

PROPERTY MAINTENANCE AND HOUSING INSPECTOR JOB TASKS

As recommended by the Joint Property Maintenance and Housing Inspector Certification Examination Committee July 18th, 2006
Effective January 1, 2008

EXAM ID: 64

- **50 multiple-choice questions**
- **2-hour time limit**
- **Open book**

01	ADMINISTRATIVE AND LEGAL	22%
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0101	Notices and Orders (4 items)	8%
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- Determine if a building is unsafe, substandard, or fails to comply with applicable housing codes.
- Communicate the order with the owner or occupants, notify other agencies as required, and initiate re-inspection and follow-up procedures.
- Advise affected persons of their right to due process.

0102	Repair, Vacation and Demolition (2 items)	4%
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- Prepare and issue violation notices related to mandatory repair, vacation, or demolition.
- Communicate the order with the owner or occupants, notify other agencies as required, and initiate re-inspection and follow-up procedures.
- Advise affected persons of their right to due process.
- Communicate with contractors and subcontractors as necessary.

0103	Public Information (1 item)	2%
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- Provide housing code compliance information to the general public, to landlord and tenant organizations, and to governmental agencies.
- Provide housing code compliance information pertinent to historic preservation efforts.

0104	Enforcement Process (4 items)	8%
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- Gather, maintain and present evidence as necessary to enforce house and property maintenance code provisions, with due consideration for procedural and substantive due process of law.
- Provide board of appeals testimony and serve as expert witness in prosecution of violations.
- Ensure that right of entry to private property meets constitutional standards.

02	LIGHT, VENTILATION AND OCCUPANCY	14%
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0201	Light and Ventilation (2 items)	4%
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- Inspect for compliance with minimum light and ventilation requirements for habitable areas, common hallways, and stairways.

0202	Occupancy (5 items)	10%
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- Inspect for compliance with minimum occupancy conditions and use.
- Inspect for any alterations or additions that may indicate a change of occupancy.
- Inspect that access to bedrooms and bathrooms is in accordance with the code.
- Ensure that the area of living and sleeping areas, and that the kitchen area is sufficient for the number of occupants.
- Ensure that attics, basements and garages are not occupied where prohibited.

03	FIRE AND LIFE SAFETY	14%
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0301	Means of Egress (2 items)	4%
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- Inspect the number and maintenance of required exits for safe and adequate egress.
- Inspect the compliance of bedroom windows which are intended as emergency exits.
- Verify that security bars over emergency windows are open able as required by code.

0302	Stairs (2 items)	3%
	<ul style="list-style-type: none"> • Inspect that stairs have required tread width, rise, landing and headroom dimensions. • Verify that stairs, handrails and guardrails are in sound condition and repair. • Verify that handrails and guardrails are provided where required and comply with code. • Verify compliance of stairway illumination and egress signs. 	
0303	Fire Safety (2 items)	4%
	<ul style="list-style-type: none"> • Inspect for the installation and proper maintenance of required smoke detectors. • Inspect fire alarms, fire sprinklers and standpipes for maintenance and access. • Inspect general visual condition of fire safety systems, informing the proper authority of any painted or damaged sprinkler heads or other components. • Verify that portable fire extinguishers are provided and maintained. 	
0304	Exit Doors (1 item)	3%
	<ul style="list-style-type: none"> • Inspect condition of fire separation walls, ceilings and floors. • Verify that all egress doors are operable from the inside without the use of keys. • Verify that exit hardware is installed where required, is maintained and unobstructed. • Verify that door closers operate properly. 	

04	MECHANICAL	6%
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0401	Heating Systems (3 items)	6%
	<ul style="list-style-type: none"> • Verify that habitable occupancies have operational heating systems which are maintained in safe operating condition, and are capable of maintaining minimum room temperatures. • Verify that minimum clearances to combustible materials are maintained around furnaces, boilers and fireplaces. • Verify that chimneys, appliance vents, combustion air vents, and draft regulators are undamaged and free of debris. • Inspect for the proper operation of automatic shutoffs of heating equipment. 	

