



This booklet is designed to be helpful to all citizens,
whether tenant, homeowner, or landlord.

It is intended as informal guide to
City of Lima, Property Maintenance Code.

This booklet does not have legal status.

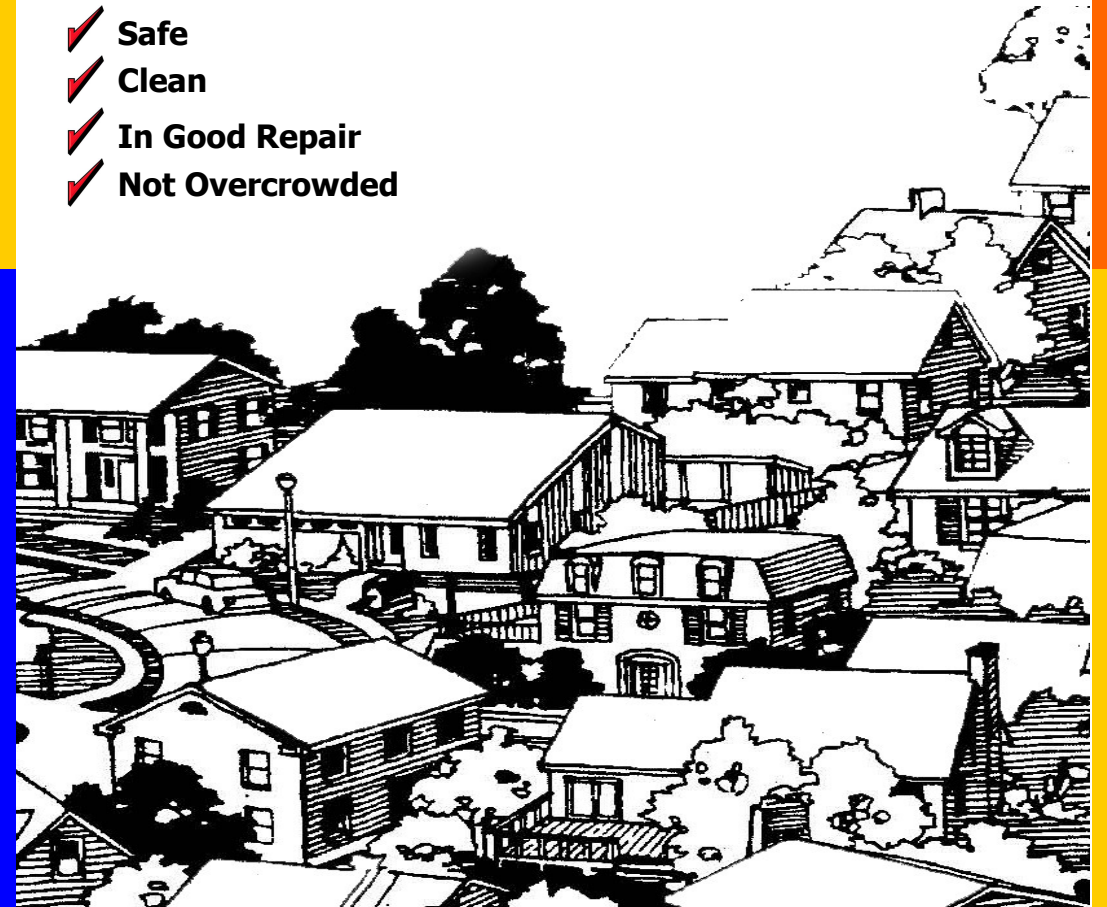
For precise definitions and descriptions of requirements,
see the City of Lima, Property Maintenance & Building Code.

Use this Guide to

CHECK ✓ **YOUR HOME**

The Housing Code says it must be:

- ✓ Safe
- ✓ Clean
- ✓ In Good Repair
- ✓ Not Overcrowded



LOOK AT THE OUTSIDE OF THE HOUSE . . .

