



12409 SOUTH THROOP STREET • CALUMET PARK, ILLINOIS 60827
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BUILDING DEPARTMENT

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RESIDENT HANDOUT

For your convenience, here are some questions to consider in maintaining your property.

EXTERIOR

- | | | |
|---|------------|-----------|
| 1. Is the chimney sound?
Comments: _____ | Yes | No |
| 2. Soffit, fascia, gutters and downspouts in good condition?
Comments: _____ | Yes | No |
| 3. Siding and/or brickwork in good condition?
Comments: _____ | Yes | No |
| 4. Windows and trim painted and caulked?
Comments: _____ | Yes | No |
| 5. Doors and trim painted and caulked?
Comments: _____ | Yes | No |
| 6. Stairs, porches and decks in good repair and structurally sound?
Comments: _____ | Yes | No |
| 7. Guard and hand rails installed and in good condition?
Comments: _____ | Yes | No |
| 8. Balusters vertically spaced less than 4 inches apart?
Comments: _____ | Yes | No |
| 9. If there are any fences are they structurally sound and in good repair?
Comments: _____ | Yes | No |
| 10. Is the fence installed with the good side facing out?
Comments: _____ | Yes | No |
| 11. Are there any structural problems, deterioration, sagging or unsafe areas?
Comments: _____ | Yes | No |
| 12. Is the street address properly displayed?
Comments: _____ | Yes | No |
| 13. Is the landscape maintained?
Comments: _____ | Yes | No |
| 14. Are all walks and driveway free of any trip hazards or cracking?
Comments: _____ | Yes | No |

15. Accessory structures (sheds, etc.) in good repair and painted/stained? **Yes No**
Comments: _____

Additional Comments: _____

GARAGE

1. Soffit, fascia, gutters and downspouts in good condition? **Yes No**
Comments: _____

2. Siding and/or brickwork in good condition? **Yes No**
Comments: _____

3. Windows and trim painted and caulked? **Yes No**
Comments: _____

4. Doors and trim painted and caulked? **Yes No**
Comments: _____

5. Do all the windows and doors operate properly? **Yes No**
Comments: _____

6. Electrical installed correctly? **Yes No**
Comments: _____

7. Floor in sound condition and good repair? **Yes No**
Comments: _____

8. Safety wires installed in the overhead garage door springs? **Yes No**
Comments: _____

9. If installed does the garage door opener operate properly? **Yes No**
Comments: _____

10. If this is an attached garage is the fire wall up to code? **Yes No**
Comments: _____

Additional Comments: _____

INTERIOR COMMON AREAS

1. Ceilings in good condition, free of peeling paint, holes and deterioration? **Yes No**
Comments: _____

2. Walls in good condition, free of peeling paint, holes and deterioration? **Yes No**
Comments: _____

- | | | |
|--|------------|-----------|
| 3. Windows sound and in good repair with screens? | Yes | No |
| Comments: _____ | | |
| 4. Do all egress doors operate without the use of a key? | Yes | No |
| Comments: _____ | | |
| 5. Screen doors installed? | Yes | No |
| Comments: _____ | | |
| 6. All doors installed and function properly according to their use? | Yes | No |
| Comments: _____ | | |
| 7. All doors have door stops? | Yes | No |
| Comments: _____ | | |
| 8. Do all the stairways have proper hand and guard rails installed? | Yes | No |
| Comments: _____ | | |
| 9. Is all the trim/moulding installed? | Yes | No |
| Comments: _____ | | |
| 10. Are all the floors sound and in good condition? | Yes | No |
| Comments: _____ | | |
| 11. Are all the transition strips/thresholds installed? | Yes | No |
| Comments: _____ | | |

Additional Comments: _____

PLUMBING

- | | | |
|---|------------|-----------|
| 1. Are all fixtures free from leaks, blockages or other defects? | Yes | No |
| Comments: _____ | | |
| 2. Are all DWV and supply piping free from leaks, blockages or other defects? | Yes | No |
| Comments: _____ | | |
| 3. Are there shut-offs on all supply lines? | Yes | No |
| Comments: _____ | | |
| 4. Do all gas appliances have shut-off valves installed? | Yes | No |
| Comments: _____ | | |
| 5. Are all flexible gas lines approved for gas, CSST or vinyl coated? | Yes | No |
| Comments: _____ | | |
| 6. Is the water heater installed correctly? | Yes | No |
| Comments: _____ | | |
| 7. Is the water heater vented correctly? | Yes | No |
| Comments: _____ | | |
| 8. Is the sump pump operational and properly installed? | Yes | No |
| Comments: _____ | | |
| 9. If there is an ejection pump is it operational and properly installed? | Yes | No |
| Comments: _____ | | |

Additional Comments: _____

HEATING – VENTILATION AND AIR CONDITIONING

- | | | |
|--|------------|-----------|
| 1. Is the furnace installed correctly? | Yes | No |
| Comments: _____ | | |
| 2. Is the duct work installed correctly and in good repair? | Yes | No |
| Comments: _____ | | |
| 3. Is the furnace vented correctly? | Yes | No |
| Comments: _____ | | |
| 4. If installed is the air conditioner compressor installed correctly? | Yes | No |
| Comments: _____ | | |
| 5. Is the dryer vented correctly? | Yes | No |
| Comments: _____ | | |

Additional Comments: _____

ELECTRICAL

- | | | |
|--|------------|-----------|
| 1. Is the electrical panel(s) up to code? | Yes | No |
| Comments: _____ | | |
| 2. Is the ground up to code? | Yes | No |
| Comments: _____ | | |
| 3. If installed is the compressor circuit breaker sized correctly? | Yes | No |
| Comments: _____ | | |
| 4. Is there proper clearance at the service panel? | Yes | No |
| Comments: _____ | | |
| 5. Is there proper illumination at the service panel? | Yes | No |
| Comments: _____ | | |
| 6. Are the circuit breakers labeled? | Yes | No |
| Comments: _____ | | |
| 7. Are all the holes in the panel and j-boxes plugged? | Yes | No |
| Comments: _____ | | |
| 8. Are all junction boxes covered? | Yes | No |
| Comments: _____ | | |
| 9. Is the sump pump on a single non-GFCI receptacle? | Yes | No |
| Comments: _____ | | |

- | | | |
|---|------------|-----------|
| 10. Are the receptacles in the unfinished basement GFCI's? | Yes | No |
| Comments: _____ | | |
| 11. Are GFCI receptacles installed throughout the property as required? | Yes | No |
| Comments: _____ | | |
| 12. Are all accessible receptacles free of paint and operational? | Yes | No |
| Comments: _____ | | |
| 13. Does every hall, stairway and room have an electrical fixture installed? | Yes | No |
| Comments: _____ | | |
| 14. Are all interior and exterior lights in good repair and operational? | Yes | No |
| Comments: _____ | | |
| 15. Are working smoke detectors installed as required? | Yes | No |
| Comments: _____ | | |
| 16. Is a working carbon monoxide detector installed within 15 feet of the bedrooms? | Yes | No |
| Comments: _____ | | |

Additional Comments: _____

If all of the questions have been answered with a yes ----- congratulations.