

# Most Common Repair Orders

## Apartment Complexes (4 or more units)

*This is **not** a complete list of all deficiencies that may be found during the inspection. If you have any questions about this list or other requirements for your inspection, please call your housing inspector.*

### Fire Prevention

- **Missing, inoperable or improperly located smoke alarms.** Alarms must be located within 10ft of sleeping rooms, installed per manufacturer's guidelines, and no closer than 4 inches to a corner if mounted on the ceiling. If mounted on a wall, no closer than 4 inches, but no lower than 12 inches to ceiling. IPMC 704.2/MN State Statute 299.F 362 (10 pts)
- **Fire extinguishers shall be serviced annually by a professional company** (including boiler rooms). MNFC 906.2/NFPA 7.3
- **Store combustible items not closer than 2 feet from the ceiling and not closer than 18 inches from any sprinkler head.** IPMC 701.2/MNFC 315.3.1
- **Exit signs illuminated and back-up power functioning** (replace dead or low batteries). IPMC 701.2/MNFC 1027
- **Inoperable emergency back-up light** (replace batteries or emergency lighting unit). IPMC 701.2/MNFC 1027
- **Remove items from hallway so that there is a clear exit path (minimum of 28" wide) from all rooms to the front door.** IPMC 702.1/MNFC 1104/MNFC 1021 (6 pts)
- **Move all storage a minimum of 3 feet from around the furnace, water heater, water meter, electric panel and gas meter.** IPMC 603.3/NEC 110.32 (6 pts)
- **Repair locks and doors, including patio doors and storm doors, to function as designed.** IPMC 304.15 (3 pts)
- **Fire separation not maintained.** Seal all penetrations in fire walls and ceilings using ½" gypsum & UL-1479, ASTM E-814 fire caulk. (**Do not use foam—no foam is approved for this application.**) In the enclosed space under stairs, install ½" gypsum to the underside of the stairs and supporting stud walls. MNFC 703.1 (4 pts)
- **Fire rated doors must self-close and latch.** (Apartment unit doors are fire-rated and are not allowed to be propped open.) IPMC 304.15, 703.2/ MNFC 703.2 (3 pts)
- **Remove excessive combustible materials from building and garage and properly store or dispose.** MNFC 315 & Chapter 23 (6 pts)
- **Emergency escape openings/windows.** Required emergency escape openings must be maintained in accordance with the code in effect at the time of construction. Minimum net clear opening size must comply with the code that was in effect at the time of construction. **Windows must hold up unassisted and lock properly.** IPMC 702.4/304.13 (6 pts)  
*No beds permitted in any room that does not have proper fire egress directly from that room (typically found in basements).*

