



US Housing
CONSULTANTS

CITY OF WEIRTON RENTAL REGISTRATION INSPECTION PROTOCOL

Effective June 1, 2022

CITY OF WEIRTON RENTAL HOUSING INSPECTION PROTOCOL

1. INTRODUCTION	4
1.1. Inspection Standards	4
1.2. Property Owner Registration	4
1.2.1 Exemptions	5
1.3. Inspection Scheduling	5
1.4. Inspection Procedures	6
1.5. Resolving Citations/Findings	6
1.6. Certificate of Use and Occupancy	7
2. OCCUPANCY STANDARDS	8
3. BATHROOM/LAVATORIES	10
3.1. Bath Exhaust Fans	10
3.2. Countertops, Vanities, and Sinks	10
3.3. Toilets	11
3.4. Shower/Bathtubs	11
4. KITCHENS	12
4.1. Cabinetry	12
4.2. Countertops/Sinks	12
4.3. Kitchen Appliances	13
4.3.1. Dishwasher	13
4.3.2. Garbage Disposals	13
4.3.3. Refrigerator/Freezers	13
4.3.4. Stoves/Ranges	13
4.3.5. Range Hood/Fan	13
5. INTERIOR FINISHES	15
5.1. Flooring and Floor Coverings	15
5.2. Handrails & Steps	15
5.3. Drywall and Ceiling Textures	15
5.4. HVAC Registers and Return Grills	16
6. LIGHTING AND ELECTRICAL	17
6.1. Ceiling Fans	17
6.2. Outlets, Switches, & GFCIs	17
6.3. Light Fixtures	18
6.4. Electrical Panels & Other Electrical Equipment	18

7. WINDOWS AND DOORS	21
7.1. Windows, Skylights, and Screens	21
7.2. Doors and Hardware	21
7.3. Garage /Overhead Doors	22
8. PLUMBING AND HVAC	24
8.1. Pipes, Drains, Fixtures	24
8.2. Water Heater	25
8.3. Clothes Washers/Dryers	26
8.4. Heating and Cooling	27
8.5. Ventilation	28
8.6. Fuel Storage	29
8.7. Fireplace/Chimney	29
9. LIFE SAFETY	31
9.1. Blocked Egress	31
9.2. Pest Control	32
9.3. Smoke and CO Detectors	32
9.4. Cutting and Tripping Hazards	33
9.5. Air Quality Hazards	34
9.6. Exposed Wires and Water on Electrical	34
9.7. Flammables or Combustibles	34
10.GROUNDS AND EXTERIOR	36
10.1.Vegetation	36
10.2.Patio, Decks, & Steps	36
10.3.Fencing/Gates	36
10.4.Retaining Walls/Hardscaping	37
10.5.Storage Sheds and Outbuildings	37
10.6.Driveways and Walkways	37
11.STRUCTURAL	39
11.1.Roofing	39
11.2.Roofing Drainage	39
11.3.Exterior Walls/Paint	40
11.4.Foundation	40

1. Introduction

1.1. Inspection Standards

The conditions in this inspection are a combination of standards from the following sources:

- ☀ HUD Housing Quality Standards for Voucher Programs
- ☀ HUD Uniform Physical Condition Standards (FHA, PBRA, LIHTC, and HOME)
- ☀ [International Property Maintenance Code 2018 \(IPMC 2018\)](#)
- ☀ [International Building Code 2018 \(IBC 2018\)](#)¹
- ☀ NFPA Life Safety Code 2021 Edition
- ☀ 2020 Edition of NFPA 70
- ☀ 2017 ANSI A117.1 Accessible and Usable Buildings and Facilities Code

This inspection guide utilizes standards and practices that intend to provide a simplified inspection protocol that utilizes binary decisions, e.g., pass or fail, and utilizes clear and direct descriptions of failing conditions. None of the inspection standards will require specialized tools which require training to use.

The workmanship of repair shall be evaluated as part of the inspection. Repairs that have been completed that fail to meet industry standards for workmanship shall be deemed incomplete.

Repairs, maintenance work, alterations, or installations that are caused directly or indirectly by the enforcement of this code shall be executed and installed in a [workmanlike](#) manner and installed per the manufacturer's instructions.²

1.2. Property Owner Registration

The City of Weirton adopted Ordinance No, 2084, on July 8, 2019. The purpose of the ordinance and the rental registration program is to promote health and safety standards for rental housing. These standards relate to the condition, maintenance, and occupancy of rental dwelling units.

¹ West Virginia 8-12-13 State Regulation

² IPMC 102.5 https://up.codes/viewer/west_virginia/ipmc-2015/chapter/1/scope-and-administration#102.5

Per this ordinance, all property owners shall register proper contact information for each residential unit. A registration form is available to submit all of the required information. Property owners are required to provide the following information and are responsible for updating the information when it changes.

- ☀ Ownership Name
- ☀ Ownership Address
- ☀ Property Contact
- ☀ Owner's Email Address
- ☀ Property Address(es)
- ☀ Number Bedrooms/Bathrooms
- ☀ Building Type
- ☀ Property Email Address
- ☀ Number of Parking Spaces

Please click here to access the property owner registration website:

**Register
Rental Units**

1.2.1 Exemptions

The following dwelling units shall be exempted from the rental registration program:

- ☀ Newly constructed rental units shall be exempted from rental registration for the first five years from the date the Certificate of Occupancy is issued.
- ☀ Rental Units owned and/or inspected by the Department of Urban and Housing Development (HUD) or Federal Housing Administration (FHA)
- ☀ Hotels, motels, and bed and breakfast establishments

1.3. Inspection Scheduling

A representative from US Housing Consultants, the third-party contractor for the City of Weirton, will contact property owners/landlords via email and/or phone to schedule inspections. Each inspection is estimated to take 15-30 minutes. The owner must provide a representative to be present during the inspection who has keys to the dwelling unit and any common rooms, such as boiler rooms, that service the dwelling unit. There is no requirement for the owner to be personally present or to have an official officer of an

organization present.

Once the inspection date has been confirmed, US Housing Consultants will provide the owner with an emailed confirmation of the scheduled inspection.

- ☀ Per the City of Weirton Ordinance, each inspection shall be billed at \$20 Per Inspection, not to exceed \$500 per year for owners with multiple units
- ☀ “No Show” inspections, where the owner or its representative fails to appear or reschedule within 24 hours will be billed at \$10 per inspection.
- ☀ For each Re-inspections or processing verification of repairs remotely, the property owner will be charged \$20 per re-inspection or review of proof of repairs.
- ☀ The owner/management agent is ***strongly encouraged*** to properly prepare for the inspection.
- ☀ A specific start time will be provided for the inspection, however, the owner should prepare for an hour window on either side of the scheduled time.

1.4. Inspection Procedures

An inspector will inspect each room of a dwelling unit and apply the standards of the inspection protocol to each room.

- ☀ All rooms in the dwelling unit shall be inspected, the purpose of a room or lack of regular access to a resident shall not make a room exempt from the inspection.
- ☀ The property owner or its representative shall provide access to all areas of the property that contains rental units. The owner or property representative must be present during the inspection.
- ☀ Each finding on the inspection shall be accompanied by a photograph of the finding, and the inspector shall attempt to provide clear and concise notes detailing the finding and the necessary steps to resolve the issue.
- ☀ All inspection reports shall be delivered via email upon completion of the inspection.

