

INSPECTION CHECKLIST

Following is a list of some of the items that the inspector will be looking for at the Point of Sale/Rental inspection. Please note, there may be other items not listed under the examples.

Please note a point of sale/rental inspection form must be completed and paid for by the owner of the before an inspection can be scheduled.

1. Village requires a letter from your Homeowner Association stating there are no outstanding association fees.
2. Are the smoke detectors, which are required on each level, operable? Smoke detectors must have either an AC power source or a battery power source.
3. A carbon monoxide detector is required within 15 feet of any bedroom.
4. Can the locks on the required exit doors be operated without any special knowledge? For example, dead bolts with a key that can be removed are prohibited and creates a life safety hazard in fire situations.
5. Are all the window and door screens in good repair? Screens are required on all operable windows.
6. Do all interior and exterior stairs, which are over four (4) steps high, have handrails? If so, are the handrails securely installed?
7. Do all open stairways and porches, both interior and exterior, have guardrails? If so, are the guardrails installed securely?
8. Are all floor and wall tiles in place and in good repair? For example, repairs would be necessary if the tiles are cracked, broken and/or if they are not secured to the surface.
9. Are all electrical outlets and switches in good repair? For example, repairs would be necessary if wires are exposed, components are unsecured and/or if there are cover plates missing or broken. Painted outlets must be replaced. Three-prong outlets are required on all outlets.
10. Is the electrical panel in good repair? For example, repairs would be necessary if there are any exposed wires. Also, does each circuit have the proper size breaker or fuse? All circuits must be labeled in the electrical panel.
11. All receptacle outlets in bathrooms, garages, un-finished basements and all receptacles serving kitchen counter tops, must be GFCI protected. Receptacles on the exterior must be GFCI protected with weather proof covers on them.

12. Are all walls and ceilings in good repair? For example, repairs would be necessary if there are openings, cracks or water damaged spots.
13. Is ventilation, either through a window or mechanical fan, vented directly outside provided for all bathrooms?
14. Is the relief valve for the water heater piped down to within six (6) inches of the floor and of metallic pipe?
15. Are all flue and chimneys in good repair and sealed properly? For example, repairs would be necessary if there are cracks, missing mortar and/or other openings.
 - a. All fireplaces must be certified by a certified chimney/fireplace company. The Village of Olympia Fields will only accept a fireplace inspection certification from a member of either one of the following accredited organizations: Chimney Safety Institute of America (www.csia.org) or the National Chimney Sweep Guild (www.ncsg.org).
16. Is the street address posted on the property and visible from the curb line of the street?
17. Are the siding, fascia and soffit areas free of peeling paint and deterioration?
18. Are all wood surfaces properly painted or coated?
19. Is the roof in good repair? Repairs would be necessary if there are deteriorated shingles, missing shingles, obvious holes or other obvious defects.
20. Are all exterior doors in good repair? Repairs would be necessary if hardware is missing, screens are damaged and/or there is no automatic closer for storm doors.
21. Are all gutters and associated parts in good repair? Repairs would be necessary if there is peeling paint, holes from rust and/or there are missing down spouts.
22. Are all brick walls and chimneys in good repair? Repairs would be necessary if bricks are deteriorated and/or mortar is missing.
23. Extension cords cannot be used in lieu of wiring methods prescribed in the National Electrical Code.
24. On attached garages, is the common wall between the house and garage in good repair? Repairs would be necessary if there are any cracks or openings. It is important that this wall is free of any openings because it provides protection for occupants if a fire starts in the garage.
25. Does the fire-rated door between the garage and the house have an automatic closer?

26. Are all the exterior concrete surfaces in good repair? For example, repairs would be necessary if there are deteriorated portions, cracks and/or sunken areas.
27. Are all fence sections and gates in good repair? For example, repairs would be necessary if section have fallen, boards are missing and/or gate is broken.
28. Is the exterior and interior of the property free of garbage and other obsolete items?
29. Are window wells clean and free of debris?
30. House shall be free of visible mold.
31. Dishwashing machines must discharge into a separate drain from a garbage disposal.

If you replied “NO” to any of the above questions, it is to your advantage to correct the problem prior to requesting the inspection. Your compliance will assist us in performing a thorough and expedient inspection. If you have any questions about the checklist items, please feel free to contact us at (708) 503-8000.