

**City of Steubenville
 Planning and Zoning Commission
 Property Maintenance Code Checklist**

In Compliance	Not In Compliance	Not Applicable

Section 304 Exterior Structure

Sound

____ **304.1**

Exterior of structure in good repair, structurally sound, sanitary condition.

Paint

____ **304.2**

All exterior surfaces in good condition, exterior wood surfaces, (excluding decay resistant wood) protected by paint or other covering/treatment. No peeling or flaking paint. All siding and masonry joints maintained in weather/water tight condition. All metal surfaces subject to rust/corrosion coated to inhibit rust/corrosion.

Address

____ **304.3**

Address number plainly visible from street, numbers at least 4 inches high.

Structural

____ **304.4**

All structural members free of deterioration, capable of supporting imposed dead and live loads.

Foundation

____ **304.5**

Foundation walls free of open cracks and breaks, condition prevent entry of rodents and pests.

Holes

____ **304.6**

Exterior walls free of holes, breaks, loose, rotting materials. Weatherproof and properly coated surface maintained.

Decorative

____ **304.8**

All decorative features in good repair, properly anchored and in safe condition.

Overhang

____ **304.9**

All overhang extensions maintained in good condition and properly anchored.

Stairs

____ **304.10**

Stairways, decks, porches and balconies structurally sound and maintained in good condition, properly anchored and capable of supporting imposed loads.

Chimneys

____ **304.11**

All chimneys, smoke stacks, towers, structurally sound and in good condition.

Handrail

____ **304.12**

Handrails and guards firmly fastened, maintained in good condition and capable of supporting imposed loads.

Doors

____ **304.13**

Windows, skylights, doors and frames in good and weather tight condition.

Glazing

____ **304.13.1**

Glazing materials free of cracks and holes.

Windows

____ **304.13.2**

All windows other than fixed windows easily openable and capable of being held in position by window hardware.

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	In Compliance	Not In Compliance	Not Applicable
Screens			
Hardware			
Basement			
Windows			
Security			
Locks			
Window Locks			
Basement Doors			

304.14

Between April 30 and September 1, all windows, doors or other openings required for ventilation of habitable rooms, food preparations or food service areas, areas where products included or used in food for human consumption are processed, manufactured, packaged or stored, equipped with tightly fitting screens. Swinging doors have self closing device in good condition.

304.15

All exterior doors, door assemblies and hardware in good condition. Locks at all entrances to dwelling units, rooming units and guest rooms tightly secure door.

304.16

Basement hatchways prevent entry of rodents, rain and surface drainage.

304.17

Operable basement windows supplied with protection against rodent entry.

304.18

Doors, windows and hatchways for dwelling units, rooming units or housekeeping units provided with devices to provide security for occupants and property.

304.18.1

Doors providing access to a dwelling unit, rooming unit or housekeeping unit that is rented or leased equipped with a deadbolt lock operated by turning a knob or key, with a lock throw of not less 1 inch and maintained in good condition. A sliding bolt is not an acceptable deadbolt lock. All deadbolt locks operable from inside of dwelling, rooming or housekeeping unit without use of key, tool, or special knowledge or effort.

304.18.2

Operable windows located within 6 feet above ground level below for a dwelling unit, rooming unit or housekeeping unit that is rented or leased equipped with window sash locking devices.

304.18.3

Basement hatchways providing access to a dwelling unit, rooming unit or housekeeping unit that is rented or leased equipped with devices to secure unit from unauthorized entry.

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Section 305 Interior Structure			
Sound			
305.1 Interior and equipment maintained in good repair, structurally sound and sanitary condition.			
Structural			
305.2 Structural members structurally sound and capable of supporting imposed loads.			
Surfaces			
305.3 Interior surfaces, including windows and doors maintained in good, clean, sanitary condition. No peeling, chipping or flaking paint. No cracked or loose plaster, decayed wood or other defective surfaces.			
Stairs			
305.4 Stairs, ramps, landings, balconies, porches, decks and other walking surfaces maintained in good condition.			
Doors			
305.5 All interior doors fit within frame and capable of opening and closing properly. Doors properly secured to jambs, headers or tracks.			
Section 306 Component Serviceability			
Components			
306.1 Components of structure including equipment maintenance in good repair, structurally sound and in sanitary condition.			
Section 307 Handrails and Guardrails			
Handrails			
307.1 Stairs having more than 4 risers must have handrail on 1 side. Open portions of stairs, landings, balconies, porches, decks, ramps or other walking surface more than 30 inches above floor or grade must have guards. Handrails not less than 30 inches or more than 42 inches high above tread, floor, landing or walking surface. Guards not less than 30 inches above floor of landing, balcony, porch, deck, ramp or other walking surface.			

