



Department of Code Compliance  
1840 Municipal Drive, Lancaster PA 17601  
717.569.6406, extension 6

Rental Housing Inspection Checklist  
Property Maintenance Code of Manheim Township  
[Department of Code Compliance](#)

<b>Owner Information</b>							
First Name:		Last Name:			Rental Housing License #:		
<b>Property Address</b>		<b>Please use one form per address / unit</b>					
Street Address:					Unit #:		
Item #	<b>Part I: Exterior Inspection</b>			Pass	Fail	N/A	Comments
1.1	<b>Legible and Visible address number and premise identification IPMC Section 304.3</b> (Numbers are in a position to be plainly legible and visible from the street or road fronting the property, of contrasting to background, at least 2 1/4" high and at least 18" above finished grade.)			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1.2	<b>Roof, Gutters and Downspouts IPMC Section 304.7</b> (The roof and flashing shall be sound, tight and not have defects that admit rain. Roof drains, gutters and downspouts shall be maintained in good repair and free from obstructions)			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1.3	<b>Exterior Property Areas – Sanitation IPMC Sections 302 &amp; 308</b> (Exterior property and premises shall be maintained in a clean, safe, and sanitary condition. Every occupant of a structure shall dispose of all rubbish and garbage in approved containers. Exterior property areas shall remain free of accumulated rubbish or garbage.)			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1.4	<b>Exterior Property Areas – Interior Furniture IPMC Section 302.11</b> (Interior furniture shall not be stored or left on covered and uncovered porches, decks, yards, driveways or walkways)			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1.5	<b>Exterior Structure IPMC Section 304.4-304.6</b> (Foundation walls shall be kept in good condition to prevent entry of rodents and other pests. Exterior walls shall be free from holes, breaks and loose or rotting materials and maintained weatherproof)			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1.6	<b>Building Security IPMC Section 304.18</b> (Doors and windows shall be provided with devices designed to provide security for the occupants. Entry doors shall be provided with deadbolts or sliding bolts designed to be readily openable from the interior without the need for a key or special knowledge.)			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1.7	<b>Exterior Decks, Porches &amp; Stairways IPMC Section 304.10</b> (Every exterior stairway, deck, porch or balcony shall be maintained structurally sound, in good repair with proper anchorage and capable of supporting the imposed loads.)			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1.8	<b>Means of Egress IPMC Section 702.1</b> (A safe, continuous and unobstructed path of travel shall be provided from any occupied space in a building or structure to the public way.)			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1.9	<b>Accessory Structures IPMC Section 302.7</b> (Accessory structures including detached garages shall be maintained structurally sound and in good repair)			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1.10	<b>Site Specific Item #1</b>			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1.11	<b>Site Specific Item #2</b>			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1.12	<b>Site Specific Item #3</b>			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1.13	<b>Site Specific Item #4</b>			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<b>Part II: Rental Use Groups R-1, R-2, R-3, R-4 (additional items)</b>							
2.1	<b>Fire Sprinkler System IPMC Section 704.2</b> (Existing fire sprinkler systems are to be maintained, tested and inspected per NFPA 25. Evidence of testing to be provided)			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2.2	<b>Fire Alarm System IPMC Section 704.2</b> (Existing fire alarm systems are to be maintained, tested and inspected per NFPA 72. Evidence of testing to be provided)			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2.3	<b>Electrical/Gas Meters Per Utility Regulations</b> (Gang electrical and gas meters are to be identified for the unit(s) they serve, be properly protected, and must not be tampered with. Utilities in exterior closets or rooms shall be provided with access)			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2.4	<b>Site Specific Item #1</b>			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

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Property Maintenance Code of Manheim Township

