

# Guide to Property Maintenance Inspection



Village of Mount Prospect  
Community Development  
Department

## Village of Mount Prospect Community Development Department

# Guide to Property Maintenance Inspection

This Guide has been designed to provide an outline of the Village's property maintenance inspection checklist. The checklist was developed to help the Village conduct consistent inspections, and may be used by property owners and managers to help maintain their property and prepare for annual inspections. The Village's inspections checklist is used during:

- Annual, routine inspections of apartment buildings that are licensed by the Village.
- Routine inspections of the interiors of licensed apartment units.
- Investigation and resolution of landlord and tenant complaints regarding repairs.
- Investigation and resolution of complaints regarding maintenance of all properties within the Village.

The purpose of these inspections is to confirm that properties are maintained properly, which ensures the health and safety of the Village's residents.

The checklist contains twenty-five areas that staff commonly reviews and is arranged in order starting from the exterior of the building and ending with the interior.

Explanations of the twenty-five areas inspected and the corresponding code requirements are provided in this Guide. The explanations correspond to the inspection checklist.



## Inspection Reports

If a code violation is cited during an inspection, the inspector will indicate the remedies necessary to comply with Village Codes. The inspector will also specify the time frame in which the repairs must be completed. Should you have any questions regarding your inspection, please call the Community Development Department at (847) 870-5668.

When there is an outstanding violation on your property, it is a violation of the Village Property Maintenance Code Sec. PM-107.5 to sell, transfer, or lease the property. To avoid complications, and to benefit the residents and surrounding neighborhood, the Village encourages prompt compliance.

Any person affected by an inspection report has the right to appeal the order. An appeal must be submitted in writing within twenty (20) days. The appeal shall be submitted to the Director of Community Development, Village of Mount Prospect, 50 S. Emerson Street, Mount Prospect, Illinois 60056.

## General Requirements

- All exterior surfaces must be protected from wind, rain and snow by painting, staining, sealing, siding, or the use of other weather tight materials designed 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

### 1) Parking Lot

- a) Parking lots and driveways must be free of deteriorated surfaces and potholes.
- b) Parking lot spaces must be striped and easily visible.
- c) Parking lot curb stops or approved barriers must be provided and secured at the edge of parking areas.

### 2) Accessory Structure

- a) Fences, garages, sheds, retaining walls, and refuse enclosures must be structurally sound and free of loose, bent, broken, deteriorated, or missing materials.

### 3) Nuisance - Litter/Rubbish

- a) Property must be free from any accumulation of rubbish or garbage, and maintained in a clean, safe, and sanitary manner.
- b) Accumulations of storage, rubbish, garbage, interior furniture, and tires are not permitted on balconies or patios. These items can attract insects, harbor rodents, and can create unsightly conditions.
- c) Grass and weeds must be maintained no more than a maximum height of eight inches.
- d) Graffiti is criminal damage to property. Graffiti must be completely removed within fourteen days. Call 911 to report graffiti.
- e) Motor vehicles must be currently registered and display a Village Sticker. Inoperable vehicles or vehicles in the process of major repair may only be stored in a garage.



## EXTERIOR MAINTENANCE

### 4) Grading and Drainage

- a) Proper grading and drainage of exterior areas are required, as it helps prevent the accumulation of stagnant water.
- b) Missing or worn groundcover or grass must be replaced.

### 5) Address

- a) Building addresses must be displayed in Arabic numerals only, a minimum of four inches in height, and clearly visible from the right of way (street).

### 6) Walkways

- a) Stoops, patios, and sidewalks must be level and free of loose, broken, or deteriorated materials.

### 7) Overhangs

- a) Balcony joists and decks must be structurally sound and free of cracked, rotted, rusted, or bowed materials. Weather treated lumber is required for all exterior repairs.
- b) Awnings must be anchored to the structure and free of loose, torn, bent, or deteriorated materials.
- c) Porches, stairs, and stringers must be level and structurally sound.
- d) Columns must be structurally sound and free of any loose, bowed or deteriorated materials.
- e) Soffits, fascia, mansards, and similar decorative features must be anchored to the structure and free of loose, missing, or deteriorated materials.



## EXTERIOR MAINTENANCE

### 8) Walls

- a) Siding must be weather tight and secure to the exterior wall. Siding must be free of bent, missing, or deteriorated materials.
- b) Brickwork must be free of cracked, loose, or deteriorated materials. Replace any missing or deteriorated bricks. If the masonry is tuck pointed, the mortar must not mar adjacent surfaces.
- c) Foundations must prevent seepage and the entrance of rodents into a building. Foundations must be structurally sound and free of large cracks, holes, or loose materials.
- d) Shutters must be secure to the exterior wall, free of deterioration, and without missing materials.

