

Swissvale Fire Department

Occupancy Inspection Checklist

7560 Roslyn Street

Swissvale, PA 15218

Phone Number: (412) 271-3940

Fax Number: (412) 271-8415

Basement Area

- ¼ turn hand gas shutoff valve is required within 6 feet of the furnace
 - *International Property Maintenance Code – Section 603.4*
 - *International Fuel Gas Code – Section 409.1*
- ¼ turn hand gas shutoff valve is required within 6 feet of the hot water tank
 - *International Property Maintenance Code – Section 603.4*
 - *International Fuel Gas Code – Section 409.1*
- ¼ turn hand gas shutoff valve is required within 6 feet of a stove (if applicable)
 - *International Property Maintenance Code – Section 603.4*
 - *International Fuel Gas Code – Section 409.1*
- ¼ turn hand gas shutoff valve is required within 6 feet of any other gas appliance
 - *International Property Maintenance Code – Section 603.4*
 - *International Fuel Gas Code – Section 409.1*
- When open splices exist they will be required to be properly corrected and placed into junction boxes
 - *International Property Maintenance Code – Section 604.3*
- Missing junction box covers
 - *International Property Maintenance Code – Section 604.3*
- All flue pipes are required to be sealed
 - *International Property Maintenance Code – Section 603.2*
- Properly installed smoke detector is required
 - *International Fire Code – Section 907.2.10*
- A handrail is required when there are steps with 4 risers or more and must be capable of supporting 200 pounds in a concentrated load applied along the top in any direction
 - *International Fire Code – Section 1012*
- Horizontal fire chases are required to be sealed
 - *International Fire Code – Section 703.1.1*
- Vertical fire chases are required to be sealed
 - *International Fire Code – Section 703.1.1*
- A third party electrical inspection is required for the electrical service panel. Contact Code Enforcement Associates at 412-889-1995 to schedule your required inspections. You must use this third party inspector
 - *International Property Maintenance Code – Section 604.3*
- All obvious structural deficiencies are required to be repaired
 - *International Property Maintenance Code – Section 305.2*
- All termite damage is required to be repaired
 - *International Property Maintenance Code – Section 309*

- All knob and tube wiring is required to be upgraded
 - *International Property Maintenance Code – Section 604.3*
- All electrical junction boxes and electrical wiring are required to be properly secured
 - *International Property Maintenance Code – Section 604.3*
- All visible faulty plumbing is required to be repaired
 - *International Property Maintenance Code – Section 504.3*
- Jumper wire across the water meter
 - *International Residential Code- Section E3058.1*
- Permanently mounted lighting is required to be hard wired
 - *International Property Maintenance Code – Section 605.1*
- GFCI protect or single outlet dedicate the outlet for the washer and dryer
 - *International Property Maintenance Code – Section 604.3*
- The dryer must be properly vented in accordance with the manufacturers specification
 - *International Property Maintenance Code – Section 403.5*
- Every stair, ramp, landing, balcony, porch, deck or other walking surface shall be maintained in sound condition and good repair
 - *International Property Maintenance Code – Section 305.4*
- A drip tube is required for the hot water heater and must be within 6” of the floor
 - *International Property Maintenance Code – Section 505.4*
- An exhaust fan venting to the exterior or a window is required for a bathroom
 - *International Property Maintenance Code – Section 403.2*
- The unused gas line to the dryer will be required to be capped
 - *International Residential Code – Section G2415.12(404.12)*
- Openings in the risers of the steps are permitted but they cannot be any larger than 4”
 - *International Fire Code – Section 1009.4.5*
- The interior of a structure must be maintained in a sanitary condition
 - *International Property Maintenance Code – Section 305.1*
- Open Blanks in the service panel need filled
 - *International Property Maintenance Code – Section 604.3*
- All normal operation lighting must work at all times
 - *International Property Maintenance Code – Section 402.2*
- The structure must be kept free of insect and rodent infestation
 - *International Property Maintenance Code – Section 308.1*
- Debris and storage was found against the hot water heater. This must be removed due to this causing an unsafe operation of the appliance
 - *International Fire Code – Section 603.7*
- The door to the electrical room must be clearly marked with a sign stating ELECTRICAL ROOM
 - *International Fire Code – Section 605.3.1*
- A clear space of 36” (inches) shall be provide in front of the electric service panel for access
 - *International Fire Code – Section 605.3*
- The hole in the wall to the exterior needs sealed
 - *International Property Maintenance Code – Section 305.3*
- The duct work must be secured properly and capable of performing its function.
 - *International Property Maintenance Code – Section 607.1*