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First Name:	Last Name:	Rental Housing License #:			
<b>Property Address</b> Please use one form per address / unit					
Street Address:				Unit #:	
Item #	Part III: Interior Inspection	Pass	Fail	N/A	Comments
3.1	<b>Interior Structure IPMC 305.1</b> (The interior of a structure and equipment therein shall be maintained in good repair, structurally sound and in a sanitary condition)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3.2	<b>Interior Surfaces IPMC Section 305.3</b> (Interior surfaces, including doors and windows, shall be maintained in good, clean and sanitary condition)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3.3	<b>Interior Stairways, Guardrails and Handrails IPMC Section 305.4 &amp; 305.5</b> (Every stairway, guardrail and handrail shall be maintained in good repair. Handrails and guardrails shall be firmly fastened and capable of supporting normally imposed loads)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3.4	<b>Pest Elimination – Infestation IPMC Section 309</b> (Structures shall be kept free from insects and rodent infestation. The owner of a structure shall be responsible for pest elimination within the structure prior to renting or leasing)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3.5	<b>Smoke Alarms IPMC Section 704.6</b> (No less than single station, battery powered smoke alarms are to be installed on each level including the basement, outside of each sleeping area and in each bedroom)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3.6	<b>Carbon Monoxide Alarms IPMC Section 704.9</b> (No less than single station, battery powered carbon monoxide alarms are to be installed outside of sleeping areas in units that contain fossil fuel burning appliances or attached garages)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3.7	<b>Heating Facilities IPMC Section 602.1</b> (Permanent heating facilities shall provide a room temperature of no less than 68 degrees between October 1 <sup>st</sup> and April 15 <sup>th</sup> . Neither cooking appliances nor portable unvented fuel-burning space heaters are to be used to provide the required heating)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3.8	<b>Kitchen Facilities IPMC Section 310</b> (Every dwelling unit shall be provided with a utility connection for a stove, a kitchen sink in good working order with pressurized hot and cold water, a utility connection for a refrigerator and counters and cabinets that are in good repair and in a sanitary condition)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3.9	<b>Bathroom Facilities IPMC Section 502</b> (Bathroom facilities including bathtubs or showers, lavatories and water closets shall be provided as required per Section 502. All bathroom fixtures shall be leak-free and maintained in a clean and sanitary condition)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3.10	<b>Bedroom Emergency Escape and Rescue IPMC Section 702.4</b> (All bedrooms shall be equipped with an operable door or window that exists directly from the bedroom to the exterior. No less than one bedroom window is to be operational and self-supporting)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3.11	<b>Water Supply and Sanitary Drainage Systems IPMC Sections 505 &amp; 506</b> (Every plumbing fixture shall be properly connected to either a public water system or to an approved private water system. Every plumbing fixture shall be properly connected to either a public sewer system or to an approved private sewage disposal system)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3.12	<b>Clothes Dryer Exhaust IPMC Section 403.5</b> (Clothes dryer exhaust systems shall be independent of all other systems and shall be exhausted outside the structure in accordance with manufacturer's instructions)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3.13	<b>Mechanical Equipment IPMC Section 603</b> (Mechanical appliances, fireplaces, solid fuel-burning appliances, cooking appliances and water heating appliances shall be properly installed and maintained in a safe working condition, and shall be capable of performing their intended function)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3.14	<b>Electrical Service &amp; System Hazards IPMC Section 604</b> (An adequately sized single phase 120/240-volt electrical service shall be provided. Access to electrical service disconnects and panels is provided. All electrical service equipment is free of visible hazards or defects)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3.17	<b>Electrical Equipment IPMC Section 605</b> (Electrical equipment, wiring and appliances shall be properly installed and maintained in a safe and approved manner. Receptacles and lighting shall be provided per Sections 605.2 & 605.3. Extension cords shall not be used for permanent wiring, or for running through doors, windows, or cabinets, or concealed within walls floors or ceilings)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3.18	<b>Fire Extinguishers IPMC Section 704.4</b> (An inspected and tagged 2 1/2 lb. Type ABC fire extinguisher shall be maintained in Group R-1, R-2, R-3, R-4 and single family rental occupancies in a visible location within the kitchen.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3.19	<b>Site Specific Item #1</b>				