



TOWN OF RIVERHEAD - INVESTIGATION UNIT – HOUSING INSPECTION REPORT
TOWN ATTORNEYS OFFICE, RIVERHEAD, NEW YORK 11901 (631)-727-3200 Ext. # _____

SCTM # _____ - _____ - _____ DATE _____ / _____ / _____ INSPECTOR _____ BADGE# _____

ADDRESS: _____ PERSON PRESENT: _____

INSPECTION TYPE: RENTAL 1st RENTAL 2nd RENTAL 3rd COMPLAINT PATROL/PICKUP

RESULTS: INSPECTION PASSED FAILED **CALL TO RESCHEDULE BEFORE THE COMPLY DATE** / _____

EXTERIOR STRUCTURE & PROPERTY AREA(S)			CELLAR / BASEMENT/ MECH ROOM.		
IDC#	VIOLATION DESCRIPTION(S)	FAIL	IDC#	VIOLATION DESCRIPTION(S)	FAIL
1.	Structure is properly identified as per promulgated maps recorded in the Town, & Such must be min 3" for visibility.	<input type="checkbox"/>	31.	STAIRS must be sound and stable.	<input type="checkbox"/>
2.	Roof drains, gutters and downspouts present and in good repair with no obstructions	<input type="checkbox"/>	32.	<input type="checkbox"/> Railing must be provided on stairway. <input type="checkbox"/> Railing must be firmly fastened not loose.	<input type="checkbox"/>
3.	Roof Shingles do not exceed more than two layers	<input type="checkbox"/>	33.	Extension cords must not be used as permanent wiring. (Provide proper fixed grounded outlets)	<input type="checkbox"/>
4.	Roof is in good repair no dry rot or deterioration on shingle Surfaces.	<input type="checkbox"/>	34	Multi-Plug adaptors must be eliminated and such appliance or device must be plugged directly into a outlet.	<input type="checkbox"/>
5.	ALL Exterior surfaces must be free from: <input type="checkbox"/> Peeling/Chipping Paint <input type="checkbox"/> Rust <input type="checkbox"/> Corrosion	<input type="checkbox"/>	35.	ELECTRICAL HAZARD FOUND:	<input type="checkbox"/>
6.	ALL Exterior walls must be free from cracks, holes or loose and/or missing shingles or siding.	<input type="checkbox"/>	36.	Oil Fired Equip must be serviced annually (Certificate of Proof of Service must be provided or affixed to appliance	<input type="checkbox"/>
7.	ALL Exterior exposed wood surfaces must be suitably coated with paint or other suitable weather resistive compounds.	<input type="checkbox"/>	37.	Remove storage of combustible materials within 36 inches of any fuel or gas fired appliances	<input type="checkbox"/>
8.	ALL Screens must be present & in good repair and fit within the window(s) or doorframes firmly. (May 1 to October 1)	<input type="checkbox"/>	38.	Fuel or Gas appliances must in sound condition and capable of a safe operation. PM §603.1	<input type="checkbox"/>
9.	Decorative Trim and wall facings must be in good repair with the proper anchorage, and free from deterioration and rot.	<input type="checkbox"/>	39.	All fuel appliance vents must be properly installed, free of rust, holes and capable of discharging without hazard.	<input type="checkbox"/>
10.	Overhang Extensions including canopies & porches must be in good repair, properly anchored free from deformation & rot.	<input type="checkbox"/>	40.	Septic lines must be securely fastened, free of leaks, holes or cracks.	<input type="checkbox"/>
11.	Handrails and Guards must be firmly fastened and free from deterioration and unjust movement.	<input type="checkbox"/>	41.	Plumbing piping must be free of leaks, holes or cracks. Specifically:	<input type="checkbox"/>