Is your home?

- ☐ Structure sound – is any part of the house leaning, missing, or improperly supported?
- ☐ Rat proof – are there any visible holes that animals could get into the house?
- ☐ Well maintained?
- ☐ Are street numbers readable? Must be at least 3” high.

Foundation

- ☐ Is it sinking or uneven?
- ☐ No holes?
- ☐ No cracks?

Roofs

- ☐ No rotting wood or missing roofing?
- ☐ Free of leaks?

Chimney

- ☐ Secure?
- ☐ Lining intact?

Walls

- ☐ No holes?
- ☐ No cracks?
- ☐ No chipping or peeling?

Porch

- ☐ In good repair?
- ☐ No rotting wood?
- ☐ No missing concrete?
- ☐ Rail not loose or rotten?

Gutters & Downspouts

- ☐ Not blocked?
- ☐ No leaks?
- ☐ Firmly attached?

Steps

- ☐ Not worn?
- ☐ Evenly spaced?
- ☐ No tripping hazard?
- ☐ Handrails attached?



Windows

- ☐ Can be locked?
- ☐ Can be opened?
- ☐ Unbroken?
- ☐ Fits frame?
- ☐ No leaks that let air in?
- ☐ Has screens?
- ☐ Attic windows secure?

Doors

- ☐ Weathertight?
- ☐ Waterproof?
- ☐ Hinges & locks OK?
- ☐ Insect screens fit?

Paint

- ☐ Wood surface painted or sided?
- ☐ Metal surfaces painted?
- ☐ Not peeling?

A PROPERTY OWNER, LANDLORD OR OWNER-
OCCUPANT, IS RESPONSIBLE
FOR THESE THINGS:

- Provide & maintain heating equipment installed to manufacturer's specifications & maintained to provide heat to 65° in habitable spaces.
- Provide & maintain plumbing fixture - safe, sanitary, & functional - with no leaks or defects.
- Provide cold water and hot water at 110°.
- Keep clean the shared or public areas of dwellings with two or more units.
- Eradicate rats, insects, and other pests.
- Install smoke detectors 1 per level & immediately adjacent to bedrooms.
- Removal of junk, garbage, or rubbish in the streets, gutters, or on the property.
- Provide safe exits and emergency escape for bedrooms.
- Provide appropriate electrical 100 AMP/3 wire service; 2 receptacles per room/grounded in laundry/bathroom.
- Removal of any unlicensed, partially dismantled, and/or inoperable motor vehicle or boat.
- Removal of indoor furniture from all outdoor areas.
- Proper maintenance of handrails/guards at stairwells/stairways.

A TENANT, SOMEONE WHO RENTS THE PLACE IN WHICH THEY LIVE, WHETHER IT IS AN APARTMENT OR A HOUSE, HAS THESE RESPONSIBILITIES:

- **Keeping the dwelling unit clean (particularly cleaning floors and walls) and keeping plumbing unobstructed.**
- **Appropriate disposal of garbage and refuse.**
- **Not committing vandalism, and not permitting anyone else to vandalize.**
- **Not blocking exits or stairways with furniture, bicycles, carriages, or other obstacles.**
- **Not storing flammable liquids inside.**
- **Giving the owner access to make repairs at reasonable times.**
- **Complying with all the rules that are brought to the tenant's attention and agreed to in writing.**
- **Properly using and operating all electrical fixtures, including smoke detectors and plumbing fixtures.**
- **Paying rent when it is due.**

STILL OUTSIDE . . .

- ☐ Is the yard clean and well-maintained?
(Or is it inviting rats, insects, and vermin?)
- ☐ Grass/weeds do not exceed 8 inches?
- ☐ Proper removal of ice & snow?
- ☐ No standing trash, car, appliances?

- ☐ House number can be seen?
- ☐ Yard graded properly from drainage - water runs away from house?

- ☐ Trim over grown bushes?
- ☐ Fence, garage, or shed in good repair?

