug, walls	_____	_____	_____
Floor & ceiling	_____	_____	_____
Fans & light fixture	_____	_____	_____
7. <u>Bedroom #3</u>			
Electrical outlets & fixtures	_____	_____	_____
Windows, screens, doors, rug, walls	_____	_____	_____
Floor & ceiling	_____	_____	_____
Fans & light fixture	_____	_____	_____
8. <u>Bedroom #4</u>			
Electrical outlets & fixtures	_____	_____	_____
Windows, screens, doors, rug, walls	_____	_____	_____
Floor & ceiling	_____	_____	_____
Fans & light fixture	_____	_____	_____
9. <u>Living room</u>			
Electrical outlets & fixtures	_____	_____	_____
Walls, ceiling, floor, rugs, screens	_____	_____	_____
Windows and doors	_____	_____	_____
10. <u>Dining room</u>			
Electrical outlets & fixtures	_____	_____	_____
Windows, screens doors, rugs, walls	_____	_____	_____
Floor and ceiling	_____	_____	_____
11. <u>Dens and TV rooms</u>			
Electrical outlets & fixtures	_____	_____	_____
Windows, screens, doors, rugs, walls	_____	_____	_____
Floor and ceiling	_____	_____	_____
12. <u>Basement and Stairway</u>			
Handrail going to basement	_____	_____	_____
Electrical outlets & fixtures	_____	_____	_____
Washing machine G.F.C.I. receptacle	_____	_____	_____
Labeled electrical box 100 amps or more	_____	_____	_____
Hot water heater piped down. Plumbing	_____	_____	_____
Smoke detector located at top of stairs	_____	_____	_____
Windows, doors, screens, rugs	_____	_____	_____

	YES	NO	COMMENTS
Floor and walls	_____	_____	_____
Trash & debris removed	_____	_____	_____
Emergency Heater Switch at Top of Stairs	_____	_____	_____

13. Chimney Certification

Needs visual inspection			
Can be done by heating contractor or Chimney sweep	_____	_____	_____
Remove electrical light switch Outlet with G.F.C.I.	_____	_____	_____
Vent screens in crawl space	_____	_____	_____
Trash & debris removed	_____	_____	_____
Heater Serviced and Inspected	_____	_____	_____

14. General

Roof, siding & Fascia	_____	_____	_____
Windows, doors and screens	_____	_____	_____
House numbered and painted	_____	_____	_____
Cracked walls	_____	_____	_____
Grass and trash	_____	_____	_____
Outside electrical outlets must be G.F.C.I.	_____	_____	_____

15. Porches/Decks/Outside House

Floors, railings & downspouts	_____	_____	_____
Hand railings on porch/decks steps	_____	_____	_____
Electrical outlets and fixtures (G.F.C.I.)	_____	_____	_____
Screens, doors, walls, ceilings & gutters	_____	_____	_____

16. Garages

G.F.C.I. receptacles	_____	_____	_____
Fire resistant related door and walls required (if attached to house)	_____	_____	_____
Walls, ceiling & doors	_____	_____	_____
Lighting fixtures & panel	_____	_____	_____
Windows and screens	_____	_____	_____
Abandoned vehicles are removed	_____	_____	_____
Roof may need certification	_____	_____	_____
Smoke detector (heated garage)	_____	_____	_____

17. Attic

Electrical outlets and fixtures	_____	_____	_____
Fan	_____	_____	_____
Hand railing	_____	_____	_____
Walls and ceiling	_____	_____	_____