

**CITY OF WARRENSVILLE HEIGHTS  
HOUSING INSPECTION DEPARTMENT  
INSPECTION GUIDELINES**

**House (Interior)**

**FOUNDATION**

Check for damaged or missing blocks, stress or settlement cracks, deteriorated mortar joints, holes, and water seepage. Check for bowing of foundation walls.

**ELECTRICAL**

**Main Panel**

The main disconnect must be identified, and all fuse or circuit breaker functions labeled. Check for proper system ground and bonding of sub-panels. Check main and sub-panels for loose or missing covers, missing knockouts, and proper fittings for conductors entering panels. Fuses exceeding 20 amps on 110 volt circuits shall be replaced with 15 or 20 amp type "S" non-tamper able fuses.

**Wiring**

All wiring shall be properly installed, protected, and supported. Check wiring for improper taps, splices, and deteriorated insulation. Wiring shall be of proper type and gauge for the circuit. Check all junction boxes for proper fittings and/or missing knock outs. All wiring shall be properly terminated. Check for a bonding jumper at the water meter. Transformers shall be mounted on a junction box with the taps contained within the box.

Check garbage disposal wiring for correct installation. If hard wired, the conductors must be protected. If installation is a cord and plug attachment, the conductors from the disposal to the receptacle shall be appliance cord of appropriate size for the circuit, and the conductors for the receptacle and switch shall

Be properly protected.

**Lights, Switches and Receptacles**

Proper lighting is required in the main panel area, furnace area, and laundry area. All lights shall be fully operational without the use of an adapter. All lights, switches and receptacles shall be properly installed, free from physical damage and function correctly. Required light globes shall be maintained. The following appliances require a 3-prong grounded receptacle; washing machines, refrigerators, freezers, microwaves and air conditioning units. Use of an adapter and/or extension cord for these appliances is prohibited. Missing or damaged switch or receptacle faceplates shall be replaced. Loose faceplates shall be properly secured. Excessive or improper use of extension cords are prohibited.

**PLUMBING**

All plumbing fixtures, to include faucets, sinks, showers, tubs and toilets shall be fully operational, free of leaks, and properly installed. Flexible water supply lines shall not be used to connect hot water tanks, nor shall they be permitted to pass through floors or walls to connect fixtures. Check water supply lines, traps, and drain lines for corrosion, leaks, improper fittings, and proper supports. Drain lines and traps shall have a smooth interior waterway. Deteriorated S-traps shall be replaced with P-traps. Rubber traps, and wood plugs in drain lines are prohibited. Missing or broken floor drain grates must be replaced. Check laundry tub, sink, toilet and bathtub for broken or missing pieces and cracks.

**HOT WATER TANK**

Check gas line for a manual shut-off valve and a dirt leg. Check for proper installation of T&P valve and discharge pipe. T&P valve to have a maximum setting of 150 psi and 210 degrees Fahrenheit. Discharge pipe shall be ¾ inch and extend to within 4-6 inches of the floor. Draft hood and pilot cover shall be secure. Check flue pipe for proper material, pitch and connections. Flue pipe shall be sealed at the chimney. Check for a shut-off valve on the cold water supply line of the tank.

**HEATING**

Check for a manual shut-off valve and dirt leg. Check boilers for T&P valve and discharge pipe. All required covers shall be in place and secure. Check flue pipe for proper material, pitch and connections. Flue pipe shall be sealed at the chimney. Boiler sight gauge and fittings shall be free of damage, deterioration and leaks. Check for deteriorated pipe insulation. Check radiators for operable control valve and leaks. Gas lines shall be of approved pipe and fittings, and properly supported. Out of use gas lines shall be properly capped or removed. Check for a manual shut off valve at each gas appliance. Gas fired heating equipment and dryers shall be properly vented to the outside.

No heating equipment or appliance, that requires room air for combustion, shall be located in any bedroom, bathroom, or any room used for sleeping.

**INCINERATORS**

Use of incinerators is prohibited. If present, gas line is to be disconnected

and capped, the flue pipe removed, and the flue opening at the chimney properly sealed.

**STRUCTURAL SUPPORTS**

Check sill plates, floor joist, bridging and main support beam for damage, Deterioration and deflection. Support posts and jack posts shall be free of deterioration, and properly installed. Check masonry support piers for damaged, deteriorated, or missing bricks, and deteriorated mortar joints.

**CHIMNEY AND FIREPLACE**

Check for loose, damaged, deteriorated, and missing bricks, deteriorated mortar joints. Chimney clean out doors shall close and have a proper seal at the frame. Check fireplace ash pit door and damper for proper operation and installation. Check hearth for loose, damaged, missing tiles or grout. Gas logs must have automatic & manual shut off valves and approval stamp. Gas igniters must have manual shut off valve.

**FLOORS, WALLS, AND CEILINGS**

Check for loose, damaged, or missing Floorboards, tiles, or floor covering. Bathroom floor shall be water resistant. Check for holes, loose or water damaged plaster, and cracks 1/8 inch wide or larger in walls and ceilings. Check for loose wall covering, and damaged or missing molding and trim. Loose, flaking, and/or peeling paint on walls, ceilings, and trim shall be removed.

**SMOKE DETECTORS**

Check for operable smoke detectors on each level of the house and outside of bedrooms.

**WINDOWS**

Check for one operable window in each habitable room. If the operable window has sash cords, both cords must function properly. Clips are not an approved alternative to sash cords. Check sash, frame, casing, and trim for loose, deteriorated, or missing members. Security bars or grates must be operable from the inside without the use of a key or special tool. In bathrooms and kitchens, an approved exhaust ventilation system will satisfy the operable window requirement.

**DOORS**

Bedrooms and bathrooms are required to have doors. These doors must fit into their frame, and latch closed.