1.5. Resolving Citations/Findings

The property owner shall be responsible for making all repairs cited by the inspector within 30 days. All repairs will need to be completed in a workmanlike manner and to the satisfaction of the Inspection firm and/or the City of Weirton.

Inspections with excessive findings will require a follow-up inspection after 30 days have

elapsed. The property owner will be notified if an in-person inspection is required to resolve the inspection.

The property owner shall report the resolution to any findings by sending in photographs or other acceptable forms of verification to info@us-hc.com. All proof of resolution shall reference the case number associated with the inspection, which can be found on the inspection report. Acceptable forms of proof of resolution include the following:

- ☀ A photograph with a clear resolution of the issue
- ☀ A copy of an invoice from a third-party vendor confirming the resolution of the issue.
- ☀ An inspection report from an independent third-party inspector or engineer confirms the resolution of the issue.
- ☀ A letter of opinion from a State of West Virginia licensed engineer or architect confirming that the issue cited has been resolved or that item in question meets the current code standards.

A request for closing inspection findings must be provided by the owner/manager in a single submission. The property owner will be charged an additional \$20.00 to resolve any open findings, and/or an in-person follow-up inspection. Property owners who fail to make repairs within 30 days of the Inspection will be referred to the City of Weirton Code Enforcement for further action.

1.6. Certificate of Use and Occupancy

Per 1790.10 of the Rental Registration Ordinance 2084, once a unit has been inspected and determined to conform to the requirements of the ordinance, US Housing Consultants will refer the results to a City Code Official, who will issue a certificate of use and occupancy.

A copy of the certificate of use and occupancy should be posted in a conspicuous place within the dwelling unit, recommended to be posted near the breaker/fuse panel. The certificate of use and occupancy shall be valid for three years. At the end of the three-year period, the property owner will be subject to another physical inspection of the dwelling unit and will be issued an updated certificate of use and occupancy upon verification of the condition of the unit.

2. Occupancy Standards

Rooms in a rented unit must meet standards for occupancy. Habitable spaces in a dwelling unit must comply with standards for space, amenities, and security. This includes the following standards:

- A sleeping room and/or habitable space (e.g. living room) must have at least one window³
- Kitchens shall have a minimum clear passageway of 3 feet (914 mm) between counter-fronts and appliances or counter-fronts and walls.⁴
- Every living room shall contain not less than 120 square feet (and every bedroom shall contain not less than 70 square feet and every bedroom occupied by more than one person shall contain not less than 50 square feet of floor area for each occupant thereof.⁵
- Every bedroom shall have access to not less than one water closet and one lavatory without passing through another bedroom. Every bedroom in a dwelling unit shall have access to not less than one water closet and lavatory located in the same story as the bedroom or an adjacent story.⁶
- To be considered a "bedroom", the sleeping room must contain a closet, the closet may or may not include a door.
- Habitable spaces, hallways, corridors, laundry areas, bathrooms, toilet rooms, and habitable basement areas shall have a minimum clear ceiling height of 7 feet.
- Exception: Rooms occupied exclusively for sleeping, study, or similar purposes and having a sloped ceiling over all or part of the room, with a minimum of 7 feet over not less than one-third of the required minimum floor area. In calculating the floor area of such rooms, only those portions of the floor area with a minimum clear ceiling height of 5 feet shall be included.
- All bedrooms must have finished walls and ceilings, unfinished or missing drywall is not permitted.
- All dwelling units must have an area in which to prepare food (e.g. kitchen), and

³ IPMC 402.1 https://up.codes/viewer/west_virginia/ipmc-2015/chapter/4/light-ventilation-and-occupancy-limitations#402.1

⁴ IPMC 404.2 https://up.codes/viewer/west_virginia/ipmc-2015/chapter/4/light-ventilation-and-occupancy-limitations#404.2

⁵ IPMC 404.4.1 https://up.codes/viewer/west_virginia/ipmc-2015/chapter/4/light-ventilation-and-occupancy-limitations#404.4.1

⁶ IPMC 404.4.3 https://up.codes/viewer/west_virginia/ipmc-2015/chapter/4/light-ventilation-and-occupancy-limitations#404.4.3

equipment to store, prepare and serve foods in a sanitary manner. There shall be adequate facilities and services for the sanitary disposal of food wastes and refuse, including facilities for temporary storage.⁷

Failing Conditions
Unit missing an area for food preparation (Kitchen)
Bedrooms are less than 70SF (100 SF for shared rooms)
More than 30% of required floor area in bedroom has a ceiling less than 7FT
Living Room is less than 120 SF
Habitable Space missing a window
Unit has no power/electricity
Unfinished living spaces are present
Kitchens/Hallways do not have 36" clear floor space
Indoor furniture is placed on exterior of property

⁷ IPMC 404.7 https://up.codes/viewer/west_virginia/ipmc-2015/chapter/4/light-ventilation-and-occupancy-limitations#404.7

3. Bathroom/Lavatories

3.1. Bath Exhaust Fans

Each bathroom needs a properly vented exhaust fan or an operable window to provide ventilation. The exhaust fan should be tested by holding a single piece of toilet paper to the vent grill and ensuring that the exhaust fan pulls the paper to the grill.

Failing Conditions
Bathroom exhaust not providing adequate suction
Bathroom exhaust fan lighting inoperable/damaged
Bathroom exhaust fan with excessive noise
Bathroom vent window does not open

3.2. Countertops, Vanities, and Sinks

Bathroom vanities need to be inspected to ensure the materials are in good condition. The vanities and countertop should be inspected for wear and tear, which may be indicated by swelling, delaminating, deep scratches, cuts, burns, peeling, or missing laminate.

- Every bathroom must have a sink in the bathroom or immediate proximity to the bathroom.⁸
- Sink fixtures (faucets, sprayers, drains) must function as designed and be free of leaks.⁹
- Plumbing systems cannot present any hazardous condition such as inadequate venting, cross-connection, back-siphonage, improper connections, deterioration, or damage.¹⁰
- Bathroom medicine cabinets and mirrors should be inspected to ensure that the doors are functioning properly, and all elements of the cabinets are free of damage, deterioration, delaminating, and defects.
- Mirrors must be inspected to ensure they are properly secured to the wall and are free of damage such as cracks and sharp edges.

⁸ IBC 502.1 https://up.codes/viewer/west_virginia/ipmc-2015/chapter/5/plumbing-facilities-and-fixture-requirements#502.1

⁹ IBC 504.1 https://up.codes/viewer/west_virginia/ipmc-2015/chapter/5/plumbing-facilities-and-fixture-requirements#504.1

¹⁰ IBC 504.3 https://up.codes/viewer/west_virginia/ipmc-2015/chapter/5/plumbing-facilities-and-fixture-requirements#504.3

Failing Conditions
Countertop laminate damaged/exposing underlying materials
More than 20% of sink basin damaged
Sink Faucet leaking
Sink drain clogged
Bathroom missing a permanent sink
Bathroom fixtures present a hazardous condition
Vanity/Medicine Cabinet/Mirrors damaged or moisture damaged

3.3. Toilets

All toilets need to be tested to ensure that the toilet flushes and the fill valve operate properly. To inspect the toilet, flush it, then lightly push with a knee to ensure the tank and seat are properly secured. The toilet tank and assembly must be free of damage or evidence of leaks.

