
PROPERTY MAINTENANCE CHECKLIST

NOTE: This checklist may be used as a guide for property compliance with the City's Property Maintenance Code. The list contains commonly found violations. ***It is not a comprehensive list of all violations that could be identified.*** If you have a question about a specific situation, please contact the Code Enforcement Office at (517) 437-6455 or the County Building Inspector at (517) 437-4130.

Generally: The property premises, exterior of every structure, interior of every structure, and the systems and equipment therein shall be maintained in good repair, be structurally sound, and in sanitary condition so as not to pose a threat to health, safety, or welfare. All appliances shall be capable of performing their intended function. (PMC 302.1, 304.1, 305.1, 603.1)

EXTERIOR

- Address numbers for each unit visible from the road and at least 4" high.
- Chimney in good condition (no rust or loose bricks).
- Doors weatherproof and deadbolt lockable, all hardware operable.
- Screen/storm doors in good condition, no broken/missing glass or torn/missing screens, all hardware intact and operable.
- Foundation structurally sound and weatherproof, no open cracks or breaks.
- Garage, shed, and/or fences structurally sound, weatherproof, and in good condition.
- Handrails/guardrails, where required are to be sturdy, weatherproof, at least 30" high.
- Openings sealed to prevent the entry of rodents or animals.
- Roof, eaves, soffits, and fascia in good repair (painted, weatherproof, not rotted)
- No rubbish or debris on property (except within a trash container).
- Exterior siding, trim, and paint in good condition (not missing, peeling, or chipped).
- Steps, decks, porches, and landings weatherproof, in good/safe condition.
- No unlicensed or inoperable vehicles parked outside of a garage.
- All yard growth maintained at less than 10" high (exception: typical landscaping).

INTERIOR:

- A safe, continuous and unobstructed path of travel shall be provided from any point in the dwelling or structure to the public way.
- Stairs structurally sound, no trip hazards, handrail in place that extends entire length of stairs.
- An open side of stairs must have a guardrail at least 30" high.
- Bathrooms must have an openable window or working vent fan.
- Floor (coverings clean, in good condition, and free from trip hazards (no ripped/torn carpet).
- Heat supplied to maintain all habitable rooms at a minimum of 68°F during the hours of 6:30 a.m. to 10:30 p.m. & 60°F between the hours of 10:30 p.m. to 6:30 a.m.
- All mechanical equipment and systems functioning as designed.
- All sleeping rooms must have proper egress.
- All surfaces properly maintained including woodwork/trim, counters, cabinets, etc.
- Unit is clean, sanitary, and free from rodent or insect infestations.
- Walls and ceilings free from holes, cracks, flaking/peeling paint, and loose plaster.

City of Hillsdale

97 N Broad Street
Hillsdale, Michigan 49242

Code Enforcement Office

Phone (517) 437-6455
Fax (517) 437-6488

SMOKE DETECTORS

- Smoke detectors shall be located in the following areas:
 - 1) On the ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms.
 - 2) In each room used for sleeping purposes.
 - 3) In each story within a dwelling unit (including basements and cellars, but not including crawl spaces, attics and non-inhabitable basements).

BASEMENT/UTILITY AREA

- Water heater must have a drip leg, and a T&P valve, which is properly vented with a pipe (also known as Overpressure pipe).
- Dryer correctly vented to the outside.
- Washer properly hooked up and properly drained.
- No combustible items stored near furnace or any heating appliance.

ELECTRICAL

- All cover plates for outlets, switches, and junction boxes in place.
- Grounded or GFI outlet installed in laundry room.
- Electrical must be at least 60 amps.
- Each room must have a minimum of two separate duplex receptacle outlets.
- Every public area, stairway, bathroom, kitchen, laundry room, basement, bedroom, furnace room shall have a minimum of one switched electrical lighting fixture.

PLUMBING

- All drains work properly (not slow or plugged).
- All fixtures in good repair, not rusted or corroded, and operable as designed.
- Hot and cold water available, with adequate water pressure.
- No leaks in plumbing or dripping faucets.
- Toilets flush completely and do not run.

WINDOWS/DOORS

- At least one operable window per room, hardware must work properly and hold the window in an open position.
- All windows must have latching hardware.
- Window sashes, sills, and frames in good condition and neatly painted.
- Windows—weatherproof, not broken or cracked.
- Screens securely in place on all operable windows and doors.
- All Exterior Exit doors shall be readily operable, and shall be able to be used as an exit WITHOUT need of key or special tool or knowledge (no interior keyed deadbolts).

REQUIRED PERMITS

Permits are required for many projects including remodeling and roofing. Permits for all structural, electrical, mechanical, and plumbing work will need to be applied for through the County Building Inspection Department. Please call them at (517) 437-4130. Zoning permits can be obtained at the City Zoning Administrator's Office – call (517) 437-6449. They are required for any change to the building footprint, for new structures, or for a change in use.