



## Rental Housing Handout

The City of Springfield's Building Safety Code sets the basic requirements for all living units within the city, with health/safety protection and the preservation of housing being the two main goals. The intent of this informational handout is to bring awareness to and provide property owners with information regarding basic requirements for rental housing.

### 1. Smoke Detectors/Alarms

- Smoke alarms are installed as per manufacturer's instructions and as required by Codes in common areas, on each floor level within dwelling units, and all bedrooms and hallways leading to bedrooms, including basements and attics with habitable space.
- All smoke detectors/alarms work properly and alarm sounds when tested.

### 2. Carbon Monoxide Devices (Detectors/Alarms)

*If the dwelling unit contains a fossil fuel burning heater, appliance, fireplace, woodstove, pellet stove or attached garage; carbon monoxide (CO) devices are required to be installed consistent with local building standards applicable to new construction or consistent with the manufacturer's installation instructions within existing housing.*

- CO devices are installed accordingly and are operational.

### 3. Emergency Exits

- Multi-Family Structure has at least one approved emergency exit and it is maintained in good condition and free of obstructions.
- Every sleeping room has a window or door that opens directly to the outside and is maintained in good condition and free of obstructions.
- Required exit signs provided and maintained in good condition.
- Required emergency egress lighting is provided and maintained in good condition.

### 4. Fire Safety

- Fire extinguishers are provided within a maximum travel distance of 75 feet from the unit's entry door.
- Each rental unit is supplied with its own fire extinguisher.
- Each extinguisher has been tagged and serviced by a state licensed contractor within the last year or if it was used within the last year.
- If required, annual FIRE ALARM TEST AND MAINTENANCE form has been submitted to Fire Marshal for review.
- If required, automatic sprinkler test and maintenance form has been submitted to Fire Marshall for review.

## **5. Doors and Windows**

- All doors and windows are properly fitted and in good condition and prevent weather entry.
- Window and door locks, striker plates and jambs are in proper working order and in good repair.
- Bedroom windows open and are able to stay open for ventilation or emergency exit.
- If window bars are installed in sleeping rooms, they have a quick release mechanism that operates properly.

## **6. Floors & Trip Hazards**

- Floors and floor coverings are free of trip hazards due to deterioration damage or structural defect.

## **7. Staircases and Railings**

- Stair treads and risers are in good condition, without movement and have no missing, broken or loose parts.
- Stairs and landings have intact handrails and/or guardrails and are tightly fastened, sound, without movement and in good condition.

## **8. Electrical**

- The electrical service is adequate to prevent tripping circuit breakers or the excessive use of extension cords, multi-plugs, or adapters.
- All accessible electrical outlets and light switches are secure and installed completely behind cover plates.
- All electrical outlets and light switches are functional.
- Units are free from exposed or bare live wires.

## **9. Drain/Waste/Vent, Plumbing and Gas Lines**

- All service gas lines in the units are free of leaks and any gaseous odors.
- All gas lines in the units have a shut-off valve and flex line at the appliance connection.
- All gas heating appliances vent pipes terminate above the roofline and have vent caps.
- Water heaters have a working temperature and pressure relief valve and are in working order providing water at a minimum of 110 degrees F.
- Permanently installed electrical heaters are not obstructed, free of built-up dust and properly functioning.
- House drain vents terminate above the roofline and not in the walls or attic.
- All sinks and showers drain properly (including the toilet and sewer line).
- All sinks, bathtubs, showers and toilets are free of water leaks.

## **10. Heating, Ventilating and Air-Conditioning Systems**

- Furnaces or wall heaters are in working order, free of obstructions and capable of heating all living spaces to at least 68 degrees. Portable heaters or woodstoves shall not be used to meet this requirement.
- Any woodstoves have been installed to maintain a safe distance from combustible walls, ceilings, floors and household items.

## **11. Basic Utilities**

- All units have working water, electric and sanitary services.

## **12. Conversion of Basements, Attics and Garages**

- Appropriate land use approvals and building permits have been obtained for any conversion of basement, attic or garage to an apartment or sleeping room.

## **13. Exterior and Common Areas**

- Walkways are safe from tripping hazards.
- Roofs are in good repair and free of leaks.
- Gutter and downspouts are unclogged and in good condition.
- Decks, balconies, staircases, guardrails and handrails are in good condition.

## **14. Sanitation**

- All living units, both inside and out, are free of piles of garbage and trash.
- Units have adequate garbage capacity and service.