Failing Conditions
The toilet does not flush properly
Loose toilet seat
Loose toilet tank/basin at floor
Toilet is leaking
Toilet is missing a trap/leaking sewer odor
Toilet has damaged components

3.4. Shower/Bathtubs

Bathtubs and showers must be inspected to ensure that the bathtub or shower basin is free of damage and/or stains and that all hardware is in good working condition. All bathtubs and showers should be inspected to ensure there is no microbial growth, underlying leaks, stains on more than 50% of the basin, or any damage which would render the bathtub unsafe to use.

Failing Conditions
Shower/Bathtub hardware malfunctioning
Shower/Bathtub basin cracks or severely stained

4. Kitchens

4.1. Cabinetry

Kitchen cabinetry should be inspected by opening each door and drawer and checking inside the cabinets and drawers with a flashlight for water stains, loose materials, and deterioration. Check the exterior of cabinets for hardware, peeling paint or stains, and/or damaged laminate. Damage to more than 10% of the cabinets doors or drawers or shelves should be considered a deficiency.

Failing Conditions
More than 10% of cabinet doors/drawers missing/damaged/loose
Gaps/Openings around piping or wall penetrations
Cabinets insufficient to store, prepare, and serve food

4.2. Countertops/Sinks

Kitchen countertops should be inspected for wear and tear, which may be indicated by swelling, delamination, scratches, cuts, burns, peeling, or missing laminate. The countertop should also be inspected to ensure that is properly secured to the wall and base cabinetry.

The unit shall be provided with a kitchen sink, cooking appliance, and refrigeration facilities, each having a minimum clear working space of 30 inches in front.¹¹

Failing Conditions
Countertop laminate damaged/exposing underlying materials
More than 20% of sink basin damaged
Faucet or sprayer leaking
Sink drain clogged
Sink drain missing gas trap
Kitchen countertop has less than 30" of workspace
Sink hardware inoperable/missing

¹¹ IPMC 404.6 https://up.codes/viewer/west_virginia/ipmc-2015/chapter/4/light-ventilation-and-occupancy-limitations#404.6

4.3. Kitchen Appliances

Appliances will be inspected to determine if the appliances are functioning as designed. ¹²This will be determined by physically testing the devices during the unit inspection. If there are secondary appliances that are owned by the resident, these appliances will not be inspected, other than for hazardous conditions.

4.3.1. Dishwasher

Dishwashers in a kitchen should be inspected by filling and draining the dishwasher by turning the activation dial or starting a standard cycle on digital control and then canceling the cycle. Ensure the dishwasher is secure and not loose under the countertop.

4.3.2. Garbage Disposals

Garbage disposal should be inspected by activating the garbage disposal while the faucet is running. Ensure that there are no objects at the disposal and that the device operates as intended with no clogs or odors. Check under the garbage disposal for exposed wiring or evidence of leaks.

4.3.3. Refrigerator/Freezers

Refrigerator/freezers should be inspected to determine if the refrigerator cools to a temperature between 32 and 40 degrees, and the freezer to less than 32 degrees. The refrigerator and/or freezer should be inspected to ensure that all shelves and drawers/doors are functional and not damaged.

4.3.4. Stoves/Ranges

Stoves and ranges should function as intended, which should be inspected by testing the oven elements, both bake and broil, and all stove top burners. Lastly, stoves and range should be inspected to determine if the seals and gaskets are damaged or missing, as well as determining if any racks are missing or damaged.

4.3.5. Range Hood/Fan

All filters on range hood vents must be inspected for grease, dirt, and/or debris, and the filter must not be damaged and must be securely in place.

Failing Conditions
Stove/Range elements are inoperable
Range pilot is unlit
Stove/Range has missing or damaged pans, shelves, handles, or knobs

¹² 24 CFR Part 5 & 500, <https://www.hud.gov/sites/documents/PASS4.OSCORINGNOTICEFR.PDF>

Failing Conditions
Refrigerator temperature is not between 32 and 40 degrees
Freezer is above 32 degrees or has excessive ice/frost
Refrigerator has damaged gasket, drawers, or shelves
Range hood is inoperable
Range hood filter or fan clogged/covered with grease
Garbage Disposal inoperable/clogged
Garbage Disposal has unsecured wiring
Dishwasher inoperable/damaged
Evidence of a gas leak/odor

5. Interior Finishes

5.1. Flooring and Floor Coverings

The floor covering and sub-flooring in the units need to be inspected, and all elements of tile, carpet and other floor covering are not damaged. All flooring should be inspected to ensure that there is no noticeable deflection when weight is applied to the flooring.

Failing Conditions
Carpet stained in more than 20% of a room
Floor tiles are loose or damaged
Carpet is found to be loose, missing sections, or severely damaged
Hardwood floor is warped or severely damaged
Weight deflection in subflooring
Garage/Basement flooring cracked/spalled
Tripping hazards are present on floors

5.2. Handrails & Steps

Stair treads, handrails, and risers should be measured to determine if the railings and steps meet the design and safety standards.

Failing Conditions
A railing or guardrail is missing at a drop-off of 30" or greater
Stair treads are less than 9" in depth
Stair risers are more than 8-1/4" in height
Stairs with 4 or more risers is missing a handrail
Handrail is not 34-38" from the floor
Openings greater than 4" between balusters, spindles

5.3. Drywall and Ceiling Textures

All drywall and ceiling textures must be inspected for damage such as holes, scratches, dents, and other damage. Ceilings should be inspected to determine if they are structurally sound, failures of this kind can include large holes, shifted sections, bulging, buckling, or areas that are no longer horizontally aligned.

Failing Conditions
Holes or damage greater than 2"
Cracks 1/8"W x 1/8"D x 11"L
Water damage/staining of any size
Organic growth of any amount on walls/ceilings
Evidence of poor workmanlike repairs on walls or ceilings
Peeling/cracked paint on walls more than 1 SF
Gaps/Openings in garage walls/ceilings
Excessive staining on garage/attic/basement walls
Bulging/Buckling or problems with alignment

5.4. HVAC Registers and Return Grills

All heat registers, return grills, fresh air exchange grills, and other covers/fans must be inspected to ensure that the finish is not damaged, the devices are free from dust and/or debris, and the covers are not warped or discolored. The covers should also be inspected to ensure that there are no sharp edges, loose materials, or other hazards.

Failing Conditions
HVAC register or supply vent is damaged
HVAC register or supply vent cover is missing
HVAC register is damaged and exposed sharp edges
Baseboard heating panel is damaged

6. Lighting and Electrical

6.1. Ceiling Fans

All ceiling fans should be tested by turning a fan on and ensuring it is operating as intended and is not damaged. Ceiling fans will be inspected for functionality and missing components. For this inspection, resident-owned ceiling fans will be inspected, as they are fixed components and improper installation can impact other mechanical systems in the dwelling unit.