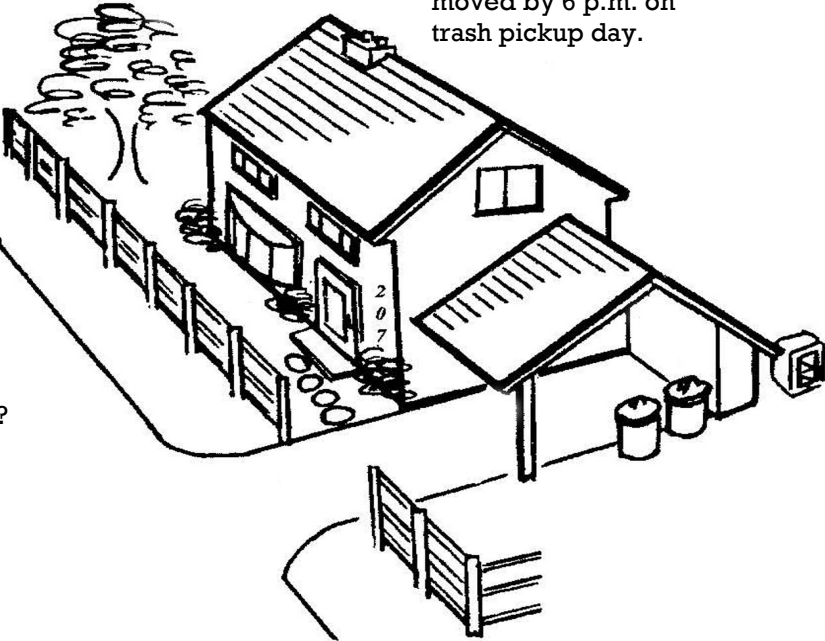
- ☐ All vehicles must be in working condition?

- ☐ No parking on grass?

- ☐ Grass can be no taller than 8 inches.

- ☐ Snow must be removed from public walkways within 4 hours of daylight.

- Trash Cans**
- ☐ Sufficient number?
 - ☐ Leakproof containers?
 - ☐ No litter in trash area?
 - ☐ Keep at side or rear of house.
 - ☐ Bring to curb no earlier than 6 p.m. the night before pickup & removed by 6 p.m. on trash pickup day.



GOING INSIDE . . .

Is your home clean, safe, and well maintained? (and free of rats & bugs?)

Paint

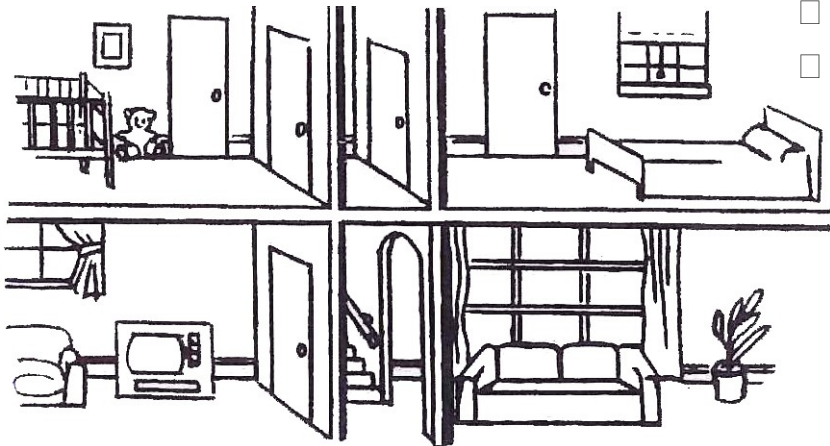
- ☐ Lead-free? If built before 1970, assume there is lead.
- ☐ Not flaking?

Walls & Ceiling

- ☐ Intact?
- ☐ No loose wallpaper or paint?
- ☐ Clean?