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<p><u>Section 401 General</u> Owner <u>401.2</u> Owner of structure must provide light, ventilation and space conditions as required by code. An owner shall not occupy or permit another to occupy any premises not in compliance with light, ventilation and occupancy limitations.</p>			
<p>Alternate <u>401.3</u> In lieu of natural light and ventilation, artificial light or mechanical ventilation complying with code permitted.</p>			
<p><u>Section 402 Light</u> Window <u>402.1</u> All habitable spaces have at least 1 window facing outside. Rooms or spaces without exterior windows have unobstructed opening to adjoining room with window.</p>			
<p>Light <u>402.2</u> For 3 or more family dwellings, common hallways and stairways lighted by minimum 60 watt bulb spaced not more than 30 feet apart. For other non-residential occupancies, means of egress illuminated at all times building is occupied at all stairways, floors and landings.</p>			
<p>Light <u>402.3</u> All other spaces have natural or artificial light sufficient for proper maintenance and safe occupancy and use of appliances, equipment and fixtures.</p>			
<p><u>Section 403 Ventilation</u> Window <u>403.1</u> All habitable spaces have at least 1 openable window. Rooms or spaces without exterior windows have unobstructed opening to adjoining room with window.</p>			
<p>Bath <u>403.2</u> Bathrooms and toilet rooms comply with 403.1 unless equipped with mechanical ventilation system discharging to the outdoors.</p>			
<p>Cooking <u>403.3</u> For rooming houses, boarding houses or dormitories, cooking facilities or appliances not present in rooms.</p>			
<p>Fumes <u>403.4</u> In injurious, toxic, irritating or noxious fumes, gases, dusts or mists are generated, an exhaust ventilation system must be provided to remove contaminating agent at source. Air must then be exhausted to exterior.</p>			
<p>Dryer <u>403.5</u> Clothes dryer exhausts independent of other exhaust systems.</p>			

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Section 404 Occupancy Limitations

- Privacy**
- _____ **404.1** Dwelling units, hotel units, housekeeping units, rooming units and dormitory units arranged for privacy and separate from other adjoining spaces.
 - _____ **404.2** All habitable rooms except kitchens not less than 7 feet wide in any dimension. Kitchen has clear passageways between counters, appliances and walls.
 - _____ **404.3**
- Habitable**
- Habitable spaces, hallways, corridors, laundry areas, bathrooms, toilet rooms and habitable basement areas have not less than 7 feet clear ceiling height. For 1 and 2 family dwellings, beams or girders may project up to 6 inches below required height, basement rooms used exclusively for laundry, study or recreation have a clear ceiling height not less than 6 feet 8 inches, with 6 feet 4 inches clearance under beams, girders, ducts. Rooms used exclusively for sleeping or study and having a sloped ceiling have a clear ceiling height not less than 7 feet over 1/3 of floor area.
- Room Area**
- _____ **404.4.1** Living rooms shall have at least 120 sq ft and bedrooms shall have at least 70 sq ft.
 - _____ **404.4.2** Bedrooms do not constitute only means of access to other bedrooms or habitable spaces and do not serve as only means of egress from other habitable spaces.
 - _____ **404.4.3** All bedrooms have access to at least 1 water closet and 1 lavatory without passing through another bedroom. Such water closet and lavatory must be located on the same story as the bedroom or an adjacent story.
 - _____ **404.4.4** Kitchens and non-habitable spaces not used for sleeping purposes.
 - _____ **404.4.5** Bedrooms comply with code requirements for light, ventilation, room area, ceiling height, room width, heating and electrical receptacles, smoke detectors and emergency escape.
- Crowd**
- _____ **404.5** Number of persons occupying dwelling unit does not endanger life, health, safety or welfare of occupants.

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404.6 Efficiency dwelling units occupied by not more than 2 occupants have clear floor area of not less than 220 sq ft., not including kitchen sink, cooking appliance and refrigerator, each with a clear work space of not less than 30 inches in front. Light and ventilate as per code provided. Separate bathroom with water closet, lavatory and bathtub or shower provided. Maximum occupancy 3 occupants.			
404.7 Space occupied for food preparation purposes contains suitable space and equipment to store, prepare and serve foods in sanitary manner. Adequate facilities and services for sanitary food waste, and refuse disposal including facilities for temporary storage.			
501.2 Owner must provide and maintain plumbing facilities and fixtures as required by code. An owner shall not occupy or permit another to occupy any premises with plumbing facilities or fixtures in noncompliance with code.			
502.1 All dwelling units contain own bathtub or shower, lavatory, water closet and kitchen sink maintained in sanitary and working condition.			
502.2 For rooming or boarding houses, 1 water closet, lavatory and bathtub or shower in sanitary and working condition for every 4 rooming or boarding units.			
502.3 If private water closets, lavatories and baths are not provided, 1 water closet, lavatory and bathtub or shower with access from a public hallway provided for every 10 occupants.			
502.4 1 water closet, lavatory and drinking facility available to employees.			
502.4.1 Employees drinking facility shall be drinking fountain, water cooler, bottled water cooler or disposable cups next to sink or water dispenser. Drinking facilities can not be located in toilet rooms or bathrooms.			
502.5 Public toilet facilities maintained in safe sanitary working order. Public access provided at all times during occupancy of premises.			