Failing Conditions
Ceiling fan inoperable
Ceiling fan damaged/missing components

6.2. Outlets, Switches, & GFCIs

All receptacles must be clean and free of damage. GFCIs must be fully functional and installed in all wet areas and outdoors. Exterior outlets must have a cover on the outlet and the outlet should have GFCI protection.

- ☼ The inspector is to inspect all outlets of the dwelling unit with an outlet tester. Testers not only identify inoperable outlets but also identify multiple wiring issues. All issues identified by an outlet tester, i.e., an inoperable outlet or a three-pronged outlet missing a ground wire, must be recorded as a failing condition.
- ☼ All sleeping rooms and the living room (which may include an adjacent hallway) must have at least two outlets or one outlet and one switched light source.
- ☼ Any outlets which are within 6' of water sources need to have ground fault protection.
- ☼ If a resident or other party installs an extension cord under a rug, or under a mattress, it will be considered a hazardous condition and will be noted even if the issue was caused by the resident.
- ☼ All outlets and light switches need to be secured to the wall/ceiling/floor and not have any exposed wiring or exposed junction boxes
- ☼ All outlets in the dwelling unit must pass a test to determine if the outlets are properly wired.

Failing Conditions
Exterior outlet is missing GFCI protection or a cover

Failing Conditions
Sleeping or Living Room without two outlets or one outlet/one switched light
Outlet within 6' of water source or other wet locations not protected with GFCI/AFCI
An outlet/switch is inoperable or not wired properly
Outlet/Switch damaged or insulated wiring frayed exposing copper conductor
Extension cords installed under carpeting or rugs
Unsecured wiring / insulated wiring connections missing a junction box
An outlet/switch is unsecured to the wall or ceiling

6.3. Light Fixtures

All light fixtures must function properly and be free of damage. Light fixtures such as lamps shall not be inspected, other than for frayed wiring or open lighting sockets. The inspector will test each lighting fixture; the owner/landlord may bring light bulbs with them on the inspection to show that the fixture works.

- ☼ A permanent, switched fixture must be installed in all kitchens and bathrooms.
- ☼ The front and main entrance to the building must have a lighting fixture. For multi-family buildings, the main entrance shall be considered the door to the common area main entry.
- ☼ All lighting fixtures must be secure and free of damage.
- ☼ Missing light fixture lenses will not be considered a deficiency, however, if the lenses are missing and exposing wires or damaged with any hazards, those will be recorded.

Failing Conditions
A Kitchen is missing a permanent, switched fixture
A Bathroom is missing a permanent, switched fixture
Light fixture missing bulb
Exterior light fixture missing at main entries
Light fixture enclosure damaged with rust/peeling paint
Light fixture is hanging from wire and not secure
Light fixture has a hazardous condition

6.4. Electrical Panels & Other Electrical Equipment

- ☼ The Inspector must view the main breaker panel, any sub-panels, and all other electrical equipment in the home.
 - ❖ All electrical equipment, such as breaker panels and sub-panels will be inspected to ensure that the equipment has not been damaged by water leaks or water intrusion.¹³
 - ❖ Inspector will note any electrical equipment that has been exposed to fire as an item that must be replaced.¹⁴
 - ❖ Clear access to panels must be always maintained. If resident storage or other obstructions block clear access to panels or if 36" of space directly in front of any panel is blocked, the obstructions must be removed. If obstructions are moved during the course of the inspection, the issue will be cited but marked as repaired.
 - ❖ Anything used to blank out a breaker or fill a gap in a panel must have electric industry and panel manufacturer-approved covers.
 - ❖ The inspector will test GFCI or AFCI breakers to ensure that they reset and function as intended.
 - ❖ Inspectors will check for gaps around breakers or any openings in panels greater than ¼", such as missing knockouts in panels or other electrical equipment, which must be corrected. Owners/managers may not use foreign materials such as caulking, electrical tape, or any other non-electric industry or panel manufacturer-approved materials to correct gaps/openings.
 - ❖ Federal Pacific (FPE), Zinsco, and Sylvania StabLok Panels have been deemed unsafe and in need of replacement. Any FPE panels found will need to be replaced with a model that is compliant with national electrical code NFPA 70¹⁵. StabLok panels have been found to overheat and cause fires, as such they are considered to be a known hazardous material.

Failing Conditions
1/4" or more gaps or openings in electrical panel/box exposing wires
Panel Cover/Breaker Blanks are unsecured/missing
Electrical equipment damaged by fire
Arcing or burn scars inside the panel

¹³ IPMC 604.3.1.1. https://up.codes/viewer/west_virginia/ipmc-2015/chapter/6/mechanical-and-electrical-requirements#604.3.1.1

¹⁴ IPMC 604.3.2.1 https://up.codes/viewer/west_virginia/ipmc-2015/chapter/6/mechanical-and-electrical-requirements#604.3.2.1

¹⁵ NFPA 70 <https://www.nfpa.org/codes-and-standards/all-codes-and-standards/list-of-codes-and-standards/detail?code=70>

Failing Conditions
Foreign material such as caulking or electrical tape in the panel
Evidence of water intrusion in the electrical panel
GFCI or AFCI breaker does not test properly
An electrical panel is blocked within 36" in front of the panel
Overloaded or over-fused breaker panel or electric service
Federal Pacific, Zinsco or Sylvania Stab-Lok Panel Present

7. Windows and Doors

7.1. Windows, Skylights, and Screens

All fixed windows, skylights, and openable windows must function as intended with all the required components intact and functional.

- ☼ Every openable basement window shall be supplied with rodent shields, storm windows, or other approved protection against the entry of rodents.
- ☼ Every door, window, and other outside opening required for ventilation shall be supplied with tightly fitting screens of a minimum of 16 mesh per inch. ¹⁶ Additionally, in any window which is designed to have a screen, the screen must be present and free of damage.
- ☼ Window panes must be free of damage such as cracks, holes, or missing pieces and easily openable and capable of being held in position by window hardware. ¹⁷
- ☼ All openable windows must have a functional locking device.

Failing Conditions
Window does not open and/or remain open
Window is broken or cracked with sharp edges
A window is cracked or damaged without sharp edges
Window seal is damaged or leaking (fogged/drafty)
Window sill damaged/peeling paint or evidence of moisture damage
Missing or Damaged Window Screen
Window lock is missing or damaged and the window is unsecure
Egress Condition on windows to Fire Escapes or within 3 floors of the ground below

7.2. Doors and Hardware

All doors must be clean, and free of damage, and all hardware (locks, hinges, knobs, etc.) must function as intended. For all doors, this includes testing the door hardware with a manual test of the door hardware and then examining the surface of the door on both sides of the door.

- ☼ Any exterior door or door to a garage should have a seal and/or weather stripping – with the seal/stripping in place, and no daylight should be observed when the door is

¹⁶ IPMC 304.14 https://up.codes/viewer/west_virginia/ipmc-2015/chapter/3/general-requirements#304.14

¹⁷ IPMC 304.13.2 https://up.codes/viewer/west_virginia/ipmc-2015/chapter/3/general-requirements#304.13.2

closed.

