

# Preparing for Property Maintenance Inspections

## General Requirements

**All exterior surfaces must be protected from wind, rain, and other weather elements by painting, staining, sealing, siding, or the use of other weather tight materials to prevent deterioration.**

**All interior surfaces must have suitable finishes that are necessary for effective cleaning and sanitation. Finishes should be durable, smooth and impervious to water.**

**All repairs, maintenance work, alterations or installations shall be conducted in a workmanlike manner. Workmanlike is defined as executed in a skilled manner; generally plumb, level, square, inline, undamaged, and without marring adjacent work.**

## Exterior Maintenance

### **Parking Lots / Sidewalks / Common Areas**

Striped and easily visible parking lot spaces that are properly surfaced, well maintained and free of deteriorated surfaces, potholes, tripping or other hazards

Well maintained, clean, sanitary and secure swimming pools, spas, laundry facilities, mail areas, recreation facilities, courts and open spaces

### **Foundations / Roof / Gutters / Downspouts**

Structurally sound without holes or gaps

Intact shingles and flashing that is structurally sound and free of leaks

Properly attached and unobstructed for discharge of drain water

### **Stairways / Porches / Decks / Balconies**

Evenly spaced steps with firmly anchored hand and guard rails

### **Windows / Doors / Chimneys**

Secure doorframe molding that is weather tight, rodent proof, free of loose, broken or deteriorated materials

Working hardware with readily operable locks that tightly secure exterior doors

### **Walls / Overhangs / Painted Surfaces**

Weather protected and intact with non peeling, chipping or flaking paint that is free from rot

Visibly posted building and unit numbers

### **Yard / Fences / Accessory Structures**

Grass and weeds maintained less than 12" in height graded for proper drainage

Permitted and properly located with no damaged, missing or leaning sections

### **Electrical / Other**

Adequate and properly installed wiring, fixtures and outlets with cover plates on all outlets and service panels

Property maintained free of rodent infestation and accumulated debris with adequate trash and/or recycling facilities

# Interior Maintenance

## **Windows / Doors**

Easily operable weather tight frames and windowpanes free of broken or cracked glass and loose or deteriorated materials

## **Walls / Ceilings / Floors**

Minimum 7' ceiling height without water damage or defective surface conditions  
Structurally sound and free of tripping hazards

## **Hallways / Stairs / Landings**

Clear pathways capable of supporting imposed loads with securely attached hand and guard rails

## **Electrical / Mechanical / Plumbing**

Properly installed service panel, outlets, plumbing and heating system free of electrical hazards with all unused gas lines adequately capped

## **Fire Protection**

Properly installed and working smoke detectors in each room used for sleeping purposes, within close proximity to all sleeping areas and on each level

Sufficient fire resistant walls and floors with unobstructed egress

## **Bedrooms**

Sleeping area of 70 sq ft / 1 occupant; 50 sq ft / >1 occupant with accessible water closet, proper lighting, ventilation and egress

## **Kitchen**

Properly connected and working plumbing, appliances, lighting and ventilation with suitable space and sanitary conditions

Adequate outlets free of electrical hazards

## **Bathrooms**

Properly installed and operating facilities with hot and cold running water to each fixture

Water impervious flooring with proper lighting, ventilation and working outlets free of electrical hazards

\*\*\*\*If a code violation is noted during an inspection, the inspector will indicate remedies to comply with the City of Plano's Property Maintenance Codes. The time frame to comply will also be specified in which to make the necessary repairs. Should you have any questions regarding your inspection, please call our office at (972) 941-7124 \*\*\*\*