12.	Handrail Required on any stairway with 4 or more risers.	<input type="checkbox"/>	42.	Any additional construction must have a Certificate of Occupancy , including any walls, electric, and sheetrock.	<input type="checkbox"/>
13.	Guards required on any deck, balcony or porch, which is over (30)-Inches in height.	<input type="checkbox"/>	43.	Cellar occupancy is prohibited without the proper Certificate of Occupancy for such use.	<input type="checkbox"/>
14.	Stairways, Porches or Balconies are of sound construction, firmly fastened with proper anchorage.	<input type="checkbox"/>	44.	Smoke detector is not installed and mounted accordingly.	<input type="checkbox"/>
15.	<input type="checkbox"/> Window frames and trim <input type="checkbox"/> Door Frames must be in sound condition weather tight and free from deterioration.	<input type="checkbox"/>	45.	Smoke detector is not operable at time of inspection.	<input type="checkbox"/>
16.	ALL Window GLASS and/or Glazing must be free from cracks, chips or holes.	<input type="checkbox"/>	46.	<input type="checkbox"/> Lighting must be provided within cellar. <input type="checkbox"/> Lighting must be operational (bulb working)	<input type="checkbox"/>
17.	Chimney must be in sound condition free from: <input type="checkbox"/> Cracks <input type="checkbox"/> Holes <input type="checkbox"/> Unsafe settlement/unplumbed	<input type="checkbox"/>	47.	Clear path of travel must be maintained to electrical panel, Furnace/Boiler and Water heating appliances.	<input type="checkbox"/>
18.	Exterior Vent piping is in good repair and installed Correctly.	<input type="checkbox"/>	48.	Interior Foundation walls must be free from: <input type="checkbox"/> Cracks <input type="checkbox"/> Step Fractures <input type="checkbox"/> Holes	<input type="checkbox"/>
19.	Connection of service utilities including Electric, Gas, Water or Fuel is connected properly.	<input type="checkbox"/>	NOTES / ADDITIONAL DEFICIENCIES		LOCATION
20.	ALL Exterior Door hardware and doors must be operational and securely fastened and locking.	<input type="checkbox"/>			
21.	Basement Hatchways (BILCO DOORS) must be securely fastened, free from rust and or decay, and rodent entry.	<input type="checkbox"/>			
22.	FOUNDATION walls must be free from cracks, holes or deficiencies which cause un-plumb walls.	<input type="checkbox"/>			
23.	PROVIDE ENGINEERS REPORT to this department that Certifies that the structure is not compromised and safe.	<input type="checkbox"/>			
24.	Unregistered Vehicles not permitted on property unless Appropriately screened.	<input type="checkbox"/>			
25.	Litter must be removed from property areas	<input type="checkbox"/>			
26.	Property must be free from weeds & or high grass in excess of (10) inches must be cut (mowed) accordingly.	<input type="checkbox"/>			
27.	Property must be free from physical hazards . Observed was:	<input type="checkbox"/>			
28.	Cesspool(s) must be capable of disposing waste without a Health hazard or overflow.	<input type="checkbox"/>			
29.	ALL ACCESSORY structures including decks must be structural sound and free from deterioration, and rot.	<input type="checkbox"/>			
30.	Driveway must be free from physical hazards and in good repair with no sinkholes and drainage problems.	<input type="checkbox"/>			