- Extension cords are not permitted to be used as permanent wiring
 - *International Fire Code – Section 605.5*
- Hot water facilities are required for this unit
 - *International Property Maintenance Code – Section 505.4*
- Heating facilities are required to sustain a minimal of 68(degrees) for residential and 65(degrees) for a work space or commercial occupancy
 - *International Property Maintenance Code – Section 602.3*
- All stanchion posts need secured properly on the top and bottom to prevent lateral displacement.
 - *International Property Maintenance Code – Section 305.1.1*
- Access to the furnace must be provided for proper maintenance and emergency shut-off. The furnace room must have a door
 - *International Property Maintenance Code – Section 603*
- All Plumbing fixtures must be maintained and in working order
 - *International Property Maintenance Code – Section 504.1*
- All structures must be kept free of insect and rodent infestation. Proof of proper extermination must be provided. After extermination proper precautions must be taken to prevent re-infestation
 - *International Property Maintenance Code – Section 309*

Living Areas

- All painted outlets and light switches are required to be replaced
 - *International Property Maintenance Code – Section 604.3*
- All electrical outlets within 6’(feet) of the kitchen sink are required to be GFCI outlets
 - *International Property Maintenance Code – Section 604.3*
- All electrical outlets around the bathroom sink are required to be GFCI outlets
 - *International Property Maintenance Code – Section 605.2*
- All outlets and switches are required to have the correct covers on them
 - *International Property Maintenance Code – Section 604.3*
- A properly functioning smoke detector is required on each floor of the residence
 - *International Fire Code – Section 907.2.10*
- A properly functioning smoke detector is required in each bedroom
 - *International Fire Code – Section 907.2.10*
- A properly functioning smoke detector is required in common hallways
 - *International Fire Code – Section 907.2.10*
- All holes in walls are required to be repaired
 - *International Property Maintenance Code – Section 305.3*
- All holes in ceilings are required to be repaired
 - *International Property Maintenance Code – Section 305.3*
- All broken windows are required to be repaired
 - *International Property Maintenance Code – Section 304.13*
- All windows are required to operate as designed (must open and close properly)
 - *International Property Maintenance Code – Section 304.13.2*
- All windows are required to have a insect screen in place
 - *International Property Maintenance Code – Section 304.14*
- All degraded electrical wiring is required to be replaced or repaired
 - *International Property Maintenance Code – Section 604.3*
- The use of non-approve electrical wiring will not be allowed