- ☼ Finally, the frame and threshold should be inspected for wood rot, cracks, and other damage. Door frames shall also have no peeling or cracked paint on the wood materials.¹⁸
- ☼ 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.¹⁹
- ☼ Basement hatchways that provide access to a dwelling unit shall be equipped with devices that secure the units from unauthorized entry.²⁰
- ☼ Every screen door shall have a self-closing device in good working condition.²¹

Failing Conditions
Door has a hole larger than 1/4" in diameter
Door surface has more than 3 inches of rust, peeling paint, or rot
Any hardware that is damaged/missing or does not function as designed
Entry door to unit missing deadbolt lock
Double-keyed lock hardware present
Damaged weather stripping or seals
Door frame damaged/deteriorated
Basement hatchway not secure/locking

7.3. Garage /Overhead Doors

Garage and other overhead doors should be inspected by manually testing the hardware and/or electronic opening devices. The surface of the door should be free of damage and deterioration, and all elements of the safety features of the garage door must function as intended and be inspected by manually operating the features.

Failing Conditions
Garage door damaged (dents, holes, cracks, etc)
Door opener photo-sensitive eyes inoperable/malfunctioning

¹⁸ IPMC 305.3 https://up.codes/viewer/west_virginia/ipmc-2015/chapter/3/general-requirements#305.3

¹⁹ IPMC 305.6 https://up.codes/viewer/west_virginia/ipmc-2015/chapter/3/general-requirements#305.6

²⁰ IPMC 304.16 https://up.codes/viewer/west_virginia/ipmc-2015/chapter/3/general-requirements#304.16

²¹ IPMC 304.14 https://up.codes/viewer/west_virginia/ipmc-2015/chapter/3/general-requirements#304.14

Failing Conditions
Door opener auto-reverse inoperable/malfunctioning
Safety cables not installed in door springs
Inoperable safety sensor on garage door

8. Plumbing and HVAC

8.1. Pipes, Drains, Fixtures

All visible supply and drain lines should be inspected for leaks, corrosion, pitting, and damaged sections. Any piping that was repaired with paint or taping instead of a replacement should be cited as a failed condition. Additionally, older galvanized steel supply piping should be noted for a potential replacement. All pipes need to be free from leaks and drain free from clogs regardless of the location in the home.

- ☼ All floor drains in a home must have a screen or a permanent cap, and all cleanouts must be securely capped and free of damage.
- ☼ Sump pumps must be tested to ensure they are operable and have a PVC or ABS drain line to the exterior that terminates onto the ground at least 5' from the home. They should not drain into any sewer lines or a municipal storm drainage system. All pits for sump pumps must have a cover to prevent injury.
 - ❖ No owner or tenant of any property abutting on any street, roadway, or alleyway within the city shall direct, pipe, or otherwise discharge any stormwater onto the said street, roadway, or alleyway in a manner that causes a hazard.
 - ❖ Sump pumps, pipes, swales, or any other method utilized to direct stormwater, spring water, or any other water source to a street, roadway, or alleyway that causes a hazard in sub-freezing temperatures shall be prohibited.

Failing Conditions
Drainpipe is leaking or severely deteriorated
Supply line is leaking or severely deteriorated
Sewer line clean-out is uncapped, or cap is damaged
Floor drain is missing a cover or cover is clogged/damaged
Sump pump is damaged, inoperable, or is not plumbed properly to the exterior
Main water shutoff inoperable
Hose bib is leaking/damaged
Sink drain is missing gas trap
Leaking sewer odor at drains/possible backup
Any pipe or tank has an active leak

8.2. Water Heater

Water heaters must be in working condition without evidence of current or past leaks. All new water heaters installed in the interior of homes require a drip pan if installed in a location where water leakage would cause damage.

- ☀ Gas water heaters require an expansion tank.
- ☀ Garage-installed water heaters require installation on a stand 18" in height or greater and a stanchion, as required by local code.
- ☀ A water heater should be inspected to determine:
 - ❖ All water heaters require a discharge line for the TPR valve installed that terminates 2-6" above the floor. The discharge line should be made of plumbing industry-approved material rated for hot water and should not be threaded at the bottom.
 - ❖ For gas water heaters, the flue vent pipe must be properly installed with a secure connection to the unit, a mechanical connection to the vent hood, and mechanical connections at joints. It must never have sections of pipe smaller in diameter installed above sections of larger diameter.
 - ❖ If sealing is required at the seams of a vent pipe, metallic HVAC tape must be used.
 - ❖ The duct for the flue vent must have a minimum of ¼" of positive slope upward for each 1' of run the entire length of the duct.
 - ❖ Flue pipes with rust or corrosion of any kind must be replaced. All visible vent pipes must be inspected.

Failing Conditions
Water heater pressure relief extension pipe is missing
Water heater pressure relief extension pipe not industry-approved
Water heater relief valve terminates above 6" or below 2" to the floor
Water heater Flue vent pipe is misaligned or sloped improperly
Flue vent pipe is rusted/corroded or otherwise damaged
Flammable or combustible material stored near water heater
Evidence of gas leak/odor at water heater
Water heater has an active leak
Water heater has significant corrosion
Water heater drip pan missing where leakage could cause damage

Failing Conditions
Garage water heater not installed on platform 18" or greater above floor

8.3. Clothes Washers/Dryers

Washer/dryer connections must be free of debris, damage, and leaks. Washing machines must be inspected to ensure proper supply and drain lines, and non-leaking valves. Dryer vents must be inspected to ensure proper high-quality and appropriate materials are used and are secured to prevent lint from escaping. All dryer ducting must be a minimum of 4" in diameter and have a smooth interior finish and be constructed of metal-supported at intervals not to exceed 12 feet.

- ☀ The duct must have a ¼" minimum positive slope upward for each 1' of run the entire length of the duct. If there is a neutral or negative slope it must be repaired to slope upward.
- ☀ The total length of the duct shall not exceed 35' (25' for IRC, local code must be determined and followed). The maximum allowable length of the duct is reduced by 5' for every 90-degree elbow, and 2 and ½' for every 45-degree fitting. The duct should be as short and as straight as possible.
- ☀ Visually inspect the termination on the outside for clogged openings, damaged vent hoods, or other components. If clogged, remove lint and/or debris. Repair damaged vent hoods and damaged/missing damper flaps. The termination should have at least 12" of clear space beneath it without obstruction, including the ground.

Failing Conditions
Leaking supply valves or hoses
Damaged supply valve handles
The dryer vent does not terminate to the exterior
The dryer vent is an improper material
Any sagging in the duct
The duct is clogged on the exterior
The duct does not have ¼" positive slope upwards per 1' of run to the termination
Dryer vent not at least 4" in width
Dryer vent duct more than 25' in length

8.4. Heating and Cooling

HVAC must be in full, functioning order. The order must be verified by physically inspecting all heating and cooling equipment unless limited by the seasonality of equipment. Generally, equipment falls into one of two designs - 1) forced hot/cold air or 2) circulated chilled or heated water through radiators or registers. Heating systems must be able to heat all habitable rooms to a minimum of 68 degrees from September 30 to April 30 each year.