05	PLUMBING	10%
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0501	Water Supply (1 item)	2%
	<ul style="list-style-type: none"> • Inspect water supply to dwelling units for obvious signs of contamination. • Verify that water supply outlets have necessary backflow or cross-flow protection. • Verify that fixtures are operable and have an adequate flow of water. 	
0502	Drain, Waste, and Vents (1 item)	2%
	<ul style="list-style-type: none"> • Inspect exposed area of the drain, waste and vent system for damage or unsanitary conditions • Verify that sanitary drainage system is properly connected to a public system or an approved private sewage disposal system. • Inspect for evidence of fouling, clogging, or other maintenance problems. • Verify that cleanouts are maintained and accessible. • Inspect sump systems (drain tiling) to determine code compliance. 	
0503	Bathrooms (1 item)	2%
	<ul style="list-style-type: none"> • Verify that dwelling units contain at least one bathroom with a water closet, lavatory, and either a bathtub or shower. • Verify that all plumbing fixtures are properly installed and maintained in working order and are free from obstructions and leaks. • Verify that bathrooms which are available to the public comply with additional requirements. 	
0504	Kitchens (1 item)	2%
	<ul style="list-style-type: none"> • Verify that dwelling units contain a kitchen with a sink, have an approved water supply with both hot and cold running water, and have an approved sanitary drain. 	
0505	Water Heaters (1 item)	2%
	<ul style="list-style-type: none"> • Verify that water heaters in dwelling units are installed in compliance with code requirements, including required clearances. • Verify that water heaters have an operable temperature and pressure relief valve and discharge piping to a safe location. • Verify that gas water heaters have unobstructed combustion air and undamaged venting, and are installed at the proper height above garage floors. 	

06	ELECTRICAL	8%
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- 0601 Hazardous Conditions (4 items) 8%**
- Inspect the electrical system for sign of physical damage or improper installation or tampering, and for protection of all energized conductors.
 - Verify that mandatory electrical equipment is installed where required, including overcurrent protection and ground-fault circuit protection.
 - Verify that lighting fixtures have adequate clearance from combustibles.
 - Verify that flexible cords and cables are used in an approved manner, and are protected against damage.
 - Verify that electrical service panels are protected and unobstructed.
 - Verify that grounding receptacle outlets installed in older occupancies contain grounding protection as required by code.
 - Verify that the minimum number of electrical outlets are provided.

07	PROPERTY CONDITION	26%
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- 0701 Site Sanitation (2 items) 4%**
- Inspect property for compliance with site sanitation ordinances, including installation and maintenance of required site drainage, flooding or nuisance septic tank fields, improper drainage of sanitary sewers, and weed control.
 - Inspect for placement and containment of rubbish and garbage, to determine if code violation exists.
 - Verify that storm drainage does not create a nuisance on adjacent property.
- 0702 Site Safety (2 items) 4%**
- Inspect property for compliance with site safety ordinances.
 - Verify minimum clearances from outside electrical and service entrance wires.
 - Verify that swimming pools are fenced and that self-closing gates are operable.
 - Verify that walkways, exterior steps and driveways are maintained in a safe manner.
 - Check for abandoned water wells and any other hazards which might pose a danger.
- 0703 Exterior Conditions (3 items) 6%**
- Inspect the exterior of dwelling structures for unsafe or unsanitary conditions.
 - Inspect for general maintenance and dilapidation of the exterior surfaces.
 - Verify that exterior decks, porches and balconies are maintained in a safe condition, and contain handrails and guards which are firmly fastened to support normal loads.
 - Inspect integrity of roof coverings and flashings.
 - Verify that basement hatchways are maintained to prevent the entrance of rodents, rain and surface drainage water.
- 0704 Interior Conditions (3 items) 6%**
- Inspect the interior of dwelling structures for unsafe or unsanitary conditions and for compliance with general health and safety ordinances.
 - Inspect that interior surfaces are properly maintained.
 - Inspect for evidence of insect and rodent infestation.
 - Visually check that interior structural elements are unaltered and maintained in a safe condition.
- 0705 Nuisance Abatement (3 items) 6%**
- Inspect property and accessory structures for compliance with nuisance abatement ordinances, including dilapidated or unsecured and vacant buildings.
 - Check for rodent harborage.
 - Check for hazardous storage and the presence of nuisances.
 - Determine if the number and condition of parked, kept or stored vehicles on the premises comply with local ordinances.