- *International Property Maintenance Code – Section 605.1*
- All peeling paint is required to be scraped and removed
 - *International Property Maintenance Code – Section 305.3*
- A handrail is required when there are steps with 4 rises or more
 - *International Property Maintenance Code – Section 306.1*
- An exhaust fan or venting window is required for a bathroom
 - *International Property Maintenance Code – Section 403.2*
- Extension cords are not permitted to run under any carpeting and doors. They shall not be affixed to the structure, extend through walls, ceilings or floors
 - *International Fire Code – Section 605.5*
- Lighting in closets is required to be an approved enclosed light
 - *International Property Maintenance Code – Section 402.3*
- ¼ turn hand gas shutoff valve is required within 6 feet of a stove
 - *International Property Maintenance Code – Section 603.4*
 - *International Fuel Gas Code – Section 409.1*
- Remove or GFCI protect the outlet in the fixture of the bathroom
 - *International Property Maintenance Code – Section 605.2*
- Surface-mounted incandescent luminaries shall be installed on the wall above the door or on the ceiling, provided there is a minimum clearance of 12 inches in the closet (305mm) between the fixture and the nearest point of a storage space. This is for the closets
 - *International Residential Code- Section E.3903.11*
- ¼ turn hand gas shutoff valve is required within 6 feet of any other gas appliance
 - *International Property Maintenance Code – Section 603.4*
 - *International Fuel Gas Code – Section 409.1*
- The use of multi-plug adapters and unfused plug strips are prohibited
 - *International Fire Code – Section 605.4*
- The required fire resistance rating of fire resistance rated construction (including walls, firestops, shaft enclosures, partitions, smoke barriers, floors, fire-resistive coatings and sprayed fire resistant materials applied to structural members and fire resistant joint systems) shall be maintained. Such elements shall be properly repaired, restored or replaced when damaged, altered, breached or penetrated.
 - *International Fire Code – Section 703.1*
- A GFCI outlet needs to be installed in the bathroom
 - *International Property Maintenance Code – Section 605.2*
- Required guards on open sides of stairways shall have intermediate rails or ornamental closures which do not allow passage of a sphere 4 3/8 inches or more in diameter
 - *International Fire Code – Section 1013*
- Debris and storage was found in the common stairwell. The stair cannot contain any storage
 - *International Fire Code – Section 1028.3*
- Emergency lighting is required for the common hallways, Laundry room and stairs. This lighting is required to be to the current code.
 - *International Fire Code – Section 1006.3*
- The entry door from the common hall is to be a 1 hour fire rated door assembly
 - *International Fire Code – Section 4604.18.1*
- The apartment entry door is required to have self-closing mechanisms.
 - *International Fire Code – Section 4604.18.1*

- ❑ 2-A or equivalent extinguishers are required on each level mounted in the common hallway. They must not be mounted higher than 5 feet from the floor. This is for R-1, R-2, and R-4 Occupancies. The extinguishers must be tagged and maintained in accordance with NFPA 10
 - *International Fire Code – Section 906*
- ❑ The Fire Alarm must be tested annually and documentation of maintenance by approved service personnel must be maintained for review by the fire code official
 - *International Fire Code – Section 907.20*
- ❑ The Fire Doors must have a sign with a minimum of 1” (inch) letters on each side of the door that state FIRE DOOR KEEP CLOSED
 - *International Fire Code – Section 703.2.1*
- ❑ Remove the screwed on bars over the windows
 - *International Fire Code – Section 1029.4*
- ❑ All doors shall fit within its frame and be capable of opening and closing properly
 - *International Property Maintenance Code – Section 305.6*
- ❑ The exit and exit access doors must be marked with an approved lit exit sign
 - *International Fire Code – Section 1011.1*
- ❑ A fall protection rail is required for an elevated walking surface of 30” or more and must be capable of supporting 200 pounds in a concentrated load applied along the top in any direction
 - *International Fire Code – Section 1012*
- ❑ Emergency escape openings (windows) shall be operational from within the room without the use of keys or tools.
 - *International Property Maintenance Code – Section 702.4*
- ❑ All means of egress doors shall be readily openable from the side from which egress is to be made without the need for keys, special knowledge or effort.
 - *International Property Maintenance Code – Section 702.3*
- ❑ A captive bedroom was found. Bedrooms shall not constitute the only means of access to other bedrooms or habitable spaces and shall not serve as the only means of egress from other habitable spaces. The only exception is units that have fewer than two bedrooms
 - *International Property Maintenance Code – Section 404.4.2*
- ❑ OSB or plywood is not allowed as a wall covering for an exit passageway or exit enclosures. A flame spread rating of 26-75 must be used in these areas
 - *International Fire Code – Section 402.3*
- ❑ An emergency escape and rescue opening is required. *Emergency escape and rescue openings* shall have a minimum net clear opening of 5.7 square feet
Exception: The minimum net clear opening for *emergency escape and rescue grade-floor openings* shall be 5 square feet . **Minimum dimensions.** The minimum net clear opening height dimension shall be 24 inches (610 mm). The minimum net clear opening width dimension shall be 20 inches (508 mm). The net clear opening dimensions shall be the result of normal operation of the opening. **Maximum height from floor.** *Emergency escape and rescue openings* shall have the bottom of the clear opening not greater than 44 inches (1118 mm) measured from the floor.
 - *International Fire Code – Section 1029.1*
- ❑ All means of egress doors shall be readily openable from the side from which egress is to be made. Panic hardware needs installed to the door.
 - *International Fire Code – Section 1008.1.9*