- ☼ Gas appliances must not be installed in any sleeping room. If gas appliances are installed in any sleeping room, they must be removed and installed in an appropriate room of the house.
- ☼ All gas boilers require a discharge pipe for the pressure relief valve that terminates 2-6" above the floor. The discharge line should be made of plumbing industry-approved material rated for hot water and should not be threaded at the bottom.
- ☼ Inspect all baseboard heaters for damaged covers. Inspect convective water baseboard heaters for the presence of leaks.
- ☼ All bedrooms and living spaces designated as sleeping areas must have a permanent source of heat, such as a ducted or radiant supply from a central heating source, or by individual electric baseboard heating unit.
- ☼ Electric baseboard heaters must not have electrical outlets installed 6" or less above the baseboard, and on annual inspections inspect for the presence of resident-owned combustible materials such as curtains or other furnishings in direct contact with the baseboard heaters.
- ☼ Every owner and operator of any building who rents, leases, or lets one or more dwelling units or sleeping units on terms, either expressed or implied, must furnish heat to the occupants thereof shall supply heat to maintain a minimum temperature of 68°F (20°C) in all habitable rooms, bathrooms and toilet room from September 30 - April 30 each year. ²²

Failing Conditions
HVAC system is inoperable or not providing heating to 68 Degrees
A gas furnace, boiler, fireplace or space heater is installed in a sleeping room
Flue vent pipe is not installed properly
Flue vent pipe is rusted/corroded or otherwise damaged

²²IPMC 602.3 https://up.codes/viewer/west_virginia/ipmc-2015/chapter/6/mechanical-and-electrical-requirements#602.3

Failing Conditions
Water or other liquid streaks on the outside of the flue vent pipe
Electrical outlet installed less than 6" above electrical baseboard heater
Presence of flammables around HVAC equipment
Caulking or foam sealant around thru-wall unit deteriorated

8.5. Ventilation

Proper ventilation of exhaust and proper fresh air intake and circulation is vital to the operation and safety of a building. Additionally, filters on forced hot/cold air furnaces/air handlers should be changed regularly, and the date of the last update should be recorded on or near the equipment.

- ☼ Filters are a critical component of the efficient operation of and the overall lifespan of HVAC units. Filters must be the appropriate size and be properly installed to filter air flowing through the return vent into the HVAC unit for the air to be conditioned before being distributed throughout the home. All filters have an arrow printed on them that shows which direction the air must flow through the filter for proper installation.
- ☼ The duct for the flue vent must have a minimum of ¼" of positive slope upward for each 1' of run the entire length of the duct.
- ☼ Once the flue vent pipe is properly installed sealing of seams at joints is permitted with metallic HVAC tape, fire caulk, fire cement, or fire putty designed for high heat.
- ☼ Replace sections of the flue vent pipe that show any rust or corrosion, this indicates the pipe section is at the end of its' useful life. Observe all runs or sections of the vent pipe including sections above the roof at the exterior, runs in an attic or a crawl space.
- ☼ Visually inspect flue vent pipes for gas furnaces and boilers. The vent pipe must be properly installed with a secure connection to the unit, a mechanical connection to the vent hood, and mechanical connections at joints. It must never have sections of pipe smaller in diameter installed above sections of larger diameter.
- ☼ Gas furnaces and boilers and all gas appliances require adequate combustion air to operate safely and efficiently. Combustion air should come from the exterior of the home as opposed to the interior. While inspecting gas furnaces or boilers, inspect for the presence of fresh-air combustion vents or a direct-vent opening to the exterior. If what appears to be water or other liquid streaking is observed on the outside of the vent pipe, this is a good indicator that flue gases are not properly vented to the exterior of the home due to inadequate combustion air or some other cause of back

drafting of CO gases, a potentially life-threatening condition.

- ☼ Gas water heaters should not vent to an abandoned masonry chimney if it is the only appliance venting to it unless the chimney flue has been inspected and tested by a qualified chimney professional for damage and proper draft for venting.
- ☼ Fuel-burning equipment and appliances shall be connected to an approved chimney or vent.²³

Failing Conditions
Filter for the HVAC system is not installed properly
Flue vent pipe is not installed properly
Flue vent pipe is rusted/corroded or otherwise damaged
Water or other liquid streaks on the outside of the flue vent pipe
Inadequate fresh air intake with gas fired equipment
Roof power exhaust is inoperable

8.6. Fuel Storage

Fuel storage inside a building must meet minimum safety standards and be free of any damage or deterioration which could result in leaks or possible hazards.

Failing Conditions
Fuel storage tank is not raised off the floor
Fuel storage tank does not have a shut-off valve located at its base
Fuel storage tank is not vented or filled from outside the unit
Fuel storage tank is improperly stored
Unprotected fuel lines that run across floors
Fuel leaks present (may be evidenced by oil stains on floor or tank top)
Fuel storage tank is corroded

8.7. Fireplace/Chimney

Wood burning fireplaces should be inspected to determine if the firebox and other associated components are missing or damaged. The fireplace should be inspected for

²³ IPMC 603.2 https://up.codes/viewer/west_virginia/ipmc-2015/chapter/6/mechanical-and-electrical-requirements#603.2

the existence of creosote (a flammable by-product of combustion), a damaged damper, or any evidence of a damaged flue liner. Regular cleaning of fireplace chimneys should be done annually.

Gas fireplaces must be in good working condition.

- ☼ Turn on and test operation to determine the need for repairs.
- ☼ Inspect the fireplace for evidence of improper materials being burned, i.e., paper, waste/garbage, wood/tree materials, or debris.

Failing Conditions
Gas fireplace is inoperable
The fireplace damper is inoperable
The firebox of the fireplace is cracked/damaged
The chimney is missing a chimney cap
Visible damage to the flue liner
Heavy creosote build-up on flue or chimney
Chimney not structurally safe and sound and in good repair
Evidence of improper materials being burned

9. Life Safety

9.1. Blocked Egress

Blocked emergency fire exits or points of egress should be cited whenever any home has a condition that could present a hazard in the event of a fire. It should be noted that this condition commonly involves tenant-owned belongings, and commonly will be the result of behavior that cannot be readily controlled by ownership or management. However, the condition is serious enough that it requires immediate action even if the condition involves tenant-owned items.

Blocked emergency egress should be cited whenever a path of egress is obstructed by an object of significant size and weight. Egress points can be windows that open and doors. In a bedroom or other closed space, if there are two windows, only one needs to be considered an egress window. In areas such as hallways and living rooms, which are not closed or contained spaces, windows and doors may be considered an egress even if they are not in the immediate room (for example, if a window is down a hallway from the living room, but there are no doors or other obstructions, that window may be considered part of the living room.

