

CITY OF HOUSTON
HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT

MULTI-FAMILY CHECKLIST FOR EXTRIOR ITEMS

FOUNDATIONS

- Should be structurally sound.
- Cracks and broken foundation walls should be repaired.

ROOF

- Holes or other structural damage should be repaired.
- Deteriorated/damaged or missing roof shingles or tiles should be replaced.

CHIMNEYS & FLUE PIPEING

- Should be properly installed and maintained.
- Should be plumb and free of loose/missing bricks or mortar.

WALLS/PORCHES/DOORS/STEPS

- Should be free of structural damage; holes and missing or deteriorated members should be repaired or replaced.
- All exterior components should be maintained in a weather-tight, watertight, rodent-proof and insect-proof condition.
- All interior walls, ceilings, floors and other interior public and service areas should be maintained in a safe and sanitary condition.

EXTERIOR SURFACES

- All materials subject to rust or rot should be protected from weather and deterioration/decay by paint, aluminum, or vinyl siding, trim and etc.
- Painted surfaces should be properly maintained to include siding, trim, eaves, gutters and downspouts and railings.

STAIRWAYS, GUARDRAILS, HANDRAILS & ELEVATORS

- Stairs must be safe for use, in good condition and have handrails if 4 or more steps or risers exist.
- There are secured guardrails for porches, balconies, landings, floor and roof openings, ramps, and decks with a drop-off to the ground over seven feet.
- Stairways leading to habitable spaces should have adequate headroom and are maintained in sound condition.
- Risers and treads should have uniform height and width in accordance with the IBC requirements.

ADDRESS & SIGNAGE

- The property sign should be prominently displayed.
- The apartment numbers & building numbers should be visible on a contrasting background

DRIVEWAYS/APRONS/SIDEWALKS

- Surfaces should be free of holes, cracks and spalled areas.
- Uneven sidewalk blocks shall be leveled to prevent tripping hazards.

FENCES

- Should be structurally sound and free of deteriorated/missing members.
- Painted areas should be properly maintained.

GRADING, DRAINAGE & LANDSCAPING

- Landscaped areas should be maintained free of tall grass/weeds, litter debris and non-usables.
- All piles of paper, trash, weeds, etc. in

and/or around the apartment are properly disposed of on a regular basis.

- Trees, shrubs, & vegetation are maintained to prevent damage or decay to structure(s). Dead tree and/or branches shall be removed.

GUTTERS/DOWNSPOUTS

- Gutters and downspouts should be maintained in good condition and direct water away from the structure(s) with properly position splash-blocks.
- Gutters and downspouts should be properly connected, secure, functional, and free from deterioration.

SCREENS & WINDOWS

- Openable windows should have screens.
- All windows and hardware are maintained in a good and functional condition and meet natural light and ventilation requirements.
- All windows should be properly sealed to prevent significant air infiltration.

EXITING & COMMON CORRIDORS

- Exits used for emergency egress must be accessible and unobstructed (*free of stored and discarded materials.*)
- All exit doors, hallways, and/or walkways are free and clear of obstructions.
- All exit doors and hardware should be maintained in good and functional condition.
- All doors should be properly sealed to prevent significant air infiltration.
- Required exit signs and emergency egress lighting should be maintained in good condition.
- Public corridor walls should be free of holes, tears and makeshift repairs.

EQUIPMENT ROOM

If present, this includes common mechanical room, furnace/boiler, water heater, common laundries and repair/maintenance room.

- Furnace/boiler should be in proper operating condition and have approved safety features.
- Each common boiler or furnace room or common kitchen has accessible and functional portable fire extinguisher with a minimum rating of 2A-10BC or better.
- Mechanical rooms and electrical service rooms maintained free of excess combustible storage.

ELECTRICAL

- Electrical service panel boxes should be firmly secured and have a front cover.
- Electrical breaker switches should be clearly marked to show areas of service.
- There should be breaker covers on non-existing breakers.
- There should be cover plates on all exterior outlets, switches, and junction boxes.
- There should be no missing and broken receptacles, switches, cover plates, junction boxes, light fixtures, gloves, shields or any extension cord wiring used as permanent wiring.
- All outlet boxes and covers for all outside receptacles should be rain tight.
- Light fixtures and electrical equipment should be property maintained and sealed.
- There should be no exposed wires under any circumstances.

PLUMBING SYSTEM

- Plumbing fixtures, supply piping and drainage piping should be properly plumbed and maintained in good and sanitary condition.
- Clean-out drains should be in good condition with clean-put caps.