



## RESIDENTIAL HEALTH AND SAFETY CHECKLIST GUIDE

### Why do I need a Residential Health and Safety Inspection?

The Residential Health and Safety Program requires periodic inspections for all single and multiple family, non-owner occupied units, and for all dwellings sold within the San Pablo city limits. This program ensures the City's residential units comply with existing state and local building, electrical, and plumbing code standards. The purpose of this important inspection is to ensure structures are safe for occupancy and the existing housing stock is maintained to acceptable standards.

Building Owners and Property Managers should note that this checklist guide is not inclusive and there may be items that are not specifically listed below. It is the property owner's responsibility to ensure that their units are in compliance with the most recent California Building, Plumbing, Electrical and Mechanical codes, as well as California Health and Safety Code 17920-17928 and San Pablo Municipal Codes.

### I want to prepare my property for inspection. What items are the Inspectors looking for?

#### EXTERIOR AND COMMON AREAS

- Foundations are functioning as designed, maintained and in good condition.
- Exterior walls, trim and architectural details are maintained and show no signs of deterioration, buckling or bulging.
- Exterior paint and weatherproofing are maintained and in good condition, with no major missing, weathered or peeling paint.
- Staircases, balconies, decks, and elevated walkways are structurally sound and are in good condition.
- Guardrails and handrails are sound, secure, and in good condition.
- Exterior lighting is maintained and in good condition. All light fixtures and covers must be present and in good working order.
- Electrical service panels, meter and enclosures must be maintained. All electric and gas meters must be labeled to the units they serve (Multifamily Applications). All breakers must be properly labeled.
- All areas must be unlocked and be available on day of inspection; this is to include all apartments, bedrooms, garages, storage rooms, sheds, utility closets, etc.
- All buildings are clearly labeled as to the street address or unit number.

#### DOORS, LOCKS, AND WINDOWS

- Solid core or exterior rated doors required for all main entry doors. Doors must operate and be free from damage.
- Entry door deadbolts (If equipped) must be single-sided deadbolts.
- All windows and sliding patio doors work properly and free of damage; this includes all locking and latching mechanisms.
- All operable patio doors and windows must have screens that are in good condition and are not missing bent or torn.

#### GARAGES / CARPORTS / PARKING AREAS

- Structures are maintained and functioning as originally designed.
- Wiring and lighting are maintained and in good working order.
- Driveways, sidewalks, and parking spaces are maintained with no trip hazards.

## **YARDS AND LANDSCAPING**

- All yards are sanitary, maintained and are free from excessive weeds, shrubbery, and overgrowth.
- Yards are free of garbage, recycling materials, dismantled vehicles, and excessive personal storage.
- Storage sheds / patio covers / outdoor structures are maintained and constructed with permits as required by Building and San Pablo Zoning Code.
- Yard and structures are free of rodent, pest, or insect infestations.

## **INTERIOR AREAS**

- Smoke detectors are required to be less than ten years old, functioning, and installed in all sleeping rooms, hallways, and on each floor level.
- Carbon monoxide detectors are required in hallways leading to sleeping rooms and at each floor level.
- All floor coverings are sanitary, maintained, and are free from damage and trip hazards.
- All wall surfaces, cabinets, countertops, doors and trim work are to be sanitary, maintained, and free of damage.
- Appliances – all appliances are to be sanitary, maintained, and functional.
- Dwelling units do not contain excessive personal storage, and a clear egress path is maintained to all exterior doors and windows.
- No visible evidence of roof, window or wall leakage.

## **ELECTRICAL REQUIREMENTS**

- All electrical outlets and light switches are functioning, maintained, and have the appropriate cover plates.
- All GFCI outlets are functioning and installed at the appropriate locations.
- No exposed wiring splices or improper wiring methods. There is limited use of extension cords and power taps.
- All light fixtures are functioning with the appropriate covers or globes installed.
- All electrical systems, including main and subpanels, are maintained. There are no open spaces in panel dead front, and all breakers are labeled to the unit/circuits they serve.
- All exterior wiring is properly installed in an approved manner.

## **PLUMBING AND MECHANICAL REQUIREMENTS**

- All plumbing fixtures and drains are maintained and functioning. All fixtures are properly installed and maintained with no visible leaks.
- Bathtubs and shower surrounds are maintained and in good working condition.
- Towel bars, grab bars, and accessories are properly secured.
- Water heaters are properly installed and maintained. All appliances are seismically braced; two straps are required. Strapping must be located at points within one-third of the upper and lower one-third of the water heater. (Please note plumbing tape is not permitted as strapping material.) Vent connector is required to be connected to appliance and at each flue section with three sheet metal screws. Temperature & pressure relief valve and drain line are properly installed and discharge to an appropriate location. (See handout on Water Heater Installation for more detailed information.)
- Furnaces – All heaters are to be available for inspection, maintained, properly installed and functioning at time of inspection.
- Ventilation hoods, bath fans, and related ductwork are to be maintained, sanitary, and operational at time of inspection. All filters and light covers must be present and clean.

## **OTHER IMPORTANT ITEMS**

- All Multifamily properties have the appropriate Business Licenses and are in compliance.
- Property is free from any open or outstanding Code Enforcement cases.
- Property is in compliance with City of San Pablo's Municipal Codes.
- Property is free from unpermitted work, and all work was conducted with the benefit of permits.

### **More information regarding the Residential Health and Safety Program and Inspections**

Hours of operation – Monday to Thursday 7:30 AM - 6:00 PM, Closed Fridays

Email: [RHS@sanpabloca.gov](mailto:RHS@sanpabloca.gov) (510) 215-3030; Fax (510) 215-3014