- A safe, continuous, and unobstructed path of travel shall be provided from any point in a building or structure to the public way.²⁴
- Means of egress doors shall be readily openable from the side from which egress is to be made without the need for keys, special knowledge, or effort.²⁵
- Required emergency escape openings shall be maintained per the code in effect at the time of construction, and the following. Required emergency escape and rescue openings shall be operational from the inside of the room without the use of keys or tools.²⁶

Failing Conditions
Window has fixed object blocking access
Window will not remain open on its own
Door hardware can prevent door be operated from inside room
Door or window cannot open

²⁴ IPMC 702.1 https://up.codes/viewer/west_virginia/ipmc-2015/chapter/7/fire-safety-requirements#702.1

²⁵ IPMC 702.3 https://up.codes/viewer/west_virginia/ipmc-2015/chapter/7/fire-safety-requirements#702.3

²⁶ IPMC 702.4 https://up.codes/viewer/west_virginia/ipmc-2015/chapter/7/fire-safety-requirements#702.4

9.2. Pest Control

Structures shall be kept free from insect and rodent *infestation*. Structures in which insects or rodents are found shall be promptly exterminated by *approved* processes that will not be injurious to human health. After *pest elimination*, proper precautions shall be taken to prevent re-infestation.²⁷

In West Virginia, occupants of a single-family dwelling are responsible for pest control²⁸, and owners of buildings with two or more dwelling units must provide pest control services²⁹.

- ☼ The inspection should include, where possible, reviewing attics and crawl spaces for the presence of wood-destroying insects such as termites and carpenter ants.
- ☼ Evidence of infestation includes live or dead insects, mud tubes, damage to wood components that resemble rot from water damage, and "frass", a sawdust-like substance.
- ☼ If infestation by wood-destroying insects is discovered and/or suspected, a qualified licensed pest control professional must be hired for an inspection.

Failing Conditions
Evidence of pest droppings anywhere in the home
Evidence of rodent infestation
Evidence of roach infestation
Evidence of wood-destroying insect infestation
Bed Bug infestation reported or observed
Excessive trash/garbage inside/outside the home

9.3. Smoke and CO Detectors

Smoke and CO detectors must meet local building and fire codes. Inspection of smoke detectors requires the use of a measuring tape to determine if the smoke detectors have been installed properly.

²⁷ IPMC 309.1 https://up.codes/viewer/west_virginia/ipmc-2015/chapter/3/general-requirements#309.1

²⁸ IPMC 309.3 https://up.codes/viewer/west_virginia/ipmc-2015/chapter/3/general-requirements#309.3

²⁹ IPMC 309.4 https://up.codes/viewer/west_virginia/ipmc-2015/chapter/3/general-requirements#309.4

Carbon Monoxide detectors are required in all new construction structures (built after 2012) by NFPA Life Safety Code 2018 edition³⁰ where the residential unit has a fuel-burning heating or cooking source including, but not limited to, an oil or gas furnace or stove (West Virginia Code §29-3-16a.). CO detectors installed in any home/residential unit shall be inspected for functionality even if they are not required to be installed by code.;

- ☼ Alarms that are combined with smoke and carbon monoxide are permitted.
- ☼ Smoke detectors may be installed on walls or ceilings. If placed on the wall it should be placed between 6-8" of the ceiling and no less than 6" to a conjoining wall. If installed on the ceiling it must not be placed within 6" of any wall.
- ☼ A CO detector should also be placed in any room directly above a garage.³¹
- ☼ Smoke detectors are not required to be hard-wired except for in new construction. For residential inspections, smoke detectors shall be inspected for their placement and functionality only.

Failing Conditions
Smoke/CO detector is missing or is inoperable
Smoke detector on wall is not 6-8" from ceiling
Smoke Detector on ceiling is less than 6" from wall
Smoke/CO detector not securely mounted
Smoke detector is not installed inside bedroom
Smoke detector missing from basement
CO missing from room above garage

9.4. Cutting and Tripping Hazards

All dwelling units must be free of any tripping or cutting hazards. All tripping and/or cutting hazards will be cited even if the hazardous condition is the result of tenant behavior or as part of tenant-owned items. Please note: the resolution of hazards that result from tenant-owned items does not require the owner to pay for the repair of the issue, only to facilitate the repair.

- ☼ Any tripping hazards will be cited inside the unit and on the direct path to the dwelling unit on non-municipal walkways. Tripping hazards shall be defined as 1/2" vertical or 2" horizontal deviation in the walking surface or obstructions in a path of

³⁰ IPMC 901.2 https://up.codes/viewer/west_virginia/ibc-2015/chapter/9/fire-protection-systems#901.2

³¹ West Virginia Code <https://firemarshal.wv.gov/Documents/Smoke%20Detector%20and%20CO%20Statute.pdf>

travel such as a cord on the floor or other object which may result in tripping.

- ✿ Cutting hazards shall include any sharp edges inside a dwelling unit, this will include items such as broken glass and damaged components that result in sharp edges that could result in cutting.

Failing Conditions
Tripping hazard in a walkway/on walking surface
Cutting hazard/sharp edges present

9.5. Air Quality Hazards

Poor air quality can result from several contaminants, this includes mold, mildew, leaking gases, or sewer order. The inspector will record the existence of any air quality issues anywhere in the dwelling unit or the surrounding area.

Failing Conditions
Organic growth on any surface
Evidence of leaking gases
Evidence of leaking sewer gases

9.6. Exposed Wires and Water on Electrical

The inspector will record any electrical apparatus of 110 volts or above where high voltage wiring can be accessed without the use of a tool or has a gap greater than 1/4" regardless of whether that component is in an area not accessible to residents. Water on electrical wiring poses a significant risk of fire. Any evidence of water or rust/liquid streaks/corrosion on or near electrical equipment will be recorded. This could be standing water near electrical. Prolonged exposure to water will compromise the integrity of the electrical apparatus as evident with rusting before it begins to become pitted and deteriorated. Standing water near electrical should also be looked for.

Failing Conditions
Exposed high voltage wires
Evidence of water on or near electrical

9.7. Flammables or Combustibles

Flammable materials or combustible materials are improperly stored near heat or electrical sources, causing the potential risk of fire or explosion. Some flammable or combustible materials may include but are not limited to, gasoline, paint thinners, kerosene, propane, paper, boxes, etc.

Failing Conditions
Flammables or combustibles are improperly stored

10. Grounds and Exterior

10.1. Vegetation

The exterior of the building/homes should be inspected to determine if the grounds and vegetation are meeting basic standards. The standards include ensuring orderly plantings, limited contact with structures, and not obstructing walks or roadways.

Failing Conditions
Tree or other vegetation has less 80" of vertical clearance at walkway
Overgrown Tree or other vegetation blocking walkway
Vegetation damaging building exterior structure

10.2. Patio, Decks, & Steps

All decks, railings, screened-in areas, lanais, and enclosures must be inspected to determine if there are any damaged materials. Stair railings and guardrails should be measured to determine if the railings and steps meet the design and safety standards.

Failing Conditions
A railing or guardrail is missing at a drop-off of 30" or greater
A railing or guardrail is loose or damaged
Stairs with 4 or more risers is missing a handrail
Handrail is not 34-38" from the floor
Openings greater than 4" between balusters, spindles
Deck boards with a gap greater than 3/8" between
Wood deck boards loose/warped/weathered
Structural issues observed on patio/deck/balcony

10.3. Fencing/Gates

Fencing must be in good cosmetic and functional condition and must not be leaning or temporarily repaired/secured. Gates must swing freely and with fully functional latching.