*****SEE BACK OF SHEET FOR EXPLANATION OF (IDC#) COLUMN*****

INTERIOR INSPECTION SHEET

ADDRESS:

SCTM# _____ - _____ - _____

DATE:

LIVING ROOM(S) DENS / COMMON AREA(S)			SLEEPING ROOM(S)		
IDC#	VIOLATION DESCRIPTION(S)	FAIL	IDC#	VIOLATION DESCRIPTION(S)	FAIL
49.	All interior surfaces must be : <input type="checkbox"/> Clean and Sanitary <input type="checkbox"/> Free from Mold and Mildew	<input type="checkbox"/>	82.	All interior surfaces must be : <input type="checkbox"/> Clean and Sanitary <input type="checkbox"/> Free from Mold and Mildew	<input type="checkbox"/>
50.	All interior surfaces were not free from: <input type="checkbox"/> Peeling Paint <input type="checkbox"/> Corrosion <input type="checkbox"/> Rust <input type="checkbox"/> Cracks & Holes	<input type="checkbox"/>	83.	All interior surfaces were not free from: <input type="checkbox"/> Peeling Paint <input type="checkbox"/> Corrosion <input type="checkbox"/> Rust <input type="checkbox"/> Cracks & Holes	<input type="checkbox"/>
51.	Exit Doors must be free and clear of obstructions.	<input type="checkbox"/>	84.	<input type="checkbox"/> Smoke Detector(s) is not installed and mounted correctly <input type="checkbox"/> Smoke Detectors was not operable at time of inspection	<input type="checkbox"/>
52.	<input type="checkbox"/> Carbon monoxide alarm(s) required (must be placed on each story of a sleeping area & within 15 ft of every sleeping area or bedroom. (one may suffice if it meets above standard)	<input type="checkbox"/>	85.	<input type="checkbox"/> Extension cords must not be used as permanent wiring and be eliminated. (Provide fixed grounded receptacles) <input type="checkbox"/> Electrical Hazards see below notes.	<input type="checkbox"/>
53.	Windows must be open-able and capable of being held in place. Locking hardware and pulleys must be operational	<input type="checkbox"/>	86.	<input type="checkbox"/> Non-fused cube adaptors/surge protectors are prohibited. <input type="checkbox"/> UL rated surge protector must be plugged into an outlet.	<input type="checkbox"/>
54.	Door Hardware must be intact, not loose and capable of performing its intended function(s).	<input type="checkbox"/>	87.	Windows must be open-able and capable of being held in place. Locking hardware and pulleys must be operational	<input type="checkbox"/>
55.	<input type="checkbox"/> Smoke Detector is not installed and mounted correctly. <input type="checkbox"/> Smoke Detector is not operable at time of inspection	<input type="checkbox"/>	88.	LOCKED DOORS must be readily open-able from the side In which is being exited from. (Hasp locking prohibited)	<input type="checkbox"/>
56.	Extension cords must not be used as permanent wiring and be eliminated. (Provide fixed grounded outlets)	<input type="checkbox"/>	89.	Keyed Entry to Sleeping rooms is prohibited. (Exception : Hotels, Motels, Dormitories)	<input type="checkbox"/>
KITCHEN(S)			90.	Sleeping Rooms must have a minimum of (7) feet width in any plan dimension. Discontinue use of same.	<input type="checkbox"/>
57.	All interior surfaces must be : <input type="checkbox"/> Clean and Sanitary <input type="checkbox"/> Free from Mold and Mildew	<input type="checkbox"/>	91.	Sleeping Rooms must have a minimum ceiling height of (7) Feet. (Discontinue use if such is under min dimension)	<input type="checkbox"/>
58.	All interior surfaces were not free from: <input type="checkbox"/> Peeling Paint <input type="checkbox"/> Corrosion <input type="checkbox"/> Rust <input type="checkbox"/> Cracks & Holes	<input type="checkbox"/>	92.	SLEEPING ROOM(S) IS/ARE OVEROCCUPIED (Based on formula of square feet per person)	<input type="checkbox"/>
59.	Area and interior of structure must be free from infestation Rodents. (Exterminate and provide copy of such to this dept.)	<input type="checkbox"/>	93.	<input type="checkbox"/> EXIT DOORS MUST BE CLEAR OF OBSTRUCTION <input type="checkbox"/> WINDOWS MUST BE CLEAR OF OBSTRUCTIONS	<input type="checkbox"/>
60.	Walking surfaces (floors) must be in good repair without defects. Tiles must be presently in good repair.	<input type="checkbox"/>	94.	Occupants cannot exit a sleeping room through another sleeping room. (Discharge must be through a common area)	<input type="checkbox"/>
61.	ELECTRICAL HAZARDS :	<input type="checkbox"/>	COMMON HALL(S)		
62.	SINK(S) did not have : <input type="checkbox"/> Adequate Water Pressure <input type="checkbox"/> Free from leaks	<input type="checkbox"/>	95.	<input type="checkbox"/> Smoke Detector is not installed and mounted correctly. <input type="checkbox"/> Smoke Detector is not operable at time of inspection	<input type="checkbox"/>