### 9) Doors

- a) Door hardware must be provided and tightly secure the door.
- b) Door, doorframe molding, and sidelights must be secure, weather tight, and rodent proof. Frames must be free of loose, broken, or deteriorated materials.
- c) Exterior entrance doors must automatically lock with a deadlocking latch. If an entrance foyer is present, the inner or outer door must automatically lock.



## EXTERIOR MAINTENANCE

### 10) Windows

- a) Window frames must be weather tight and free of loose or deteriorated materials.
- b) Windowpanes must be free of broken or cracked glass.
- c) Windowpanes must be easily operable and capable of being held in position by window hardware.
- d) Screens are required from April 15 to October 15 for doors or windows used for ventilation.
- e) Locks are required on every window or sliding door within 20 feet of the ground or within 10 feet of adjacent roofs, stairways, or balconies.



### 11) Handrails and Guardrails

- a) Exterior and interior handrails and guardrails must be installed where required to prevent accidents. Handrails and guardrails must be firmly fastened. Guardrails and handrails, including balusters, must be free of loose, deteriorated, or missing parts.

### 12) Roofs

- a) Shingles and flashing must be weather tight and free of loose, missing, or deteriorated materials.
- b) Gutters and downspouts must be secure and free of obstructions or missing materials, and installed to direct water away from the structure.
- c) Chimneys must be straight and structurally sound.
- d) Chimneys must be free of loose missing, spalled, or cracked masonry. Open mortar joints must be tuck pointed in a manner that does not mar adjacent surfaces.

## INTERIOR MAINTENANCE

### 13) Walls and Ceilings

- a) Walls and ceilings must be structurally sound and free of water damage.
- b) Walls and ceilings must be clean and free of holes, dents, cracks, and loose drywall taping.
- c) Wallpaper or wall coverings must be adhered to the wall and free of loose, torn, missing, or deteriorated materials.
- d) Shower walls and grout must be watertight and free of mold or mildew.
- e) Base molding and trim must be secure to the wall or ceiling and free of cracks or missing sections.



### 14) Floors

- a) Floors must be structurally sound, level, and free of rotting wood.
- b) Floor coverings must be secure, clean, impervious to water and free of broken, cracked, worn, or missing materials.
- c) Carpeting must be clean and secure to the floor. Carpeting must be free of holes, tears, burns, stains, and loose strands.
- d) Stairs, treads, risers must be structurally sound. Stairs and stair coverings must be secure and level to prevent trip hazards. Stairs must be free of any loose, broken, or deteriorated materials.

## INTERIOR MAINTENANCE

### 15) Interior Surfaces

- a) Apartment mailboxes must be labeled and secure.
- b) Kitchen and bathroom cabinet surfaces must be easy to clean. Cabinets must be free of water damaged, loose, missing, or broken materials and hardware.
- c) Doors must open and close easily.
- d) Doors and doorframes must be free of holes, cracks, and deteriorated materials.
- e) Door hardware must be provided. Locks at the entrances to all dwelling units must be secure.

### 16) Overcrowding

- a) Overcrowding is prohibited. One occupant is permitted for every 50 square feet of sleeping area. In general, the sleeping area is defined as bedrooms; however, if the dining or living room area is larger than minimum code requirements of table 404.5 then the difference between the room area and the minimum requirements may be applied to the total sleeping area. For assistance, please call the Environmental Health Division at (847) 870-5668.

**Table 404.5**  
**Minimum Area Requirements**

SPACE	MINIMUM AREA IN SQUARE FEET		
	1-2 Occupants	3-5 Occupants	6 or more Occupants
Living Room	No requirements	120	150
Dining Room	No requirements	80	100
Kitchen	50	50	60
Bedrooms	Minimum 70 for one occupant bedroom, 50 per occupant per room		

*An occupant is defined as any person living or sleeping in a building, or having possession of a space within a building. Overcrowding can create serious problems.*

## INTERIOR MAINTENANCE

### 17) **Fire Prevention**

- a) Approved smoke detectors are required to be installed and maintained in hallways and stairways. Smoke detectors are required in each apartment or dwelling.
- b) Every dwelling unit will be equipped with at least one carbon monoxide alarm in operating condition within 15 feet of every room used for sleeping purposes.



### 18) **Sanitation**

- a) The inside of every structure must be free from any accumulation of rubbish or garbage.
- b) Every occupant/tenant must maintain any portion of the building they occupy, control or use, in a clean and sanitary condition.
- c) Extermination for insects, pests and rodents is the responsibility of the owner. When the infestation is caused directly by the occupant, the occupant will be responsible for extermination.