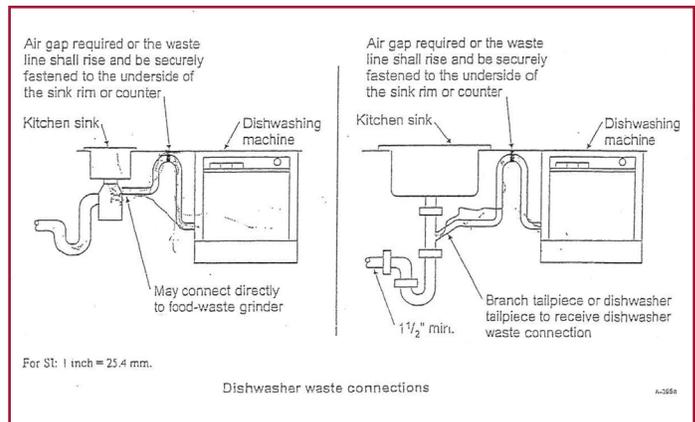
### Interior

- **Interior surfaces must be free from defects** (peeling or missing paint, discolored, deteriorated or missing caulk or grout, water damage, cracks, holes, etc). Windows must not have broken, missing or cracked glazing materials, and must hold up unassisted when open. IPMC 305.3 (4 pts)
- **Tighten handrails and guardrails (interior and exterior).** IPMC 304.13/IPMC 305.5 (3 pts)
- **Repair stairs and walking surfaces to be free from defects** (missing or rotted wood, torn, loose or missing carpet or vinyl, etc). IPMC 305.4 (6 pts)
- **Doors and door hardware must be maintained in good condition and function properly** (including storm doors and closet doors). IPMC 304.15 (3 pts)
- **Insect screens must be in good condition, proper fitting & provided for all windows; storm doors and deck/patio doors in habitable rooms between May 1 and October 1.** IPMC 304.14 (1 pt) (If they are in place during the inspection, they must fit and be in good condition any time of year).
- **Carbon monoxide alarms required in all single family home and multifamily dwelling units.** All CO alarms must be certified by nationally recognized testing laboratories that conform to UL2034. CO alarms must be located within 10 feet of each sleeping room. MN State Statute 299F.50



## Plumbing & Mechanical

- **Combustion air grate must be unobstructed** (grates, openings are free of debris). IPMC 603.5
- **Maintain 30" clear workspace in front of furnaces, boilers, water heaters (and 15" on either side).** IPMC 603.3/MN Mechanical & Fuel Gas Code 306.1
- **Maintain effective and operable heating controls** (thermostat must function properly). IPMC 603.4
- **Label gas shut off valves going to individual units with a tag inside mechanical room.** MN Mechanical & Fuel Gas Code 409.3
- **Heat required: must supply sufficient heat at a minimum of 68°F during the period of October 1 to May 1.** IPMC 602.3 (6 pts) *Ovens are not permitted to be used as a source of heat.*
- **Mechanical equipment/appliances must be installed and maintained per the manufacturer's specifications to perform as intended.** Forced air and gravity furnaces are required to be professionally serviced every 2 years (using attached HVAC form) if they are over 5 years old.
  - Fuel-burning equipment/appliances are properly connected to an approved chimney or vent. IPMC 603.2 (10 pts).
  - Maintain effective safety controls. Plug valves on gas pipes are required to be changed to new valves when appliances or connectors attached to them are changed/upgraded. This must be done by a licensed plumber and a permit is required at the City per state statute. IPMC 603.4 (10 pts).
- Maintain clearances IPMC 603.3 (6 pts).
- Provide combustion air IPMC 603.5 (10 pts).
- Fuel saving devices are properly labeled and approved IPMC 603.6 (6 pts)
- Maintain duct systems free of obstructions IPMC 606.1 (3 pts)
- Post copy of current boiler's operator's license and log inside boiler room (where required). MN State Statue 5225.0900
- **No plastic or flexible dryer vents are allowed.** UL-listed and labeled vents are the only ones allowed by code. ensure the vents are securely connected at each section with heat rated tape (not cloth duct tape or aluminum foil) and free of dryer lint. Remove any accumulation of dryer lint on the floor, walls and joist cavity behind the dryer. IPMC 603.1/MN Mechanical, Fuel Gas and Plumbing Code Section 504 (6 pts)
- **Clothes dryers are properly vented to the exterior of the building and independent of all other systems.** IPMC 403.5 (4 pts)
- **Water contamination:** Remove hose and threads on faucet/spigot (laundry tubs, hose bibs, etc) or install an approved anti-siphon device. Hand held shower wands must have a built-in anti siphon device or one must be installed. Water softener drain tubes must be elevated and supported 1½" from the flood rim or floor drain surface. Dishwasher drain tubes must be elevated and clamped to the highest point under the sink and above the sink drain. The toilet fill valve tube must be 1" above the overflow pipe/tube by use of an angle adapter. IPMC 505.2 (6 pts)
- **Plumbing system & fixtures must be installed & maintained in a safe, sanitary, functional condition and are free from leaks.** IPMC 504.1 & 504.3 (5 pts each)
- **Water system is free from hazards** (no flex pipes under sinks in place of solid pipe, s traps or unvented plumbing). Dishwasher drain line must be installed per illustration and the toilet tank must have the angle adapter clip above the fill valve to create a 1" air gap (see illustration on next page). Water softener drain lines must be elevated and clamped 1½" above the floor drain or laundry tub spill line. IPMC 504.3 (10 pts)