- ❑ Structures or existing equipment that are or here after become unsafe or deficient because of an inadequate means of egress or which constitutes a fire hazard, or are otherwise dangerous to human life or the public welfare, or which involve illegal or improper or inadequate maintenance, shall be deemed an unsafe condition
 - *International Fire Code – Section 110.1.1*
- ❑ The open area under the means of egress stairs must have a minimum of a 1 hour fire rating protecting the stairs. Open unprotected wooden steps are found. This is for multi-family dwelling
 - *International Fire Code – Sections 101.5, 102.2 & 1009.6.3*
- ❑ The commercial kitchen hood, ducts, fans, grease removal systems and components need cleaned
 - *International Fire Code – Section 609.3.3.2*
- ❑ A carbon monoxide detector shall be installed outside of each separate sleeping area in the immediate vicinity of the bedrooms. This requirement is due to the fact of the Building Permit Being issued.
 - *International Residential Code – Section R315.2*
- ❑ Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be done, shall first make application to the *building official* and obtain the required *permit*.
 - *International Building Code – Section 105.1*
- ❑ A class K extinguisher is required for this area. They must not be mounted higher than 5 feet from the floor. The extinguisher must be mounted and accessible in a conspicuous location. The extinguisher must be within 30 feet of the fryers. The extinguishers must be tagged and maintained in accordance with NFPA 10
 - *International Fire Code – Section 904.11.5*
- ❑ The commercial kitchen hood fan covers are missing and need placed back on
 - *International Property Maintenance Code – Section 704.1*
- ❑ Every habitable space shall have at least two separate and remote receptacle outlets on separate walls
 - *International Property Maintenance Code – Section 605.2*
- ❑ A vent needs installed in the door to provide proper air for combustion of the furnace
 - *International Property Maintenance Code – Section 603*
- ❑ All appliances must be maintained in a safe and working condition
 - *International Property Maintenance Code – Section 603.1*
- ❑ Occupant load sign must be placed in a conspicuous location near the main exit. The sign must be maintained by the owner or authorized agent.
 - *International Fire Code – Section 1004.3*
- ❑ A habitable space other than a kitchen must be a minimum of 7 feet in any dimension and have a minimum ceiling height of 7 feet
 - *International Property Maintenance Code – Section 404.2 & 404.3*
- ❑ All combustible materials need removed from the walls of the common hallway that are not essential building components.
 - *International Fire Code – Section 807.1*

- ❑ In group B occupancy horizontal and vertical security grilles shall remain in the full open position during the normal operational hours. A sign must be placed stating that the security grille is required to remain open during operational hours
 - *International Fire Code – Section 1008.1.4.5*
- ❑ A fire escape is required for this building. Installation requires a commercial building permit. A permit application, plans and fees must be submitted, reviewed and approved before any construction of the escape can begin.
 - *International Fire Code – Section 4604.20 & 1026.6*
- ❑ The EMERGENCY FUEL SHUT-OFF for the dispensing stations must be clearly marked with a sign stating **EMERGENCY FUEL SHUT-OFF** and be visible
 - *International Fire Code – Section 2203.2*
- ❑ All interior surfaces must be maintained.
 - *International Property Maintenance Code – Section 305.3*