## INTERIOR MAINTENANCE

### 19) Electrical

- a) Light fixtures must be in working order with bulbs and fixture covers.
- b) Intercom or buzzer system must be maintained and labeled. Removing an existing system installed as part of the original construction is prohibited.
- c) Electrical outlets, switches, and junction boxes must be wired properly, operate safely, and have secure cover plates. Cover plates must be free of charred surfaces and outlets must not be painted shut.
- d) Panels and circuits must not be overloaded. All circuits must be labeled. All panel openings must be covered. Panels must provide adequate service and operate safely.
- e) Electrical wiring must be enclosed in conduit.
- f) Illuminated exit signs must be easily visible and in working order at all times.
- g) Common areas must have adequate light to prevent accidents and reduce crime. A minimum of a 60 watt incandescent light bulb shall be provided for every 200 square feet.
- h) Any electrical deficiency or condition that is deemed hazardous to the occupants or structure shall be corrected.



## INTERIOR MAINTENANCE

### 20) Appliances

- a) All appliances must be installed in an approved manner and free of broken, missing, or loose parts.
- b) Refrigerators must be easy to clean and maintain proper temperatures.
- c) The installation of vinyl or plastic ductwork is prohibited. Washing machines must be free of water leaks, electrical hazards, and broken or missing parts.
- d) Air conditioners must be in working order or replaced. Air conditioners are not required, but if an appliance is offered with the unit, it must be maintained.
- e) Stoves must be installed properly, free of gas leaks or electrical hazards. Proper installation is necessary to prevent a fire or carbon monoxide poisoning.

### 21) Plumbing

- a) All sinks, tubs and toilets must drain quickly, be leak-free, and are easy to clean.
- b) All showers, faucets and spigots must have adequate flow and pressure, be leak-free, have complete hardware, and be in good repair.
- c) Supply lines must be properly connected to public water.
- d) Waste lines must be properly connected to public sewer.



## INTERIOR MAINTENANCE

### 22) Hot Water Heater

- a) Hot water heaters shall be in good repair, free of leaks and severe corrosion.
- b) An adequate supply of hot water not less than 110 degrees Fahrenheit shall be supplied at every sink, tub, and shower.
- c) A temperature pressure and relief valve shall be installed on the hot water heater at the proper location. The valve shall be free of leaks, corrosion, obstructions, or missing parts.
- d) A rigid copper or galvanized steel discharge pipe must be installed at the temperature relief valve and to within at least twice the pipe diameter above the floor. The end of the pipe shall not be threaded.



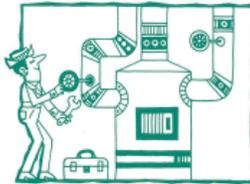
### 23) Heating/Ventilation

- a) Heat registers must be in good repair with secure covers.
- b) Thermostats must be in good working order to regulate the temperature of the apartment.
- c) A minimum of 68 degrees Fahrenheit is required to be maintained within a dwelling unit from September 15 to June 1st.
- d) Exhaust fans must be in working order with secure covers.
- e) Bathrooms must be mechanically vented or have an openable window to prevent an accumulation of moisture, and prevent mold and moisture damage.

## INTERIOR MAINTENANCE

### 24) **Mechanical**

- a) Boilers must be installed free of leaks, and broken, corroded, or missing parts.
- b) Gas burning water heaters, boilers, and furnaces must be vented to an approved chimney or vent. Vents and flues must be secure, and properly sized and pitched.
- c) Pressure relief discharge valves and pipe must be properly installed on boilers.
- d) All appliances must have gas and electric shut-offs to permit safe maintenance and repair.
- e) Combustion air vents must have free and unobstructed airflow to permit proper combustion and prevent carbon-monoxide poisoning.



### 25) **Building Permit**

- a) Ordinary repairs do not require a permit. However, as example, a permit is required for the replacement of balcony joists, sidewalks, patios, stairways, hot water heaters, boilers, electrical panels, parking lots, and roofs.

Please contact the Building Division at (847) 870-5675 for permit information and requirements. All projects are regulated by Village Codes to maintain uniformity and safety. Failure to obtain the necessary permits may result in significant financial penalties.

Whether you own a single-family home, town home, condominium, or an apartment building in the Village of Mount Prospect, it is your responsibility to maintain your property in accordance with the Village's Property Maintenance Code.

Please be advised that this guide does not cover every section within the Property Maintenance Code. If you have any questions or are interested in purchasing a complete copy of the Property Maintenance Code book, feel free to contact the Environmental Health Division at (847)870-5668 for information.

## Questions, Concerns?

Should you have any questions or if you require the Village of Mount Prospect's assistance concerning property maintenance issues, please contact the Community Development Department. One of the following Divisions will assist you:

### **Environmental Health Division (847) 870-5668**

- Annual License Inspections of Apartment Buildings
- Property Maintenance Information
- Landlord and Tenant Information and Complaints

### **Building Division (847) 870-5675**

- Building Permit Applications and Information

# Guide to Property Maintenance Inspection

---



**Village of Mount Prospect**  
50 South Emerson Street  
Mount Prospect, Illinois 60056  
[www.mountprospect.org](http://www.mountprospect.org)

*Community Development Department*  
847/818-5328

*Environmental Health Division*  
847/870-5668