

City of Galesburg		Housing Inspection Checklist	
Pass	Fail	Address: _____ Unit type (circle one) Single Family - Duplex - Multi-Unit - Other _____	
		Owner: _____	Phone: _____ Owner address: _____
		Common areas of the multi-unit rentals are clean and sanitary (landlord). Unit is in a clean and sanitary condition (tenant). Garbage is disposed of properly, containers must have tight-fitting lids. 150.169AB+C , 150.165F	
		Screens hung appropriately by tenant or unless owner agreed to do so. 150.169D	
		Proper extermination of pests in rental unit by Tenant, common areas by Owner. 150.169E	
		Kitchen sink in good working order and connected to water supply. 150.165B+J	
		Every bathroom surface shall be reasonable impervious to water and easily cleaned. 150.167E	
		Plumbing fixtures are in a clean and sanitary condition (Tenant). Every plumbing fixture, water & waste pipe shall be maintained in good sanitary working condition, w/out defects, leaks and obstruction. 150.165C+E , 150.167D , 150.169F	
		One private toilet & bathing facilities for each unit, connected to water supply. (Not shared by other units.) 150.165D+E	
		Every habitable room shall have light and ventilation either through natural or mechanical means. 150.166C+D	
		Working water heater heats water to 120°F. Heating units installed, operational per code, heat to 68°F. 150.166E	
		Every habitable room shall have 2 separate and remote electrical outlets; bath and laundry rooms shall have at least one outlet; kitchen shall have 3 outlets--all installed according to code and properly connected. 150.166F	
		All non-habitable space (utility, laundry) shall have a min. of 1 electric light fixture available at all times. 150.166H	
		Public halls & inside stairways shall always be adequately lighted (1 60 wt bulb every 30ft, covering 200 sq ft). 150.166B	
		Basement windows & openings used for ventilation must be screened to prevent rodent entry. 150.166I	
		Habitable basement devoid of water leakage, has required window space that is above grade unless a code required window well is in place. 150.168 E	
		All exterior walls shall have coverings and flashing installed, maintained in order to provide protection from the weather/deterioration. 150.166K	
		Every stairway, porch shall be maintained in a good state of repair and capable of supporting a normal load. Handrails when required. 150.166M	
		All construction and installations comply with City and State Housing Code requirements. 150.166J	
		All outbuildings kept in good repair and don't harbor vermin. 150.166N	
		Unit meets minimum space and room height requirements. (Dwelling 150 sq ft for 1st person, add 100 sq ft for each additional person. Bedrms min of 70 sq ft for 1st person, add 50 sq ft for each additional person[applies to new or modified dwellings]. Habitable Rooms ceiling ht of 7'. In attics 7' ht no less than 2/3 of floor area.) 150.168B+C , 150.166O	
		Every foundation, floor, wall, ceiling, chimney and roof shall be reasonably weathertight, watertight and rodent-proof; capable of affording privacy and kept in good repair. 150.166K+L , 150.167B	
		Every window, exterior door, basement hatchway shall be reasonably weathertight, watertight and rodent proof and kept in good repair. 150.167C	
		Access to bathroom not through another sleeping room. Access to sleeping room not through another sleeping room or bathroom. (applies to new or modified dwellings.) 150.168D	
		Safe exit from each unit to ground level. Each bedroom in a new or modified dwelling shall have 2 means of exit, one may be a window to the outside. 150.165G+H	
		More than one unit shall have a fire extinguisher in a common area. 150.165I	
		Smoke and Carbon monoxide detectors present and in working order according to state law. 150.001 , 150.003	
		Unit is licensed with City of Galesburg Clerk's Office. All rental units shall be licensed annually. 150.277A	
Tenant's signature Date: Printed Name: (Please ensure address is listed at the top of the page)			
Owner's Signature Date: Printed Name:			
I hereby affirm that the information as provided on this inspection checklist is true to the best of my knowledge and hereby acknowledge that any knowingly false statements can subject the afore signed to the penalties under the law or revocation of license. (Please check box to affirm statement.)			
1.15.19 last updated			