Exterior

- ❑ The electrical service wire is deteriorated it will be required to be replaced and upgraded
 - *International Property Maintenance Code – Section 604.2*
- ❑ The weather head is not attached to house it will be required to be repaired
 - *International Property Maintenance Code – Section 604.2*
- ❑ A handrail is required when there are steps with 4 rises or more
 - *International Property Maintenance Code – Section 306.1*
- ❑ All peeling paint is required to be scraped and removed and any exposed wood and metal will be required to be repainted
 - *International Property Maintenance Code – Section 304.2*
- ❑ All electrical outlets will be required to be GFCI outlets and in an approved weather-proof box
 - *International Property Maintenance Code – Section 604.3*
- ❑ All exterior lighting is required to be wired through an approved weather proof box
 - *International Property Maintenance Code – Section 604.3*
- ❑ All exterior light fixtures are required to be approved exterior fixtures
 - *International Property Maintenance Code – Section 604.3*
- ❑ Chimney needs repaired
 - *International Property Maintenance Code – Section 304.11*
- ❑ All address numbers are required to be visible from the street **and all units are** required to have unit numbers or letters visible – These numbers and letters are required to be minimum of 4 inches and shall contrast with the background
 - *International Property Maintenance Code – Section 304.3*
- ❑ Repair the falling down fence or retaining wall
 - *International Property Maintenance Code – Section 302.7*
- ❑ Repair the crack in the brick façade
 - *International Property Maintenance Code – Section 304.2*
- ❑ A disconnect is required for the electricity on the AC unit. It must be visible from the unit
 - *International Residential Code – Section E4103.3*
- ❑ All rotted wood on the exterior needs repaired
 - *International Property Maintenance Code – Section 304.6*

- ❑ The basement hatchway must be water tight and also secured so not to allow rodent entry
 - *International Property Maintenance Code – Section 304.16*
- ❑ The roof and flashing shall be free from defects and damage to prevent admittance of rain.
 - *International Property Maintenance Code – Section 304.7*
- ❑ Radon removal system must be vented to 12” above the roof line and 10’ away from a window or opening into the condition spaces
 - *International Residential Code – Section AF103*
- ❑ Debris and storage was found on the fire escape. The stair or landings cannot contain any storage
 - *International Fire Code – Section 4604.17.7*
- ❑ Remove all debris and garbage from the exterior property area
 - *International Property Maintenance Code – Section 302.1*
- ❑ The lowest balcony for the fire escape shall not be more than 18 feet (5486 mm) from the ground. Fire escape stairs shall extend to the ground or be provided with counterbalanced stairs reaching the ground.
 Exception: For fire escape stairs serving 10 or fewer occupants, an *approved* fire escape ladder is allowed to serve as the termination.
 - *International Fire Code – Section 4604.17.6*
- ❑ All vines and rotting material must be removed from the structure
 - *International Property Maintenance Code – Section 304.6*
- ❑ High grass and weeds where found in excess of 10” (inches)
 - *International Property Maintenance Code – Section 302.4*
- ❑ All snow and ice needs removed from the sidewalks and steps
 - *International Property Maintenance Code – Section 302.3*
- ❑ The downspouts must be in place and secured to the structure and all gutters must be free of obstructions
 - *International Property Maintenance Code – Section 304.7*
- ❑ All decks, stairs, and landings must be properly anchored
 - *International Property Maintenance Code – Section 304.1.1*
- ❑ All soffit and fascia must be intact and sealed properly and be free of damage and decay
 - *International Property Maintenance Code – Section 304.9*
- ❑ The fire escape must be maintained in good condition and must remain operational at all times
 - *International Fire Code – Section 4604.17.7*
- ❑ The whole exterior of the building must be kept in good condition and be weatherproof
 - *International Property Maintenance Code – Section 304.2*
- ❑ In lieu of garbage cans for each dwelling unit, owners or agents of multiple family dwellings must provide attractively screened areas, portable containers, or storage rooms in which garbage can be stored in a manner which does not attract rats or other animals or disease carrying insects, and which does not create an unpleasant odor.
 - *Swissvale Borough Ordinance – 78-3*
- ❑ Private swimming pools, hot tubs and spas, containing water more than 24 inches in depth shall be completely surrounded by a fence or barrier at least 48 inches in height above the finished ground level measured on the side of the barrier away