Windows

- ☐ Have glass?
- ☐ Not broken?
- ☐ Open freely?
- ☐ Weathertight?
- ☐ Have Screens?



Hallway

- ☐ Lighted?
- ☐ Clean?

Floors

- ☐ Sounds?
- ☐ No tripping hazards?
- ☐ No cracked linoleum?

Doors

- ☐ Safe?
- ☐ Not blocked?
- ☐ Fits frame?
- ☐ Weathertight?

Electrical System

- ☐ No extension cords?
- ☐ No frayed wires?
- ☐ Overloaded outlets or system?
- ☐ Working light fixtures?

If multiple family dwelling

- ☐ Second way out of dwelling unit?
- ☐ No kerosene heaters,
- ☐ No sleeping in uninhabitable rooms .

CHECK YOUR HOME FOR LEAD. . .

Was Your Home Built Before 1978?

A majority of homes built before 1978 (especially homes built throughout the 1940's to 1960's), contain lead-based paint.

Do You see walls, furniture, or window sills in your home with chipping paint or peeling paint?

Lead-based paint is unsafe if it peels, chips, or cracks. Harmful lead, dust is created when windows, doors, edges, of stairs, rails, or other lead –based painted surfaces wear away over time.

Do your children play in lead-contaminated soil near your home?

Soil around homes with lead-based paint may have lead chips , dust, or flakes in it. Children can accidentally swallow this soil while playing outdoors, or the soil may be tracked indoors from shoes onto carpet and floors where children can eventually come into contact with it.

Do you store food in imported pottery that contains lead?

Imported pottery and dishware usually contain lead. To protect your family from lead poisoning, use imported pottery only for decoration, and keep food and drinks in other safe, storage containers.

Do you work with lead in your job?

You may be exposed to lead on the job if you work as a painter , ironworker, construction worker, cable splicer, automobile radiator repair mechanic, firearms instructor, metal shop worker, stained glass artist, or battery maker.

CHECK YOUR HOME FOR BEDBUGS . . .

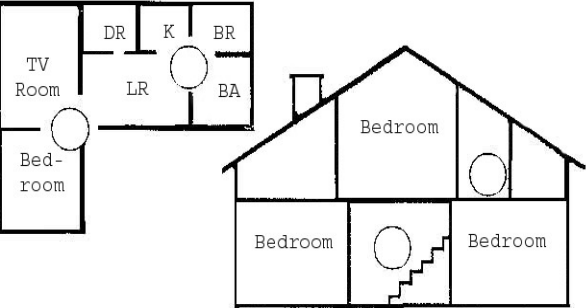
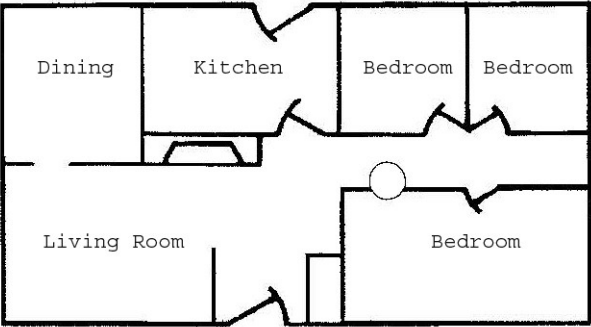
Bed bugs love gaps in just about everything so check . . .

- ☐ Behind baseboards
- ☐ Around door and windows
- ☐ Around window sills and frames
- ☐ Behind electrical and telephone switch plates
- ☐ Between flooring and wall shelving
- ☐ Where floors shelves meet to form a gap
- ☐ Around pipes (water, drain, electrical conduits)
- ☐ Seams, creases, and folds of the mattress and box spring
- ☐ Bed frames and head board
- ☐ Under night stands and drawers
- ☐ Inside storage containers
- ☐ Items such as furniture that may have hollow legs
- ☐ Between furniture
- ☐ Between the folds of drapery or curtains
- ☐ In your alarm clock
- ☐ Inside loose wallpaper

SMOKE DETECTORS ...