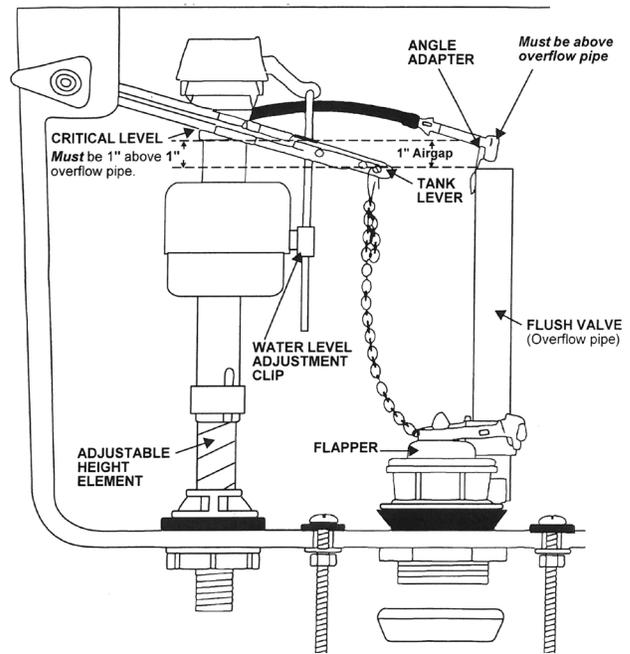
- **Water connection:** water system is connected to an approved public or private system. IPMC 505.1 (6 pts)
- **Bathrooms & toilet rooms** must have an open-able window with a screen or mechanical ventilation fan in the bathroom that is properly vented to the exterior. Clean bathroom ventilation grate and fan or air circulation vent diffuser so they are free from debris and function properly. IPMC 403.2 (3 pts) Location must provide privacy and not constitute the only passageway to a hall or other space, or to the exterior. IPMC 503.1 (4 pts)
- **Sanitary drainage system must be maintained free from obstructions, leaks and defects.** IPMC 506.2 (5 pts)

## Sanitation

- **Maintain structure and equipment in good repair, structurally sound and in a sanitary condition** (owner's responsibility). IPMC 305.1 (10 pts)
- **Maintain a clean and sanitary dwelling unit.** This includes, but is not restricted to floors, counters, stove tops and under burners, sinks, toilets, tubs, walls and cat boxes (**tenant's responsibility**). IPMC 305.1 (10 pts)
- **Maintain structures and dwelling units free from insects (including fruit flies) and rodents.** Professional exterminator must be used. IPMC 308.1 (6 pts)

## Electrical

- **All electrical equipment, wiring and appliances must be properly installed and maintained in a safe and approved manner.** Replace broken or missing outlet or switch plate covers, broken outlets, outlets with loose connections, improperly wired outlets or switches and all outlets that are painted over. Secure all loose outlets to the junction boxes and the plates to the outlets. IPMC 605.1 (4 pts) A licensed electrical contractor is required to do all electrical repairs or fixture and outlet replacements in a rental unit.
- **Provide electricity to every occupied building.** IPMC 604.1 (4 pts) A minimum service of 60 amps 120/240 volt, single phase electrical service is required for dwelling units. IPMC 604.2 (10 pts)
- **Every habitable space in a dwelling must contain at least two separate receptacle outlets.** Every laundry area must contain at least one grounded-type receptacle with a ground fault circuit interrupter (GFCI). Every bathroom must contain at least one receptacle. Any



### Toilet Tank Elements

*NOTE: The critical element in the installation is to provide a minimum of 1 inch air gap. This prevents the water in the tank from being siphoned into the house drinking water.*

