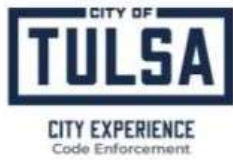


Name of Complex _____ Address _____
 Case # _____ Date _____



City of Tulsa

Multi-Family Housing Checklist



Yes	No	N/A	Ordinance	<u>Property Maintenance- Title 55</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	302.1	Exterior property clean, safe, and sanitary.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	302.3	Sidewalks, walkways, stairs, driveways, parking spaces in good repair.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	302.4	Property clear of rodent harborage or infestation.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	302.6	Accessory structures, detached garages, fences, and walls in good repair.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	302.8	Property clear of graffiti, markings, or carvings.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	303.2	Pool, hot tub, or spa more than 24 inches in depth has proper enclosures(48 inch fence or barrier/ self-latching gate and doors.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	304.3	Property has plainly visible address numbers from street or road. Must be Arabic numerals alphabet letters, not less than 4 inches in height, colors contrasting with background.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	304.4	Structural members free from deterioration, in good repair.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	304.5	Foundation walls plumb and free from cracks, breaks and prevent entry of rodents and other pests.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	304.6	Exterior walls free from holes, breaks, and loose or rotting material.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	304.7	Roofs and drainage in good repair.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	304.8	Decorative features, cornices, belt courses, corbels, terra cotta trim, wall facings and similar decorative features in good repair.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	304.9	Overhang extensions including canopies, marquees, signs, awnings, fire escapes, standpipes, and exhaust ducts properly anchored and in good repair.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	304.10.	Stairway, deck, porch, and balcony structurally sound and in good repair.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	304.11	Chimneys, cooling towers, smoke stacks, and similar appurtenances in good repair.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	304.12	Handrails and guards firmly fastened and in good condition.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	304.13	Windows, skylights, doors and frames weather tight and in good condition.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	304.13.1	Glazing materials maintained free from cracks and holes.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	304.13.2	Every window, other than a fixed window, shall be easily openable and capable of being held in position by window hardware.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	304.14	Every door/window/other outside opening required for ventilation of habitable rooms/ food preparation areas/ shall be supplied with approved tightly fitting screens of minimum 16 mesh per inch and every screen door used for insect control shall have a self-closing device in good working condition.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	304.15	Exterior doors, door assemblies, operator systems if provided, and hardware shall be maintained in good condition. Locks at all entrances to dwelling units and sleeping units shall tightly secure the door.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	304.18.1	Doors providing access to a dwelling unit, rooming unit or housekeeping unit that is rented, leased or let shall be equipped with a deadbolt lock. Deadbolt locks shall be operated only by turning of a knob or a key and shall have a lock throw of not less than 1-inch. A sliding bolt is not considered as an acceptable lock.

Additional Comments/Notes:

Example Only

This is not a Violation Notice, If violations are found a Violation Notice will be mailed and posted

Yes	No	N/A	Ordinance
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	304.19 Exterior gates, assemblies, and hardware in good condition.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	307.1 Every exterior and interior flight of stairs having more than four risers shall have a handrail on one side of the stair and every open portion of a stair, landing, balcony, porch, deck, ramp or other walking surface that is more than 30 inches above the floor or grade below shall have guards. Handrails/guards shall be not less than 30 inches.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	308.3.2 Trash containers leak proof and provided with close-fitting covers, in good repair.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	309.1-309.5 Property is free from insect and/or rodent infestation.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	402.2 Common halls and stairways have proper lighting and illumination.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	507.1 Drainage of roofs and paved areas, yards and courts, and other open areas on the premises shall not be discharged in a manner that creates a public nuisance.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	305.1 Interior of structure and equipment in good repair, structurally sound, and sanitary.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	305.2 Structural members maintained structurally sound, and be capable of supporting the imposed loads.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	305.3 Interior surfaces, including windows and doors, shall be maintained in good and sanitary condition. Peeling, chipping, flaking or abraded paint shall be repaired, removed or covered. Cracked or loose plaster, decayed wood and other defective surface conditions shall be corrected.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	305.4 Every stair, ramp, landing, balcony, porch, deck or other walking surface shall be maintained in sound condition and good repair.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	305.5 Every handrail and guard shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	305.6 Every interior door shall fit reasonably well within its frame and shall be capable of being opened and closed by being properly and securely attached to jambs, headers or tracks as intended by the manufacturer of the attachment hardware.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	403.1 Every habitable space has no less than one openable window.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	403.2 Every bathroom/toilet room has proper ventilation. Window or mechanical ventilation.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	403.3 No signs of cooking or cooking facility/appliance in rooming or dormitory units.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	403.4 Injurious, toxic, irritating, noxious fumes gases, dusts, or mists properly ventilated.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	403.5 Clothes dryer exhaust system is independent and exhausts outside the structure.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	502.1 Every dwelling unit shall contain its own bathtub or shower, lavatory, water closet and kitchen sink that shall be maintained in a sanitary, safe working condition.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	502.2 Rooming houses. Not less than one water closet, lavatory and bathtub or shower shall be supplied for each four rooming units.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	503.1 Privacy. Toilet rooms and bathrooms shall provide privacy and shall not constitute the only passageway to a hall or other space, or to the exterior. A door and interior locking device shall be provided for all common or shared bathrooms and toilet rooms in a multiple dwelling.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	504.1 Plumbing fixtures shall be properly installed and maintained in working order, and shall be kept free from obstructions, leaks and defects and be capable of performing the function for which such plumbing fixtures are designed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	504.2 Plumbing fixtures shall have adequate clearances for usage and cleaning.

