

Self Certification Check List

- **CEILINGS** must be in good condition with no large cracks or holes that allow drafts, or large amounts of loose or falling plaster.
- **WALLS** must be in good, clean and sanitary condition with no peeling paint, loose plaster, rotten wood or defective surface conditions.
- **FLOORS** must be in good condition with no holes, large cracks, missing or warped floor boards.
- **PAINTED SURFACES** must show no peeling, chipping or flaking paint.
- **WINDOWS** must be easily opened, weather tight and in sound condition.
- **WIRING** must be in working order and every habitable space in a unit shall require at least two separate and remote receptacle outlets. Broken or frayed wiring, missing cover plates, or badly cracked outlets are not acceptable.
- **SINKS** must be maintained in a sanitary, safe working condition with hot and cold running water.
- **TUB AND/OR SHOWER** shall be in every dwelling unit and shall be maintained in a sanitary, safe working condition with hot and cold running water.
- **TOILETS** must flush and work properly.
- **OTHER ROOMS** not lived in must be free from mechanical, electrical and security hazards. There must be no large holes in the floors, ceilings or walls, and ensure all stairways are in safe condition.
- **ROOF/FLASHING** must be sound, tight and without defects that admit rain. Gutters and downspouts, if installed, must be in good condition and securely attached to the building.
- **HANDRAILS** every exterior and interior flight of stairs, and any open portion of a stair, landing, porch or balcony that is more than 30" above the floor or grade, must have handrails or guards, which must all be maintained in good condition.
- **FOUNDATION** must be in good condition with no large holes or cracks that would let air in.
- **WATER/SEWAGE** supply must have an approved public or private water supply system and sewage disposal system.
- **CHIMNEYS** must be maintained structurally safe, sound and in good repair.
- **PLUMBING** must be in good condition, and there must be no signs of leaks or serious rust. Fixtures must be properly installed and maintained in safe, sanitary and functional condition.
- **ELECTRICAL** wiring and appliances must be properly installed and maintained in a safe and approved manner.
- **MECHANICAL** equipment, fireplaces and sold fuel burning appliances must be properly installed and maintained in a safe and approved manner.
- **WATER HEATER** must be installed in good working order.
- **HEAT** must be supplied from October 1 to May 15 to maintain the home comfortably warm during cold months.
- **FIRE EXITS** must have a safe, continuous and unobstructed means of exit from the structure.
- **ENTRANCE** must be provided from the outside or from a public hall, so that entry into the unit is not from anyone's personal apartment.
- **LIGHTS** must be maintained in proper and working order in all shared hallways and inside stairways.
- **SMOKE DETECTORS** must be installed in working condition on every habitable floor in including basements and in each sleeping room.
- **CARBON MONOXIDE DETECTORS** must be installed in working condition on each floor containing a fuel-burning device, including basements, and also installed near each sleeping room.