Efficiency

Food Prep

Section 501 General

Owner

Section 502 Required Plumbing Facilities

Bath/Kitchen

Room/Board

Hotels

Employee

Drinking

Public

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Section 503 Toilet Rooms

Locks

503.1 Toilet rooms, bathrooms are not only passageway to hall or other space or to exterior. Door and locking device provided for all common or shared bathrooms or toilet rooms where multiple dwelling units.

Travel

503.2 Toilet rooms and bathrooms serving hotel units, rooming or boarding units, dormitory units or housekeeping units have access by traversing not more than 1 flight of stairs and from a common hall or passageway.

Employee

503.3 Toilet facilities have access from within employees work area or not more than 1 story above or below work area with the path to travel such facility not exceeding 500 ft. Employees facilities may be separate or combined with public facilities. Facilities for employees in storage buildings or kiosks may be in adjacent structures under common ownership or lease provided travel distance to facility does not exceed 500 ft.

Floor

503.4 For other than dwelling units, every toilet room floor must have a smooth, hard, nonabsorbent surface to permit floor to be easily cleaned and a sanitary surface maintained.

Section 504 Plumbing Systems and Fixtures

Operational

504.1 All plumbing fixtures properly installed and maintained in working order, free of obstructions, leaks or defects, capable of performing the function for which they were designed. All fixtures in safe, sanitary, functional condition.

Clearance

504.2 Fixtures have adequate clearance for usage and cleaning.

System

504.3 Plumbing system provides adequate service, adequately vented, does not pose cross connection or backsiphonage hazards, properly installed, is not deteriorated, damaged or defective.

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Section 505 Water Svstem			
Hot/Cold			
505.1 _____ All sinks, lavatories, bathtubs, showers, drinking fountains, water closets or other plumbing fixtures properly connected to public water system. All kitchen sinks, lavatories, laundry facilities, bathtubs and showers supplied with hot and cold running water.			
Supply			
505.2 _____ Water supply free from contamination, all water inlets above flood-level rim of fixtures. Shampoo basin faucets, janitor sink faucets and hose capable faucets protected by vacuum breaker.			
Volume			
505.3 _____ Water supply system provides sufficient volume and pressure so that fixtures function properly, safely and free of defects or leaks.			
Water Heating			
505.4 _____ Water heating facilities properly installed, maintained and capable of providing an adequate amount of water at all sinks, lavatories, bathtubs, showers and laundry facilities at temperatures not less than 110 degrees F. Gas water heaters not located in any bathroom, toilet room, bedroom or other occupied room normally kept closed unless provided with adequate combustion air. Approved combination temperature and pressure-relief valve and relief discharge pipe properly installed and maintained on all water heaters.			
Section 506 Sanitary Drainage System			
Connection			
506.1 _____ All plumbing fixtures properly connected to public sewer system or private sewage disposal system approved by the Health Department.			
Vents			
506.2 _____ All plumbing stacks, vents, waste and sewer lines function properly, free of obstructions, leaks or defects.			
Grease			
506.3 _____ Where grease interceptor is not being maintained/serviced, or approved monitoring system shall be provided or maintenance program established.			
Section 507 Storm Drainage			
Drains			
507.1 _____ Drainage from roofs, paved areas, yards, other areas not discharged in a manner that creates a nuisance.			

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Section 604 Electrical Facilities

Owner

601.2

Owner must provide and maintain heating facilities, mechanical equipment and electrical facilities as required by code. An owner shall not occupy or permit another to occupy any premises with heating facilities, mechanical equipment or electrical facilities in noncompliance with code.

Section 602 Heating Facilities

Required

602.1

Heating facilities must be provided in structures as required by code.

Temperature

602.2

Residential dwellings provided with heating facilities capable of maintaining room temperature of 68 degrees F in all habitable rooms, bathrooms and toilet rooms. Cooking facilities cannot be used for space heating purposes.

Supply

602.3

Owner or operator who rents, leases or lets 1 or more dwelling or sleeping units on terms expressly or implied to furnish heat to occupants shall supply heat to maintain a room temperature of 68 degrees F in all habitable rooms, bathrooms and toilet rooms.