Additional Comments/Notes:

Example Only

Name of Complex _____ Address _____
 Case # _____ Date _____

Yes	No	N/A	Ordinance
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	504.3 Where it is found that a plumbing system in a structure constitutes a hazard to the occupants or the structure by reason of inadequate service, inadequate venting, cross connection, back-siphonage, improper installation, deterioration or damage or for similar reasons, official shall require the defects to be corrected to eliminate hazard.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	505.1 Every sink, lavatory, bathtub or shower, drinking fountain, water closet or other plumbing fixture shall be properly connected to either a public water system or to an approved private water system. Kitchen sinks, lavatories, laundry facilities, bathtubs and showers shall be supplied with hot or tempered and cold running water in accordance with the International Plumbing Code.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	505.3 The water supply system shall be installed and maintained to provide a supply of water to plumbing fixtures, devices and appurtenances in sufficient volume and at pressures adequate to enable the fixtures to function properly, safely, and free from defects and leaks.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	505.4 Water heating facilities shall be properly installed, maintained and capable of providing an adequate amount of water to be drawn at every required sink, lavatory, bathtub, shower and laundry facility at a minimum temperature of 110°F A gas-burning water heater shall not be located in any bathroom, toilet room, bedroom or other occupied room normally kept closed, unless adequate combustion air is provided. An approved combination temperature and pressure-relief valve and relief valve discharge pipe shall be properly installed and maintained on water heaters.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	506.1 Plumbing fixtures shall be properly connected to either a public sewer system or to an approved private sewage disposal system.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	506.2 Every plumbing stack, vent, waste and sewer line shall function properly and be kept free from obstructions, leaks and defects.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	507.1 Drainage of roofs and paved areas, yards and courts, and other open areas on the premises shall not be discharged in a manner that creates a public nuisance.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	602.3 Every owner and operator of any building who rents, leases or lets one (1) or more dwelling unit, rooming unit, dormitory or guestroom on terms, either expressed or implied, to furnish heat to the occupants thereof shall supply heat to maintain a temperature of not less than 65°F in all habitable rooms, bathrooms, and toilet rooms.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	603.1 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 the intended function.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	605.1 Electrical equipment, wiring and appliances shall be properly installed and maintained in a safe and approved manner.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	605.2 Every habitable space in a dwelling shall contain not less than two separate and remote receptacle outlets. Every laundry area shall contain not less than one grounding-type receptacle or a receptacle with a ground fault circuit interrupter. Every bathroom shall contain not less than one receptacle. Any new bathroom receptacle outlet shall have ground fault circuit interrupter protection. All receptacle outlets shall have the appropriate faceplate cover for the location.

Additional Comments/Notes:

Example Only

Name of Complex _____ Address _____
 Case # _____ Date _____

Yes	No	N/A	Ordinance
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	605.4 Flexible 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="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	606.2 Buildings equipped with only one elevator shall be permitted to have the elevator temporarily out of service for testing or servicing.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	607.1 Duct systems shall be maintained free of obstructions and shall be capable of performing the required function.

Nuisance- Title 24

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	101.B.2 Property is free from stagnant water.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	101.B.4 Property is free from trash, junk, and debris. All trash must be contained in dumpsters or trash containers.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	101.B.6 Property is free from tall grass, weeds, and overgrowth.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	101.B.15 Property is free from any standing dead trees or limbs.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	103.A Sight distance triangle area is clear from obstructions.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	103.B Tree limbs have a clearance of 8' above sidewalk and 9' above street.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	103.H Public street, alley, sidewalk, or public ground free from obstructions.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	301 All vehicles on property are legally operable including current registration.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	401.D Any building or structure not occupied by a legal or equitable owner or by a lessee of a legal or equitable owner shall be secured to prevent an unauthorized entry.

Zoning- Title 42

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	40.030. Whenever an apartment/condo building is located on a lot abutting an RE, RS, or AG-R district, a screening wall or fence must be provided along the common lot line in accordance with the F1 screening fence or wall standards of Subsection 65.070-C
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	45.050.A.5 Dumpsters are properly screened from view of all street right-of-way.(Applicable to complexes established after January 1, 2016.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	55.090F1 Vehicles parked on a dustless, all weather surface.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	67.030. Property has proper outdoor lighting, shielded and/or directed appropriately.

