

CITY OF SOUTHFIELD
MULTIPLE FAMILY RESIDENTIAL DWELLING REGISTRATION
DEPARTMENT OF BUILDING & SAFETY ENGINEERING 26000 EVERGREEN
ROAD, SOUTHFIELD, MI 48076
(248) 796-4807

Date: July 20, 2018

Units that are subject to REAC inspection shall count toward the 20% compliance under Ordinance 1692. The REAC inspection reports must be provided to this office.

Sincerely,



Diane Pargoff
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**CITY OF SOUTHFIELD
MULTIPLE FAMILY RESIDENTIAL DWELLINGS
PRE-INSPECTION CHECKLIST**

This is an overview, but is not limited to the following common items inspected during the annual registration and inspection pursuant to Ordinance 1692, Chapter 105 for Multiple Family Residential Dwellings.

If applicable, the information below must be provided prior to the scheduled inspection.

- Fire alarm and fire suppression systems** shall be inspected annually by the servicing company.
* **Provide annual inspection reports prior to scheduled inspection.**

- Elevators:** Verify elevators are operational.
* **Provide a verified copy of the most recent elevator inspection report from the State of Michigan Elevator Division, prior to scheduled inspection.**

- Boilers regulated by the State of Michigan Boiler Division:**
* **Provide a verified copy of the most recent Boiler Inspection Report prior to scheduled inspection.**

- Gas fired furnaces or boilers not regulated by the State of Michigan:**
* **Provide inspection report included with registration forms.**

- Pools:** “Anti-entrapment devices” have been installed and maintained.
* **Verification shall be provided from pool maintenance service contractor prior to scheduled inspection.**

- Bedbugs / Roaches** or any other infestation shall be addressed prior to inspection.
* **Verification must be provided prior to scheduled inspection that a treatment program is in place.**

Inspection overview:

- Smoke alarms**, check and replace batteries annually (10-year lithium batteries acceptable) and repair or replace damaged or non-functioning alarms in:
 - All common areas; hallways, corridors, lobbies and recreation rooms.
 - Within dwelling units, **Buildings constructed prior to November 6, 1974**, smoke alarms shall be located in each sleeping room **or** directly outside the sleeping rooms.
 - **Buildings constructed after November 6, 1974**, smoke alarms shall be located in each sleeping room **and** directly outside the sleeping rooms and one on each floor.
 - A proactive program for maintenance and replacement of resident smoke detectors is strongly recommended.

- Carbon Monoxide alarms:** Where dwelling units contain fuel-fired appliances: i.e. furnace, hot water tank, fireplace, stove, dryer and any other fuel-fired appliance, the battery-operated device shall be installed in the vicinity of the bedrooms.

PRE-INSPECTION CHECKLIST

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- Ground fault outlets (GFCI)** shall be tested for proper operation and wiring.
- Sinks, lavatories, bathtubs, showers and laundry facilities** shall provide a minimum hot water temperature of 110°.
NOTE: **Tempered water** at showers / tubs shall not exceed 120°, **all other tempered fixtures** shall limit the water temperature to 110°.
- Walls and ceilings** shall be free from cracks, unsecured or damaged plaster / drywall and peeling or chipped paint.
- Flooring** shall be securely attached and free from tripping hazards, holes or loose materials.
- Windows** shall be free of cracks and operable windows shall be provided with insect screens, locks and proper hardware.
- Sinks / toilets** shall be securely fastened to the floor or wall.
- Emergency egress lights** shall be maintained in corridors, hallways, lobbies and stairwells and confirm that they function. Activate manual test button on each unit monthly.
- Exit signs** must be illuminated. Repair or replace all nonfunctioning exit signage.
- Fire doors** at stairwells, tenant entry doors, and other required fire rated doors shall close and latch securely.
- Fire extinguishers** shall be maintained annually and tagged with the most recent inspection.
- Stairwells and hallways** must be clear of storage and combustibles. Handrails and guardrails shall be secure and properly maintained.
- Laundry rooms:** Smooth metal dryer duct required (flex duct prohibited). All ducts shall be secured and vented properly.
- Clearance of combustible materials:** Maintain a 36-inch clearance around all gas and electric appliances in mechanical equipment rooms (furnace, water heaters and electric panels).
- Circuits in electric panels** shall be labeled for their individual use.
- Knox box (key box)** The fire inspector will verify that keys provided are current and properly labeled.
- Exterior FDC (fire department connection)** and fire hydrants are visible and clear of vegetation and any obstructions.

PRE-INSPECTION CHECKLIST

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- **Exterior property maintenance:** Common items inspected are as follows; but not limited to:
 - roofs / chimneys;
 - foundation walls, brick, block, siding, trim, gutters / downspouts and painted surfaces;
 - rodent harborage;
 - sidewalks, stairs, handrails, guardrails, porches and balconies;
 - parking lot striping, lighting and condition of paved surfaces;
 - handicap parking signs;
 - dumpster enclosures;
 - litter, weeds and landscaped areas;
 - street / building address;
 - unlicensed vehicles;
 - outside storage;
 - screen walls and fencing at common property lines and within development;
 - signs;
 - accessory structures, carports, gazebos, sheds, garages; and
 - pools, pool enclosures and self-closing self-latching gates.

- **Permits: Permits shall be required for repairs noted during inspection.**

The following work is exempt from permits:

- **BUILDING PERMITS SHALL NOT BE REQUIRED FOR:**
 - **Repair of fences not more than 7 feet high**
 - **Repair of retaining walls not more than 4 feet high**
 - **Painting, papering, tiling, carpet, cabinets, counter tops and similar finish work**

- **MECHANICAL PERMITS SHALL NOT BE REQUIRED FOR:**
 - **Replacement of any minor part that does not alter the approval of equipment or appliance or make such equipment or appliance unsafe.**

- **PLUMBING PERMITS SHALL NOT BE REQUIRED FOR:**
 - **The stopping of unconcealed leaks in drains, water, soil, waste or vent pipe.**
 - **Removal and reinstallation of water closets that do not involve or require the replacement or rearrangement of valves pipes or fixtures.**

- **ELECTRICAL PERMITS SHALL NOT BE REQUIRED FOR:**
 - **Repairs and maintenance: Minor repair work including the replacement of lamps**



City of Southfield

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FURNACE / BOILER CERTIFICATION

Job Address _____

Owner Name _____ Phone _____

Mechanical Contractor _____

Address _____ City _____

Licensee Name _____ License# _____

Category: 1 2 3 4 5 6 7 8 9 10 A B C D E F

Phone _____ Registered with City **Yes No**

Contractor must be licensed and registered with the City

CERTIFICATION RESULTS

Make / Brand _____ Model _____ Serial# _____

CO Results _____ P.P.M. **Pass Fail**

Heat Exchanger Condition _____

Limit Control Condition _____

Venting Condition _____

Chimney Condition _____ Size _____ Type _____

Filter _____

Expansion Tank _____ Gas Shut Off _____

Pressure Relief Size / Condition _____

Backflow Preventer _____

Additional Comments _____

Signature _____ Date _____