- new bathroom receptacle outlet shall have GFCI protection. IPMC 605.2/NEC 406.4 (4 pts)
- **Lighting must be provided in every public hall, interior stairway, toilet room, kitchen, bathroom, laundry room, boiler room, furnace room, and means of egress, including external stairway.** IPMC 402.2 There cannot be any open sockets in any fixtures in an area where water is used, and light pulls must be non-metal in these areas (basements, kitchens and baths). IPMC 605.3/NEC 411 (4 pts) (All lights must come on with the corresponding switch or pull).
- **No extension cords or plug adapters shall be used in lieu of permanent wiring.** Replace all non surge protected adapters and extension cords with UL listed surge protected strips and adapters. Section 405 IPMC 604.3/MNFC 605.5 (1 pt per extension cord or multipug adapter)
- **Maintain 3 feet clear works space in front of electrical panel.** NEC 110.32



## Exterior

- **Maintain exterior property and premises in a clean, safe and sanitary condition.** IPMC 302.1 (2 pts)
- **Maintain all structures and exterior property free from rodent harborage and infestations.** IPMC 302.5 (4 pts)
- **Provide adequate garbage & recycling facilities.** City Code 605.02 (6 pts) Remove any refuse, litter and garbage from the property that is not inside an approved waste receptacle. City Code 605.02, 615 (6 pts)
- **Maintain premises' grading to prevent the erosion of soil and to prevent the accumulation of stagnant water thereon,** or within any structure located thereon. IPMC 302.2 (2 pts)
- **Roofs and flashing must be sound, tight and not have any defects that admit rain.** Make sure gutters are clean, not leaking and all downspouts and extensions securely attached and not damaged. IPMC 304.7 (6 pts) Drainage of roofs and paved areas, yard and courts, and other open areas on the premises must not be discharged in a manner that creates a public nuisance. (4 pts)
- **Walls must be free from holes, breaks, loose or rotting materials, peeling paint, and maintained weatherproof and properly coated to prevent deterioration.** IPMC 304.6 (6 pts) Protective treatment is required on exterior wood surfaces, siding and masonry joints, metal surfaces. IPMC 304.2 (3 pts)
- **Exterior structural members must be maintained free from deterioration, and must be capable of safely supporting the imposed dead and live loads.** IPMC 304.4 (6 pts) (This includes stucco and foundation block as well as siding.)
- **Foundation walls must be maintained in good repair, structurally sound and sanitary so as not to pose a threat to the public health, safety or welfare.** Seal all cracks and separations with a mortar sealant. IPMC 304.5 (6 pts)
- **Decorative features (cornices, belt courses, corbels, terra cotta trim, wall facings, similar decorative features) must be maintained in good repair with proper anchorage and in safe condition.** IPMC 304.8 (2 pts)
- **Address numbers required on the side of the building facing the right-of-way** (front of house; on garage facing alley; or, if no garage present, on rear of house, too). Numbers shall be a minimum of 4 inches high, may not exceed 1 foot in height, and shall be 1/2" width stroke on contrasting background. City Code 415
- **Accessory structures must be maintained structurally sound and in good repair.** These include, but are not limited to, detached garages, sheds, fences and walls. IPMC 302.7 (2 pts)
- **Chimneys & towers (smoke stacks, etc) must be maintained structurally safe and sound, and in good repair.** Replace or repair missing and loose bricks and mortar or any other defects that are noted. IPMC 304.11 (6 pts)
- **Sidewalks, garage floors and driveways must be kept in a proper state of repair, free from hazardous conditions, and maintained.** This includes, loose, missing, spalling or heaving concrete and asphalt that create an uneven or unstable walking surface. IPMC 302.3 (2 pts)
- **Windows, skylights and door frames must be kept in sound condition, good repair and weather tight.** IPMC 303.13 (4 pts). Open-able windows must be easily open-able and capable of being held in position by window hardware (not with sticks or other props). IPMC 304.13.2 (3 pts) Maintain all glazing free from cracks and holes. IPMC 304.13.1 (3 pts)
- **Structural members must be maintained free from deterioration, and must be capable of safely supporting the imposed dead and live loads.** IPMC 304.4 (6 pts)
- **Remove graffiti from property.** City Code 615.02 Subd. 10
- **Remove junk vehicles** or store inside an enclosed building or obtain current tabs and ensure that they are operable. City Code 1325.01 Subd. 6
- **Remove all litter and prohibited open storage.** City Code 605.05 Subd. 2 & 3