Work Spaces

602.4

Indoor occupiable work space shall be supplied with heat to maintain a temperature of 65 degrees F when the space is occupied, except when processing, storage or operation areas require cooling or special temperatures or where persons are engaged in vigorous physical activity.

Section 603 Mechanical Equipment

Safe

603.1

All mechanical appliances, fireplaces and solid fuel burning appliances, cooking appliances and water heaters properly installed and maintained in a safe working condition, capable of performing their intended function.

Vent

603.2

All fuel burning equipment or appliances connected to an approved chimney or vent unless labeled for unvented operation.

Clearance

603.3

All required clearances from combustible materials maintained.

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Section 604 Electrical Facilities			
Controls			
603.4 _____ All safety controls for fuel burning equipment maintained and operational.			
603.5 _____ Supply of air for combustion of fuel and ventilation of space containing fuel burning equipment provided.			
603.6 _____ Devices to reduce fuel consumption by attachment to an appliance, the fuel line thereto or the vent there from shall not be installed unless labeled for such purpose and the installation is approved.			
Section 604 Electrical Facilities Required			
604.1 _____ Every occupied building shall be provided with an electrical system in compliance with code.			
604.2 _____ Dwelling units served by 3 wire, 120/240 volt single phase electrical service with rating not less than 100 amperes. Additional electrical facilities not needed based on size and usage of appliances and equipment.			
Hazards			
604.3 _____ No electrical system hazards by reason of inadequate service, improper, insufficient receptacle and lighting outlets, improper wiring or installation, deterioration or damage.			
Section 605 Electrical Equipment Maintained			
605.1 _____ All electrical equipment, wiring and appliances properly installed and maintained.			
Outlets GFCI			
605.2 _____ Each habitable space in a dwelling contains at least 2 separate and remote receptacle outlets. Laundry areas contain at least 1 grounded receptacle or receptacle with ground fault circuit interrupter. Bathrooms have at least 1 receptacle. If new bathroom receptacle needed, it must be ground fault circuit interrupter protected.			
Lighting			
605.3 _____ All public halls, interior stairways, toilet rooms, kitchens, bathrooms, laundry rooms, boiler rooms and furnace rooms contain at least 1 electrical lighting fixture.			

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Section 606 Elevators, Escalators and Dumbwaiters
Hazards
606.1 Elevators, escalators and dumbwaiters maintained in compliance with ASME A17.1. Most current certificate of inspection on display at all times or available for public inspection in the building operator's office.

Maintained
606.2 In buildings with passenger elevators, at least 1 elevator maintained in operation at all times building is occupied. In buildings with only 1 elevator, elevator out of service only for temporary testing or servicing.

Ducts
607.1 Duct systems maintained free of obstructions and capable of performing required functions.

Owner
701.2 Owner must provide and maintain fire safety facilities as required by code. An owner shall not occupy or permit another to occupy any premises with fire safety facilities in noncompliance with code.

Safe
702.1 Safe, continuous and unobstructed path of travel provided from any point in buildings to a public way.

Aisles
702.2 Required width of aisles as required in Ohio Fire Code provided unobstructed.

Egress
702.3 Means of egress doors readily openable from side from which egress is to be made without the needs for keys, special knowledge or effort, except where door hardware conforms to Ohio Fire Code.

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Emergency

702.4

Emergency escape openings maintained in accordance with code in effect at time of construction. Required emergency escape and rescue openings operable from inside of room without use of keys or tools. Bars, grilles or grates placed over emergency escape openings provide minimum clear opening size that complies with code in effect at time of construction, and such devices must be releasable or removable from inside without use of keys, tools or force greater than required for normal operation of the emergency escape opening.

Section 703 Fire-Resistance Ratings

Ratings

703.1

Required fire resistance rating of walls, fire stops, shaft enclosures, partitions and floors maintained.

Doors

703.2

All fire and smokestop doors maintained in operable condition. Fire doors and smoke barrier doors not blocked, obstructed or made inoperable.

Section 704 Fire Protection Systems

Operational

704.1

All systems, devices and equipment to detect a fire, actuate an alarm, or suppress or control a fire maintained in operable condition.

Smoke Alarms

704.2

Single or multiple station smoke alarms installed and maintained in Groups R-2, R-3, R-4 and in dwellings not regulated in Group R occupancies regardless of occupant load on ceiling or wall outside of each sleeping area in immediate vicinity of bedrooms; in each room used for sleeping purposes; and in each story of a dwelling unit, including basements but not including crawl spaces and uninhabitable attics.

Backup

704.3

In Group R occupancies and in dwellings not regulated in Group R occupancies, single-station smoke alarms must receive their primary source or power from the permanent building wiring with a battery backup.

