## HOUSING OFFICER CHECKLIST FORM

**Name:**

**Address:**

**Block** _____ **Lot** _____  **Date:** __________  **Inspection #** __________

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<th>YES</th>
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### SEPTIC CERTIFICATION  
### WATER TEST

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### 1. Kitchen
- Hot water, sink, plumbing & fixtures
- Electrical G.F.C.I. outlets
- Stove
- Exhaust Fan
- Garbage disposal
- Cabinet doors, floor, rugs, screens
- Windows, ceiling, walls, doors

### 2. Bathroom #1
- Electrical G.F.C.I. outlets
- Hot water, sink, plumbing & fixtures
- Toilet operational
- Tub/Shower operational
- Walls, ceiling, floor, rugs, windows
- Screens, tiles and doors
- Exhaust fan

### 3. Bathroom #2
- Electrical G.F.C.I. outlets
- Hot water, sink, plumbing & fixtures
- Toilet operational
- Tub/Shower operational
- Walls, ceiling, floor, rugs, windows
- Screens, tiles and doors
- Exhaust fan

### 4. Powder Room
- Electrical G.F.C.I. outlets
- Hot water, sink, plumbing & fixtures
- Toilet operational
- Tub/Shower operational
- Walls, ceiling, floor, rugs, windows
- Screens, tiles and doors
- Exhaust fan
HOUSING INSPECTION #

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5. **Bedroom #1**
- Electrical outlets & fixtures
- Windows, screens, doors, rug, walls
- Floor & ceiling
- Fans & light fixture

6. **Bedroom #2**
- Electrical outlets & fixtures
- Windows, screens, doors, rug, walls
- Floor & ceiling
- Fans & light fixture

7. **Bedroom #3**
- Electrical outlets & fixtures
- Windows, screens, doors, rug, walls
- Floor & ceiling
- Fans & light fixture

8. **Bedroom #4**
- Electrical outlets & fixtures
- Windows, screens, doors, rug, walls
- Floor & ceiling
- Fans & light fixture

9. **Living room**
- Electrical outlets & fixtures
- Walls, ceiling, floor, rugs, screens
- Windows and doors

10. **Dining room**
- Electrical outlets & fixtures
- Windows, screens doors, rugs, walls
- Floor and ceiling

11. **Dens and TV rooms**
- Electrical outlets & fixtures
- Windows, screens, doors, rugs, walls
- Floor and ceiling

12. **Basement and Stairway**
- Handrail going to basement
- Electrical outlets & fixtures
- Washing machine G.F.C.I. receptacle
- Labeled electrical box 100 amps or more
- Hot water heater piped down. Plumbing
- Smoke detector located at top of stairs
- Windows, doors, screens, rugs
### Housing Inspection #

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**Floor and walls**

**Trash & debris removed**

**Emergency Heater Switch at Top of Stairs**

### 13. Chimney Certification

- **Needs visual inspection**
- **Can be done by heating contractor or Chimney sweep**
- **Remove electrical light switch**
- **Outlet with G.F.C.I.**
- **Vent screens in crawl space**
- **Trash & debris removed**
- **Heater Serviced and Inspected**

### 14. General

- **Roof, siding & Fascia**
- **Windows, doors and screens**
- **House numbered and painted**
- **Cracked walls**
- **Grass and trash**
- **Outside electrical outlets must be G.F.C.I.**

### 15. Porches/Decks/Outside House

- **Floors, railings & downspouts**
- **Hand railings on porch/decks steps**
- **Electrical outlets and fixtures (G.F.C.I.)**
- **Screens, doors, walls, ceilings & gutters**

### 16. Garages

- **G.F.C.I. receptacles**
- **Fire resistant related door and walls required (if attached to house)**
- **Walls, ceiling & doors**
- **Lighting fixtures & panel**
- **Windows and screens**
- **Abandoned vehicles are removed**
- **Roof may need certification**
- **Smoke detector (heated garage)**

### 17. Attic

- **Electrical outlets and fixtures**
- **Fan**
- **Hand railing**
- **Walls and ceiling**