

Gloversville Fire Department
Housing Inspection Checklist

Type	Code
Exterior	Exterior Sanitation – Maintain clean, safe, sanitary conditions of property GCC 212-5a; PMC 302.1
	Accessory structures to be maintained in good repair and sound PMC 302.7
	Protective coating of paint or appropriate finish material on all exterior surfaces GCC 212-5f; PMC 304.2
	House number displayed in a readily visible contrasting color not painted on GCC 106-2; PMC 304.3
	Foundation walls to be maintained in good condition PMC 304.5
	Exterior walls to be kept in good repair PMC 304.6
	Roof in good condition not missing shingles, damaged, leaking GCC 212-10; PMC 304.7
	Soffits, eaves and overhangs solid secure no missing sections PMC 304.9
	Porches, columns, steps, solid and in good repair GCC 212-5e; PMC 304.10
	Chimney solid and secure PMC 304.11
	Exterior Handrails and Guards to be maintained in good repair and sound PMC 304.12
	Window, skylight, door frame to be kept sound and weathertight PMC 304.13
	Non-fixed window shall be readily and easily opened and capable of staying open PMC 304.13.2
	Doors and Windows shall be able to be secured by locking device PMC 304.18
	Garbage Removal of 3 units or less – to be placed in approved, closed containers GCC 214-1; PMC 308.3
	Garbage Removal of 4 units or more – removed once a week minimum by private garbage collection company GCC 212-17c
Interior	Interior Sanitation – Maintain clean, safe, sanitary conditions of property GCC 170-12a; PMC 305.1
	Interior Surfaces – maintain in good repair PMC 305.3
	Stairs and walking surfaces – maintain in good repair and sound PMC 305.4
	Handrails and Guards - To be 30 to 42 inches above walking surface and secure PMC 307.1 PMC 305.5
	Interior Doors shall fit properly, easily operable and securable PMC 305.6
	Infestation – structure to be kept free of pest and provide screens GCC 170-10; PMC 309
Occupant Safety	Smoke Detectors (UL Listed) in sufficient quantity and location PMC 704.6.1.2; FC 907.2.10
	CO detectors (UL Listed) in sufficient quantity and location (within 10 ft of sleeping area) FC 915.3.1; FC 915.4.1.2
	Overcrowding Table 404.5 of PMC 404.5
	Flammable Liquids and gases shall not be stored inside GCC 170-9 FC 5803.1.1
	Fueled equipment not to be stored indoors FC 313
	Clear means of egress PMC 702.1 (readily openable without keys or special knowledge). PMC 702.3
	Cooking Equipment - shall function safely and be in good working condition GCC 170-9h
	Lighted Common Areas have switch accessible, motion activated, or constant on PMC 402.2
	Cellar shall not be used as habitable space GCC 170-8e
Cooking Appliance/Refrigerator required PMC 404.7	
Plumbing	All Plumbing fixtures shall be free of leaks and maintained in working order GCC 170-7b
	All plumbing fixtures shall be connected a water supply and to sewer system GCC 170-7a
	Kitchen sink shall be provided with proper connections GCC 170-7e
	Sinks, shower/tub shall be connected with both hot and cold water lines. GCC 170-7g
	Hot water relief tube within 6" of floor, temp and pressure rated (metal connector) and not reduced PC 504.6
	No Pex within 18" top of hot water heater or within 6" of vent pipe (PEX manufacturer's instruction, unless otherwise proven) (Manufacturer)
	Drainage pipe slope to be 1/4in Vert.- per 12in Horiz. PC 704.1
	Plumbing vents terminate outside of the structure. PC 904.3

Gloversville Fire Department
Housing Inspection Checklist

Electrical	Every dwelling shall be supplied with electricity - Every outlet and fixture shall be properly installed and maintained in good and safe working condition (no open breaker slots) GCC 170-5c; PMC 604.1
	Electrical system Hazards – Inadequate service, improper fusing, insufficient outlets, improper wiring that may pose a hazard PMC 604.3
	Flexible cords (extension cords) shall not be used as permanent wiring or run through doors, windows, or cabinets. And shall not be concealed in or under anything FC 604.5
	A gas piping system that contains any CSST or CJ-CSST (as needed) shall be electrically continuous and shall be directly bonded to the electrical service grounding electrode system. FGC 310.2. Protection from damage FGC 404.7
Heating	Heating Permit required for install of new equipment GCC 102-35D(2)
	Vent pipe slope to be (Minimum Pitch) ¼ in Vert. - per 12in Horiz. MC 803.10.5
	Heating Appliance installed, maintained in safe and good working condition and capable of adequately heating all rooms to 70º F GCC 170-6a
	Gas connections installed properly with shutoffs (within 5ft) FGC 409.5 and sediment traps FGC 408.4
	Gas piping supported. FGC 407.2
	Fuel Burning Appliance Vents terminate outside the structure MC Chapter 8
	Unvented Space heaters not to be sole source of heat FGC 621.2
	Dryer Vent – Aluminum Flex duct (UL Listed) from back of dryer to first penetration, then rigid piping to rest. Not to exceed 35 ft total (elbows minus 2 ½ ft per 45 deg, minus 5ft per 90 deg) MC 504.8
	Vent Connectors supported and joined (3 screws) MC 803.10.1 Minimum Pitch ¼in vert. per 12in horiz MC 803.10.5
R-2 Only	Elevators - annually and shall be displayed in elevator. PMC 606.1; ref ASME A17.1, Appendix N
	Panel alarm system inspected annually. NFPA 72 sec 14.4.3.2
	Sprinkler system inspection annually. NFPA 25 sec 5.1.1
	Key box maintenance. The operator of the building shall immediately notify the fire code official and provide the new key where a lock is changed or rekeyed. The key to such lock shall be secured in the key box. FC 506.2
	Fire Extinguisher present minimum rating of 1A:10 BC (2.5 lb) in each apartment OR minimum rating of 2A:10 BC (5 lb) with max travel distance of 75 ft. FCNYS 906.1 and 906.3(1)

- R-2** = 3 units or more
- R-3** = 1-2 units
- GCC** = Gloversville City Code
- FC** = NYS Fire Code
- FGC** = NYS Fuel Gas Code
- MC** = NYS Mechanical Code
- PC** = NYS Plumbing Code
- PMC** = NYS Property Maintenance Code
- UL** = Underwriter Laboratories

Smoke detectors:

- 1 in the common area (near bedrooms)
- 1 in each bedroom / sleeping area
- 1 in the basement
- 1 in the attic (if accessible)
- Not required in kitchens

CO detectors:

- 1 in the basement (if fuel burning appliance)
- 1 within 10' of any sleeping area
- 1 in the attic (if fuel burning appliance)
- 1 in any sleeping area with a fuel burning appliance