Tulsa Fire Marshal Checklist

Title 14 - International Fire Code

Fire Department Access

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IFC 503.2.1 Fire lanes unobstructed with at least 20' of width clearance and 13'6" height clearance.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IFC 503.3 Fire lane markings and signs in good condition that read "FIRE LANE NO PARKING."
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IFC 505.1 Address/Building number/letter designation visible for emergency response, no less than 4 inches contrasting color to the background.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IFC 506.1 Fire Department Knox Box in place with current labeled keys and all gates working with fire department access.

Additional Comments/Notes:

Example Only

Name of Complex _____ Address _____
 Case # _____ Date _____

Yes	No	N/A	Ordinance	<u>Building Exterior</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IFC 315.3.2	Combustible storage is clear of the structure and not under exit stairs.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IFC 1011.7.1	Stairways in good repair.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IFC 1031.3	Exit and exit paths are unobstructed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IFC 1031.10	Emergency lighting present and working.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IFC 310.6	Provisions for safe disposal of lighted smoking material.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IFC 110.1.1	Dryer lint traps and vents are clear of lint build up.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IFC 604.1	Electrical outlets and electrical connections are in good condition.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IFC 901.4.6.2	Access doors to automatic sprinkler system riser rooms and fire pump rooms shall be labeled with an approved sign

Building Interior and Common Areas

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IFC 1003.6	Hallways and corridors are clear and unobstructed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IFC 1008.2	Emergency lighting present and working.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IFC 1013.1	Exit signs present and functional.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IFC 1010.1.9	Exit doors open from the inside without the use of a key, special knowledge, or effort.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IFC 604.1	Electrical outlets and electrical connections are in good condition.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IFC 703.1	Interior finishes(sheetrock, floors, ceilings) are in good condition.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IFC 906.1 & 906.5-8	Minimum of one size 2A:10BC or larger portable fire extinguisher mounted within 75 feet of travel from anywhere on the same floor OR a 1A:10BC will be installed in each apartment unit.

Accessory Type Uses

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IFC 5703	Storages of chemicals and flammable/combustible liquids in compliance with fire code.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IFC 5001.3.3.3 & 5001.3.3.10	Pool chemicals are stored only in original sealable containers in a properly ventilated area.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Gates are self closing and self-latching.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IFC 1004.3, 1003.6, & 1006.2.1	Community rooms have unobstructed exits, exit signs, posted occupant load.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IFC 604.5	Extension cords limited to one portable appliance per cord, plugged directly into an electrical outlet.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IFC 604.5	Electric Cords are not allowed to pass through doorways, walls, ceilings, floors or be subject to physical damage.

Fire Protection Water Supply

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IFC 507.5.4	Unobstructed access to fire hydrants shall be maintained at all times.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IFC 505.5.5	A 3-foot clear space shall be maintained around the circumference of fire hydrants.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IFC 912.4.1	Fire department connections (FDC) for automatic sprinkler systems shall have caps in place. The fire code official is authorized to require locking caps on FDC for water-based fire protection systems.

Additional Comments/Notes:

Example Only

Name of Complex _____ Address _____

Case # _____ Date _____

Yes No N/A

Ordinance

Fire Protection Features

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IFC 901.6	Fire extinguishers serviced and equipped with an annual inspection tag from a licensed certified technician.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IFC 906.6	Fire extinguishers are visible and accessible.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IFC 901.6	Fire sprinkler systems shall be inspected and tested annually(report required.)

Alarm Devices

City of Tulsa Title 14 Fire Prevention Code and IFC 907.2.10.5, 907.2.10.8, 907.5.2, 907.5.2.3

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Property owner shall provide and install replacement batteries as shall be necessary to keep smoke alarms fully functional.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Property owners shall provide tenants with instructions regarding testing and maintenance of smoke alarms.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Tenants shall be responsible for testing smoke alarms within their living unit at least once a month
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Tenant shall notify the owner in writing of any deficiencies or repairs necessary to keep smoke alarms fully functional.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Property owners shall replace or repair inoperative smoke alarms within 24 hours of receipt of a written notification by a tenant.

Retention of Records

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IFC 108.3	All records for required test, inspections, maintenance or procedures are kept on site for fire inspector to review.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Provided a copy of the Tulsa Fire Department Property Manager Inspection Checklist.

Inspection Authority 2018 IFC 107.1

The Fire Code Official is authorized to enter and examine any building, structure, marine vessel, vehicle or premise for the purpose of enforcing the International Fire Code.

Right of Entry 2018 IFC 104.3

Authority to enter at all reasonable times to inspect or perform duties.

Inspection Conducted By:

Signature:

Date:

Additional Comments/Notes:

Example Only

This is not a Violation Notice, If violations are found a Violation Notice will be mailed and posted