63.	SINK(S) did not have <input type="checkbox"/> HOT WATER SUPPLIED <input type="checkbox"/> COLD WATER SUPPLY	<input type="checkbox"/>	96.	Adequate lighting is not provided for and functional. <input type="checkbox"/> Fixture Missing <input type="checkbox"/> Bulb Inoperable	<input type="checkbox"/>
64.	Exhaust Fan (if provided) must be operational.	<input type="checkbox"/>	97.	Hallway is not free and clear of obstructions	<input type="checkbox"/>
65.	Windows must be open-able and capable of being held in place. Locking hardware and pulleys must be operational	<input type="checkbox"/>	STAIRWAY(S)		
66.	Door Hardware must be intact, not loose and capable of performing its intended function(s).	<input type="checkbox"/>	98.	<input type="checkbox"/> Smoke Detector is not installed and mounted correctly. <input type="checkbox"/> Smoke Detector is not operable at time of inspection	<input type="checkbox"/>
67.	COOKING APPLIANCE IS: <input type="checkbox"/> Missing <input type="checkbox"/> Igniter Inoperable <input type="checkbox"/> Not Functional	<input type="checkbox"/>	99.	<input type="checkbox"/> Adequate lighting not provided for and/or functional. <input type="checkbox"/> Stairway is not free and clear of obstructions.	<input type="checkbox"/>
68.	REFRIGERATION APPLIANCE <input type="checkbox"/> Missing <input type="checkbox"/> Not Functional <input type="checkbox"/> Unsanitary	<input type="checkbox"/>	100.	Railings and Guards were: <input type="checkbox"/> NOT SECURELY FASTENED <input type="checkbox"/> NOT PROVIDED	<input type="checkbox"/>
BATHROOM(S) AND TOILET ROOM(S)			PORCHE(S) /BALCONY(S)/SCREEN ROOM(S)		
69.	All interior surfaces i.e. walls, ceilings, floors must be : <input type="checkbox"/> Clean and Sanitary <input type="checkbox"/> Free from Mold and Mildew	<input type="checkbox"/>	101.	Said area is deemed a non-habitable space for sleeping Discontinue the use of this area for sleeping purposes.	<input type="checkbox"/>
70.	All interior surfaces ie walls, ceilings fixt. must be free from: <input type="checkbox"/> Peeling Paint <input type="checkbox"/> Corrosion <input type="checkbox"/> Rust <input type="checkbox"/> Cracks & Holes	<input type="checkbox"/>	102.	<input type="checkbox"/> EXIT DOORS MUST BE CLEAR OF OBSTRUCTION <input type="checkbox"/> WINDOWS MUST BE CLEAR OF OBSTRUCTIONS	<input type="checkbox"/>
71.	Walking surfaces (floors) must be in good repair without defects. Tiles must be present and non-absorbent to water.	<input type="checkbox"/>	103.	Extension cords must not be used as permanent wiring. (Provide proper fixed grounded outlets)	<input type="checkbox"/>
72.	<input type="checkbox"/> SINK(S) & <input type="checkbox"/> BATH(S) did not have : <input type="checkbox"/> Adequate Water Pressure <input type="checkbox"/> Free from leaks	<input type="checkbox"/>	104.	Multi-Plug adaptors must be eliminated and such appliance or device must be plugged directly into an outlet.	<input type="checkbox"/>
73.	<input type="checkbox"/> SINK(S) & <input type="checkbox"/> BATH(S) did not have <input type="checkbox"/> HOT WATER SUPPLIED <input type="checkbox"/> COLD WATER SUPPLY	<input type="checkbox"/>	105.	Windows must be open-able and capable of being held in place. Locking hardware and pulleys must be operational	<input type="checkbox"/>
74.	Mechanical Ventilation is required were a window is not and <input type="checkbox"/> Clean free of dust <input type="checkbox"/> Provided for <input type="checkbox"/> Operational	<input type="checkbox"/>	106.	LOCKED DOORS must be readily open-able from the side In which is being exited from. (Hasp locks prohibited)	<input type="checkbox"/>
75.	Windows must be open-able and capable of being held in Place. Locking Hardware and pulleys must be operational.	<input type="checkbox"/>	NOTES / ADDITIONAL DEFICIENCIES		LOCATION
76.	TOILET(S) DID NOT: <input type="checkbox"/> FLUSH PROPERLY <input type="checkbox"/> BE FREE FROM LEAKS	<input type="checkbox"/>			
77.	Must Contain (1) electrical receptacle (new bathroom must be ground fault)	<input type="checkbox"/>			
78.	ELECTRICAL HAZARDS :	<input type="checkbox"/>			
LAUNDRY ROOM AREA(S)					
79.	Clothes Dryer must be exhausted properly in accordance with the Manufacturers guidelines.	<input type="checkbox"/>			
80.	GAS DRYERS (gas feed line) must contain a safety control Shut off line valve.	<input type="checkbox"/>			
81.	WASHER HOOKUPS DID NOT HAVE <input type="checkbox"/> HOT & COLD PROVIDED <input type="checkbox"/> FREE FROM LEAKS	<input type="checkbox"/>			