- ☼ If fence sections are damaged, covered with vegetation, leaning, rotting, or parts are missing, repair or partial/full replacement must be considered.

- ☼ Exterior gates, gate assemblies, operator systems if provided, and hardware shall be maintained in good condition. Latches at all entrances shall tightly secure the gates.³²

Failing Conditions
Holes or other damage greater than 2"x2"
Gate hardware does not function as designed
More than 50% of fence is damaged/deteriorated

10.4.Retaining Walls/Hardscaping

All retaining walls and hardscaping must be free of safety issues, structural issues, and deterioration. All walls should be inspected for stains such as moss or other plant growth.

Failing Conditions
Retaining wall cracked, split, pitted or leaning
Stone/Concrete wall damaged cracked/leaning

10.5.Storage Sheds and Outbuildings

Existing storage sheds or outbuildings are in good repair, free of physical damage such as rot, holes, peeling paint, damaged roofing, and inoperable doors.

Failing Conditions
Shed/Outbuilding severely damaged
Shed/Outbuilding damaged exterior walls and/or peeling paint
Shed/Outbuilding damaged/missing doors
Shed/Outbuilding damaged roofing

10.6.Driveways and Walkways

Every stair, ramp, landing, balcony, porch, deck, or other walking surfaces shall be maintained in sound condition and in good repair.³³ Driveways and walkways must be in a functional condition without excessive structural or safety deficiencies, defined as

³²IPMC 304.19 https://up.codes/viewer/west_virginia/ipmc-2015/chapter/3/general-requirements#304.19

³³ IPMC 305.4 https://up.codes/viewer/west_virginia/ipmc-2015/chapter/3/general-requirements#305.4

excessive heaving or settlement, cracks greater than 1/2", or trip hazards, which can be defined as uneven surfaces more than 1/2". Minor cracks, spalling, and other deterioration shall not be cited if less than 10% of the overall area and there are no hazardous conditions.

- ☼ Parking areas and walkways that are repaired should use the same material as the deteriorated materials, i.e., asphalt should not be patched with cement and vice versa.
- ☼ Grinding of concrete/cement surfaces is an appropriate means of repairs
- ☼ Sealcoat deterioration should be recorded as a failure, but seal coating should be completed at least every five years.
- ☼ The use of epoxy and crack fill is appropriate for filling both asphalt and concrete walkways
- ☼ Inoperable and unlicensed vehicles should be added. The IPMC says that no inoperative or unlicensed motor vehicle shall not be parked, kept, or stored on any premise, and no vehicle shall at any time be in a state of major disassembly, disrepair, or in the process of being stripped or dismantled.

Failing Conditions
More than 10% of the parking surface is damaged
Excessive heaving, settlement, cracking, or spalling on parking/walkways
Any damage to parking/walkways greater than 1/2" presenting a trip hazard
An area not designed as a parking surface is being used for parking
Inoperable/Unlicensed vehicles stored at the property

11. Structural

11.1. Roofing

Roofs must have no visible signs of damage or leaks while adhering to the neighborhood standard. This will include damage to the shingles such as cupping, warping, and missing sections.

- ☼ Assess visible roofing for signs of aging or damage that requires repair.
- ☼ Potential damage requires investigation for visible signs of leakage, additional damage, and/or potential mold concerns.
- ☼ Inspect roof penetrations such as plumbing vents for aged seals/boots. Look for damaged seals in the plumbing boots, which can be evidenced by excessive rust and loose flashing.
- ☼ Soffit and fascia should be visually inspected for holes, cracks, and damaged surface materials such as peeling paint.
- ☼ 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.³⁴

Failing Conditions
Roofing shingles are damaged, cupped, warped, or missing
Roofing shingles have moss or other plant growth
Damaged roof penetration seals/boots
Damaged soffit/fascia materials
Public nuisance caused by roof drainage discharge
Any openings that may allow for water penetration
Roof or soffit vent Damaged/Missing

11.2. Roofing Drainage

Gutters must be clean and functional, directing water a minimum of 3' away from the house with splash blocks or downspout extensions as appropriate. The gutters and downspouts must be a) clean, b) free of damage, c) not rusted or damaged in any way, or d) missing any components.

³⁴ IPMC 507.1 https://up.codes/viewer/west_virginia/ipmc-2015/chapter/5/plumbing-facilities-and-fixture-requirements#507.1

Failing Conditions
Damaged or missing sections of gutters/downspouts
Gutters/downspouts are clogged with debris
Downspout splash blocks missing or damaged

11.3.Exterior Walls/Paint

Exterior siding/stucco must be in good functional condition without excessive warping, cracking, spalling, or other deficiency.

Failing Conditions
Siding surface damage or crack greater than 1/4"
Siding/Stucco damaged and lost its horizontal alignment
Paint is peeling on exterior walls more than 10SF
Exterior wall holes more than 1/2"
Missing/Damaged bricks/stone on exterior walls
Spalling/Damage exposing rebar/reinforcing material

11.4. Foundation

The foundation of the building is inspected both on the interior and exterior of the building. On the interior of the building, it can be viewed in the basement and also by viewing evidence of unusual settlement on all interior walls. The rental unit's foundation and exterior walls should be inspected for the following conditions:

1. Spalling - any foundation wall damaged with the deteriorated surface material, where the surface block, concrete, or other material has deteriorated, and the surface has flaked off should be considered a serious issue.
2. Leaks - leaks in a foundation can be evidenced by effervescence (a powdery white substance on masonry foundation walls), or water on basement walls/floors indicating water intrusion through the foundation from the exterior. Evidence of leaks will be recorded as a serious issue.
3. Cracks/holes - any cracks or holes in the foundation could be a sign of a) possible water penetration, b) unusual settlement, or c) possible rodent/insect infiltration. Any crack with a width of more than 1/8" should be considered an issue and the foundation should be repaired. Any large horizontal cracks should be considered severe and require professional evaluation.

4. Structural damage: evidence of structural damage can also be seen with damage that a) prevents doors and windows from operating as intended, b) cracks in the interior walls, c) settlement in flooring, d) or step cracks in the building exterior walls.
5. Support columns/posts must be plumb and properly tied to the subfloor.
³⁵Temporary support posts (jack posts) are not to be used as a permanent structural repair.
6. Damage to the foundation and other structural walls which expose rebar or other reinforcing material. ³⁶

Failing Conditions
Cracks greater than 1/8" in foundation wall
Foundation wall has cracks or is bowed/displaced
Water leaking in the basement, spalling or effervescence on foundation walls
Evidence of structural issues (settlement, improper support)
Foundation system damaged, not supported by footings or properly anchored
Spalling/Damage exposing rebar/reinforcing material

³⁵ IPMC 305.1.1. https://up.codes/viewer/west_virginia/ipmc-2015/chapter/3/general-requirements#305.1.1

³⁶ IPMC 305.2 https://up.codes/viewer/west_virginia/ipmc-2015/chapter/3/general-requirements#305.2