from the pool. Gates and doors in such barriers shall be self-closing and self-latching. Where the self-latching device is less than 54 inches above the bottom of the gate, the release mechanism shall be located on the pool side of the gate. Self-closing and self latching gates shall be maintained such that the gate will positively close and latch when released from an open position of 6 inches from the gatepost. No existing pool enclosure shall be removed, replaced or changed in a manner that reduces its effectiveness as a safety barrier.

- *International Property Maintenance Code – Section 303.2*

- ❑ Every outdoor swimming pool, including those now existing or under construction, shall be surrounded completely by a fence or wall not less than 4 feet in height, which shall be so constructed as to have no openings, holes or gaps larger than 4 inches in any dimension except for doors and gates, and if a picket fence is erected or maintained, the horizontal dimension shall not exceed 4 inches. A dwelling house or accessory building may be used as part of such enclosure. All gates or doors opening through such enclosures shall be equipped with a self-closing and self-latching device on the pool side for keeping the gate or door securely closed at all times when not in use, except that the door of any such dwelling which forms a part of the enclosure need not be so equipped. The fence shall surround the pool and the deck area exclusively. It shall be within 5 feet of the pool structure on two sides and a maximum of 20 feet on the other two sides unless the main building provides the enclosure on that side. Fencing of the entire yard is not considered adequate. If any part of this Section relating to enclosures and fences and setback provisions of the pool structure shall conflict with the provisions of the Zoning Ordinance of the Borough of Swissvale [Chapter 27] then, in that event, the provisions of the Zoning Ordinance [Chapter 27] and its amendments shall control.

- *Swissvale Borough Ordinance-74-4*

- ❑ **Sidewalks and driveways-** All sidewalks, walkways, stairs, driveways, parking spaces and similar areas shall be kept in a proper state of repair, and maintained free from hazardous conditions.
 - *International Property Maintenance Code – Section 604.2*
- ❑ All obvious structural deficiencies are required to be repaired
 - *International Property Maintenance Code – Section 304.1.1*
- ❑ **Open-flame cooking devices.** Charcoal burners and other open-flame cooking devices shall not be operated on combustible balconies or within 10 feet (3048 mm) of combustible construction.

Exceptions:

1. One- and two-family *dwelling*s.
2. Where buildings, balconies and decks are protected by an *automatic sprinkler system*.
3. LP-gas cooking devices having LP-gas container with a water capacity not greater than 21/2 pounds [nominal 1 pound (0.454 kg) LP-gas capacity
 - *International Fire Code – Section 308.1.4*

Garage

- ❑ All electrical outlets in the garage are required to be GFCI outlets
 - *International Property Maintenance Code – Section 604.3*
- ❑ Horizontal fire chases are required to be sealed in an integral garage

- *International Fire Code – Section 703.1.1*
- ❑ Vertical fire chases are required to be sealed in an integral garage
 - *International Fire Code – Section 703.1.1*
- ❑ The door between the garage and the living area of an integral garage is required to be a fire rated assembly. A single family dwelling is a 20 minute rating and a multi-family dwelling is a 1 hour rating
 - *International Fire Code – Section 703.1*
- ❑ All knob and tube wiring is required to be upgraded
 - *International Property Maintenance Code – Section 604.3*
- ❑ When open splices exist they will be required to be properly corrected
 - *International Property Maintenance Code – Section 604.3*
- ❑ ¼ turn hand gas shutoff valve is required within 6 feet of the furnace
 - *International Property Maintenance Code – Section 603.4*
 - *International Fuel Gas Code – Section 409.1*
- ❑ ¼ turn hand gas shutoff valve is required within 6 feet of any other gas appliance
 - *International Property Maintenance Code – Section 603.4*
 - *International Fuel Gas Code – Section 409.1*