EXPLANATION INSTRUCTIONS FOR CODES IN MARKED BOXES ON FRONT OF SHEET

1. ANY ITEM WITH A **CHECKED SQUARE** IN THE **FAIL** COLUMN MEANS THAT THE ITEM WAS OBSERVED TO BE **IN VIOLATION** AT THE TIME OF THE INSPECTION. (SEE IDC # EXPLANATION BELOW)
2. IF THE SHADED SQUARE IN THE **FAIL** COLUMN IS NOT CHECKED OFF, THE ITEM WAS NOT OBSERVED TO BE IN VIOLATION AT THE TIME OF THE INSPECTION.

EXPLANATION OF IDC # COLUMN (ITEM DEFICIENCY CODE(S))

A **BLANK SPACE** IN THE **IDC # COLUMN** INDICATES THAT THE INSPECTOR OBSERVED NO DEFICIENCY REF. ITEM. A **NUMBER "1"** IN THE **IDC # COLUMN** INDICATES THAT THE INSPECTOR OBSERVED SUCH DEFICIENCY IN **ONE LOCATION ONLY**.

A **NUMBER "2"** IN THE **IDC # COLUMN** INDICATES THAT THE INSPECTOR OBSERVED THE MARKED VIOLAON IN **TWO OR MORE LOCATIONS**.

A **NUMBER "3"** IN THE **IDC # COLUMN** INDICATES THAT THE INSPECTOR OBSERVED THE MARKED DEFICIENCY **WAS CORRECTED** AT THE TIME OF THE INSPECTION.

A **NUMBER "4"** IN THE **IDC # COLUMN** INDICATES THAT THE DEFICIENCY WAS NOT APPLICABLE, REVIEWED OR OBSERVED AT THE TIME OF INSPECTION.

