



PROPERTY MAINTENANCE CHECKLIST City of Zeeland

Community Development Department
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NOTE: This checklist may be used as a guide for property compliance with the City's Property Maintenance Code. The list contains commonly found violations. ***It is not a comprehensive list of all violations that could be identified.*** If you have a question about a specific situation, please contact the Community Development Department at (616) 772-0872.

The Property Maintenance Code may be purchased (\$30) at the Building and Zoning Department. It may also be viewed at the Howard Miller Public Library or at the Community Development Department at City Hall.

Generally: The property premises, exterior of every structure, interior of every structure, and the systems and equipment therein shall be maintained in good repair, structurally sound, and in sanitary condition so as not to pose a threat to health, safety, or welfare. All appliances shall be capable of performing their intended function. (PMC 302.1, 304.1, 305.1, 603.1)

EXTERIOR

- ☐ Address numbers for each unit visible from the road and at least 4" high
- ☐ Chimney in good condition (no rust or loose bricks)
- ☐ Doors weatherproof and deadbolt lockable, all hardware operable
- ☐ Screen/storm doors in good condition, no broken/missing glass or torn/missing screens, all hardware intact and operable
- ☐ Driveway and sidewalk in good condition, free of trip hazards
- ☐ No driving/parking occurring on unpaved surfaces (lawn/yard areas)
- ☐ Foundation structurally sound and weatherproof, no open cracks or breaks
- ☐ Garage, shed, and/or fences structurally sound, weatherproof, and in good condition
- ☐ Handrails/guardrails must be sturdy, weatherproof (exterior only), and at least 30" high with spindles not more than 4" apart
- ☐ Openings sealed to prevent the entry of rodents or animals
- ☐ Property graded so that water does not accumulate
- ☐ Roof, eaves, soffits, and fascia in good repair (painted, weatherproof, not rotted)
- ☐ No rubbish or debris on property (except within a trash container)
- ☐ Siding, trim and paint in good condition (not missing, peeling, or chipped)
- ☐ Steps, decks, porches, and landings weatherproof, in good/safe condition
- ☐ No unlicensed or inoperable vehicles parked outside of a garage
- ☐ All yard growth maintained at less than 10" high (exception: typical landscaping)

SMOKE DETECTORS

- ☐ Smoke alarms are required on each level, in each sleeping room, and in the vicinity of sleeping rooms. Battery powered units are acceptable.

BASEMENT

- ☐ Stairs structurally sound, no trip hazards, handrail in place that extends entire length of stairs
- ☐ An open side of stairs that are more than 30" above the floor must have a guardrail at least 30" high with spindles not more than 4" apart
- ☐ Water heater must have a T&P valve, drip leg, and be properly vented
- ☐ Dryer correctly vented to the outside using only metallic duct material (no vinyl)
- ☐ Washer properly hooked up and properly drained
- ☐ No combustible items stored near furnace or any heating appliance

INTERIOR

- ☐ Every living room shall contain at least 120 sq ft and every bedroom shall contain at least 70 sq ft
- ☐ Bathrooms must have an openable window or working vent fan
- ☐ 7 ft minimum ceiling height in all rooms
- ☐ Floor coverings clean, in good condition, and free from trip hazards (no ripped/torn carpet)
- ☐ Heat supplied to maintain all habitable rooms at a minimum of 68°F
- ☐ Heating system checked every 3 yrs by a licensed mechanical contractor and found to be in good operating condition
- ☐ All mechanical equipment and systems functioning as designed
- ☐ Any habitable room except kitchens shall not be less than 7 ft in any plan dimension
- ☐ All sleeping rooms must have proper egress
- ☐ All surfaces properly maintained including woodwork/trim, counters, cabinets, etc.
- ☐ Unit is clean, sanitary, and free from rodent or insect infestations
- ☐ Walls and ceilings free from holes, cracks, flaking/peeling paint, and loose plaster

ELECTRICAL

- ☐ All cover plates for outlets, switches, and junction boxes in place
- ☐ Grounded or GFI outlet installed in bathroom, laundry room, and kitchen
- ☐ All knob and tube wiring must be replaced
- ☐ Electrical service must be at least 100 amps
- ☐ Each room must have adequate electrical outlets

PLUMBING

- ☐ All drains work properly (not slow or plugged)
- ☐ All fixtures in good repair, not rusted or corroded, and operable as designed
- ☐ Hot and cold water available, adequate water pressure
- ☐ No leaks in plumbing or dripping faucets
- ☐ Toilets flush completely and do not run

WINDOWS

- ☐ At least one openable window per room, hardware must work properly and hold the window in an open position
- ☐ All windows must have latching hardware
- ☐ Window sashes, sills, and frames in good condition and neatly painted
- ☐ Windows weatherproof, not broken or cracked
- ☐ Screens securely in place on all windows from March 1 to November 1 (no tears or holes)

REQUIRED PERMITS

Permits are required for many projects including remodeling, roofing, new siding, furnace replacement, water heater replacement, electrical work, and new plumbing fixtures. Permits for electrical, mechanical, and plumbing work will only be issued to a licensed contractor. Call the Building and Zoning Department at (616) 772-0872 if you have questions.