

Building Address: \_\_\_\_\_ Unit #: \_\_\_\_\_

Owner/Manager: \_\_\_\_\_

**SUMMARY**

In accordance with the provisions of the **City of Marshall Code of Ordinances Chapter 18, Article VIII**, inspection of the above property was completed and the following violations and/or deficiencies requiring corrective action were noted.

<p><b>Heat</b></p> <p>- Owner / Manager verifies that the heating requirements is operational*. _____ (Owner/manager's initials)</p> <p>*Units shall be capable of maintaining 68 degrees, in the winter.</p>
<p><b>Electrical</b></p> <p>1. Switches and outlets must have covers.</p> <p>2. No exposed wiring is present.</p> <p>3. Required lighting such as entry / stairs and bathrooms must work.</p> <p>4. Date of Electrical Inspection: _____ (Date on sticker in electrical panel)</p>
<p><b>Unit/Garage Separation – if applicable</b></p> <p>- The wall – and/or ceiling - between garage and living unit must have gypsum board on garage side.</p>
<p><b>Building Address Outside – if applicable</b></p> <p>- Four-inch minimum numbers height with contrasting colors.</p>
<p><b>Dryer</b></p> <p>- Owner / Manager verifies that the dryer vents are maintained, and properly vented to the outside of the building. _____ (Owner/manager's initials)</p>
<p><b>Doors &amp; Windows</b></p> <p>1. Each bedroom must have an operable egress window* (egress windows in basement bedrooms must meet current building code).</p> <p>2. Each bathroom must have a door.</p> <p>3. Main entry/exit door(s) must operate freely.</p> <p>*Owner / Manager must open each required window and door to prove they are operational.</p>
<p><b>Proper Locking Devices</b></p> <p>- Unit main entry/exit door must be provided with hardware that allows locking from inside and free exiting without a key; the use of double-sided keyed deadbolts is prohibited on all doors.</p>
<p><b>Smoke Detectors Present and Operational</b></p> <p>1. Location of smoke detectors:</p> <p>A. In each bedroom or any room used for sleeping purposes.</p> <p>B. Outside of each bedroom within 10 feet (may serve more than one bedroom).</p> <p>C. Minimum of one unit per floor.</p> <p>2. Detectors must be located a minimum of 12” from walls/ceilings intersection corner and installed according to manufacturer’s installation instructions.</p> <p>3. Owner / Manager verifies that detectors are less than 10 years old, and batteries are replaced yearly. _____ (Owner/manager's initials)</p>
<p><b>CO Detectors Present and Operational – if required</b></p> <p>1. A CO Detector is required within 10’ of all bedrooms, if the building has either an attached garage or an appliance with combustible fuel source.</p> <p>2. If a bedroom has gas fueled appliance within, it must also have a CO Detector.</p> <p>3. Owner / Manager verifies that detectors are less than 10 years old, and batteries are replaced yearly. _____ (Owner/manager's initials)</p>
<p><b>Rental Unit is not Structurally Dangerous or Unfit for Occupancy</b></p> <p>- No visible structural failures, missing or unstable deck boards or guardrail, missing or unstable handrail, or other obvious imminent fire/life safety concerns.</p>
<p><b>No Pest Infestation</b></p> <p>- No visible signs of roaches, rodents, or bedbugs – visual review only.</p> <p>- Owner / Manager verifies that there are no pending related complaints. _____ (Owner/manager's initials)</p>
<p><b>Major Plumbing in Proper Working Order</b></p> <p>- Toilets must flush, tub/shower/kitchen sink must have hot water, water heater pressure relief valve must be installed per code.</p>
<p><b>No Water Leaks – Internal or External</b></p> <p>- No visible signs of water leaks from plumbing fixtures or from outside through roof, walls, or windows/doors. No broken glass.</p>

<b><u>Common Space Requirements if applicable:</u></b>	
	Building Address: 4-inch minimum height / contrasting color (MSFC 505.1)
	Dumpsters: minimum (5) Feet from combustible walls, roof eaves, and openings (MSFC 304.3.3)
	Knox Box Present /Keys Work (MSFC 506)
	Fire Alarm Panel (if applicable): tested annually – last inspection date _____ (MSFC 104 / 901 /907)
	Manual Stations in Working Condition / Not Blocked (MSFC 108 / 907.4.2.6)
	Fire Sprinklers (if applicable): tested annually – last inspection date _____ (MSFC 104 / 901 / 903)
	Means of egress: no obstructions - interior & exterior (MSFC 1031.3)
	Emergency Lights in Working Condition (MSFC 108 / 1031)
	Exit Signs with Battery Backup in Working Condition (MSFC 1013, 1031)
	Exits: no blocked exits (MSFC 1028 / 806)
	Hallway Smoke Detectors in Working Condition (MSFC 907) MN Stat. 299F.362 Sub 5
	Fire Extinguishers: tested and tagged - last inspection date _____ (MSFC 906)
	Wall Integrity: no holes / fire stopping in place for rated assemblies (MSFC 701)
	Proper Hardware / Locks on Egress Doors (MSFC 1010)
	Self-Closing Doors: required in laundry room and mechanical room (MSFC 705)
	Handrails on Stairs: present and structurally stable (MSFC 1011)
	Dryers: cleaned and free of lint (MSFC 304.4)
	No Storage in the Boiler Rm/Mechanical Rm/Electrical Rm/Shafts/Under overhangs (MSFC 315)
	Storage Under Interior & Exterior Stairways (MSFC 1011): Not permitted unless in rated enclosure

**Notes:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

I was present during above listed inspections, reviewed this inspection summary, and certify that I am responsible for all items listed above that required owner/manager’s verifications and for correction of all marked non-compliant items.

**Owner/Manager Signature:** \_\_\_\_\_