SECTIONS OF LAW

<u>EXTERIOR STRUCTURE & PROPERTY AREAS</u>	<u>39. PM§ 304.11 TC§ 68-27 (A) (1)</u> <u>40. PM§ 506.1 TC§ 68-24 (A) (1)</u> <u>41. PM§ 504.1 TC§ 68-24 (A) (1)</u> <u>42. TC§ 52-14</u> <u>43. PM§ 404.4.4 TC§ 68-11 (B)</u> <u>44. PM§ 704.2</u> <u>45. PM§ 704.1</u> <u>46. PM§ 605.3</u> <u>47. PM§ 702.1 - PM§ 702.2</u> <u>48 PM§ 107.1.1 PM§ 304.5 TC§ 68-18(A)</u>	<u>BATHROOM(S) & TOILET ROOMS</u> <u>69. PM§ 305.1 TC§ 68-34 (B)</u> <u>70. PM§ 305.3 TC§ 68-34 (A)</u> <u>71. PM§ 503.4 TC§ 68-19 (D)</u> <u>72. PM§ 505.3 TC§ 68-24 (B) (2)</u> <u>73. PM§ 505.1 TC§ 68-24 (E) (1)</u> <u>74. A. PM§ 305.1 TC§ 68-34 (B)</u> <u>B. PM§ 403.2 TC§ 68-14 (C) (1)</u> <u>75. PM§ 304.13.2</u> <u>76. PM§ 504.1 TC§ 68-24 (A)</u> <u>77. PM§ 605.2</u> <u>78. PM§ 604.3 TC§ 68-28 (A)</u>	<u>PORCHE(S) / BALCONY(S) SCREENROOM(S)</u> <u>101. PM§ 404.1 - PM§ 404.5 TC§ 68-12</u> <u>102. PM§ 702.1 TC§ 68-20 (B)</u> <u>103. F§ 605.5</u> <u>104. F§ 605.4</u> <u>105. PM§ 304.13.2</u> <u>106. PM§ 702.3 TC§ 68-20 (B)</u>
<u>CELLAR/ BASEMENT/MECH. ROOM</u>	<u>49. PM§ 305.1 TC§ 68-34 (B)</u> <u>50. PM§ 305.3 TC§ 68-34 (A)</u> <u>51. PM§ 702.1 TC§ 68-16 (A)</u> <u>52. PM§ 604.3 TC§ 68-28 (A)</u> <u>53. PM§ 304.13.2</u> <u>54. PM§ 304.15</u> <u>55. A. PM§ 704.2</u> <u>B. PM§ 704.1</u> <u>56. F§ 605.5</u>	<u>LIVING ROOMS / DENS/ COMMON AREAS</u> <u>49. PM§ 305.1 TC§ 68-34 (B)</u> <u>50. PM§ 305.3 TC§ 68-34 (A)</u> <u>51. PM§ 702.1 TC§ 68-16 (A)</u> <u>52. PM§ 604.3 TC§ 68-28 (A)</u> <u>53. PM§ 304.13.2</u> <u>54. PM§ 304.15</u> <u>55. A. PM§ 704.2</u> <u>B. PM§ 704.1</u> <u>56. F§ 605.5</u>	<u>LAUNDRY ROOM AREAS</u> <u>79. PM§ 403.5 TC§ 68-28 (A) (1)</u> <u>80. PM§ 603.4 TC§ 68-27 (A) (2)</u> <u>81. A. PM§ 505.1 TC§ 68-24 (E) (1)</u> <u>B. PM§ 504.1 TC§ 68-24 (A)</u>
	<u>KITCHENS</u> <u>57. PM§ 305.1 TC§ 68-34 (B)</u> <u>58. PM§ 305.3 TC§ 68-34 (A)</u> <u>59. PM§ 308.1 PM§ 308.5 TC§ 68-35(A)</u> <u>60. PM§ 305.4</u> <u>61. PM§ 604.3 TC§ 68-28 (A)</u> <u>62. PM§ 505.3 TC§ 68-24 (B) (2)</u> <u>63. PM§ 505.1 TC§ 68-24 (E) (1)</u> <u>64. PM§ 603.1 TC§ 68-14 (C) (1)</u> <u>65. PM§ 304.13.2</u> <u>66. PM§ 304.15</u>	<u>SLEEPING ROOM(S)</u> <u>82. PM§ 305.1 TC§ 68-34 (B)</u> <u>83. PM§ 305.3 TC§ 68-34 (A)</u> <u>84. A. PM§ 704.2 B. PM§ 704.1</u> <u>85. F§ 605.5</u> <u>86. F§ 605.4</u> <u>87. PM§ 304.13.2</u> <u>88. PM§ 702.3</u> <u>89. TC§ 108 (Zoning Violation)</u> <u>90. PM§ 404.2</u> <u>91. PM§ 404.3</u> <u>92. PM§ 404.4.1 TC§ 68-10</u> <u>93. PM§ 702.1 TC§ 68-20 (B)</u> <u>94. PM§ 404.4.2</u>	<u>COMMON HALL(S)</u> <u>95. A. PM§ 704.2 B. PM§ 704.1</u> <u>96. PM§ 402.2 TC§ 68-13 (B) (2)</u> <u>97. PM§ 702.1 TC§ 68-20 (B)</u>
	<u>67. A. TC§ 68-29 (A)</u> <u>B. TC§ 68-29 (B)</u> <u>C. TC§ 68-34 (B)</u>	<u>68. A. TC§ 68-29 (A)</u> <u>B. TC§ 68-29 (B)</u> <u>C. TC§ 68-34 (B)</u>	<u>STAIRWAY(S)</u> <u>98. A. PM§ 704.2 B. PM§ 704.1</u> <u>99. PM§ 402.2 TC§ 68-13 (B) (2)</u> <u>PM§ 702.1 TC§ 68-20 (B)</u> <u>100. PM§ 305.5 TC§ 68-15 (B)</u>

Mail to:

IF YOU FAILED ANY ITEMS LISTED ON THE FRONT OF THIS REPORT YOU MUST CORRECT ALL, AND CONTACT THIS OFFICE AT 727-3200 Ext 670, BEFORE THE SCHEDULED COMPLY DATE SO A COMPLIANCE INSPECTION CAN BE ARRANGED ACCORDINGLY.