PRE-INSPECTION CHECKLIST

PRIOR TO MEETING WITH HOUSING AND FIRE OFFICIALS, PLEASE COMPLETE A PRE-INSPECTION OF YOUR CHAPTER HOUSE. BELOW IS A LIST OF COMMON VIOLATIONS. ADDRESSING THE CONCERNS BELOW PRIOR TO YOUR INSPECTION CAN MINIMIZE THE NUMBER OF VIOLATIONS CITED. PRIOR TO YOUR INSPECTION, PLEASE COMPLETE THIS FORM BY INSPECTING ALL ITEMS NOTED BELOW.

COMMON EXTERIOR VIOLATIONS
- Clogged, missing, or leaky, gutters/downspouts
- Loose or missing railings or “pickets” on porches/decks/staircase railings
- Loose bricks
- Damaged siding
- Roof leaks
- Rooftops used as recreational space

COMMON INTERIOR VIOLATIONS
- Holes in the walls/ceilings
- General cleanliness
- Peeling/flaking paint on walls/ceilings
- Loose/missing/damaged handrails for staircases
- Doors missing hardware (all doors must have doorknobs or handles and must be capable of opening easily in case of fire)
- Double-keyed deadbolts are NOT permitted
- Severely damaged floors/tile
- Non-working heating system – use of space heaters as only heat source is prohibited

COMMON ELECTRICAL VIOLATIONS
- Electrical outlets-switches missing cover plates
- Use of extension cords as permanent wiring and strung across hallways/doorways creating a trip hazard
- Circuit-breaker box inaccessible
- Missing circuit breakers with no “blank” covers filling the open spaces

COMMON PLUMBING VIOLATIONS
- Leaking or non-working fixtures
- Missing or deteriorated caulking around tubs/sinks
- Lack of hot water

Learn more about ordinances, what to do if your chapter has been cited, and how to report a violation at the Charlottesville Building Maintenance website:
http://www.charlottesville.org/Index.aspx?page=1276
COMMON FIRE-RELATED VIOLATIONS

- Missing or non-working smoke detectors (There should be a smoke detector in every bedroom and all common areas)
- Damaged, painted, or obstructed sprinkler heads
- Obstructed exit paths
- Non-Current inspection of all fire extinguishers, sprinkler systems, fire alarm systems, and kitchen hood-suppression systems
- Exit signs/Emergency lights must be functional
- Fire doors must be kept closed, and must have appropriate self-closing hardware
- In houses with a sprinkler system to which the Fire Department can connect, there must be a sign indicating the location of the Fire Department Connection (FDC) that is clearly visible from the street. This sign needs to be 12” high X 18” wide, on a white background with red lettering visible from the street. Five (5) feet of unobstructed clearance must be maintained around Fire Department Connection(s)
- Storage of combustible materials inside

IMPORTANT NOTES

- If the chapter facility is cited for a violation of a city building or maintenance code, the violation must typically be corrected in **30-days**.
- If the chapter facility is cited for a violation of fire code, the violation must typically be corrected in **2-weeks**.
- **Boiler Inspection.** Boiler Inspections must be completed by a certified company. The Virginia Department of Labor and Industry provides a list of certified personnel at: [http://www.doli.virginia.gov/boilersafety/inspection_companies.html](http://www.doli.virginia.gov/boilersafety/inspection_companies.html)
- **Sprinkler Inspection/Fire Alarm Inspection.** If your sprinkler system and/or fire alarm system is due for an inspection, you can find a list of available companies in the phone book or by completing an on-line search.