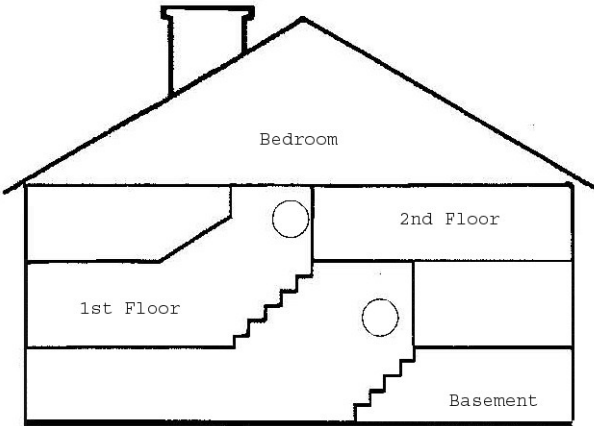
At least one smoke detector per level ...

A basic smoke detector (indicated by circle) shall be located between the sleeping area and the rest of the house.



In homes with more than one sleeping area, a smoke detector (indicated by circle) should be provided to protect each.

In homes with stairs, a smoke detector (indicated by circle) should be at the head (top) of each stairway.

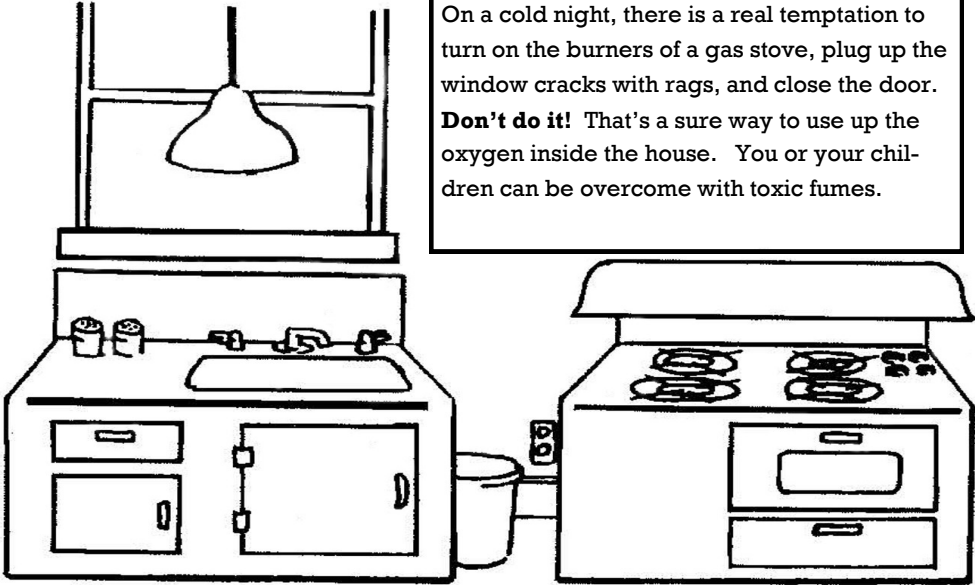


Smoke detectors are required by law at change of occupancy.

THE KITCHEN ...

The housing code requires ...

- ☐ Stove and oven in good working order?
- ☐ Space for storage?
- ☐ No gasoline stove?
- ☐ Range hood clean of grease?
- ☐ Refrigerator in good working order?
- ☐ Plumbing & fixtures with no leaks? (Safe, sanitary, & functional?)
- ☐ Water from approved source?
- ☐ Hot & cold water required?
- ☐ Water line connected to sanitary sewer?
- ☐ Drains work correctly?



Danger!
On a cold night, there is a real temptation to turn on the burners of a gas stove, plug up the window cracks with rags, and close the door. **Don't do it!** That's a sure way to use up the oxygen inside the house. You or your children can be overcome with toxic fumes.

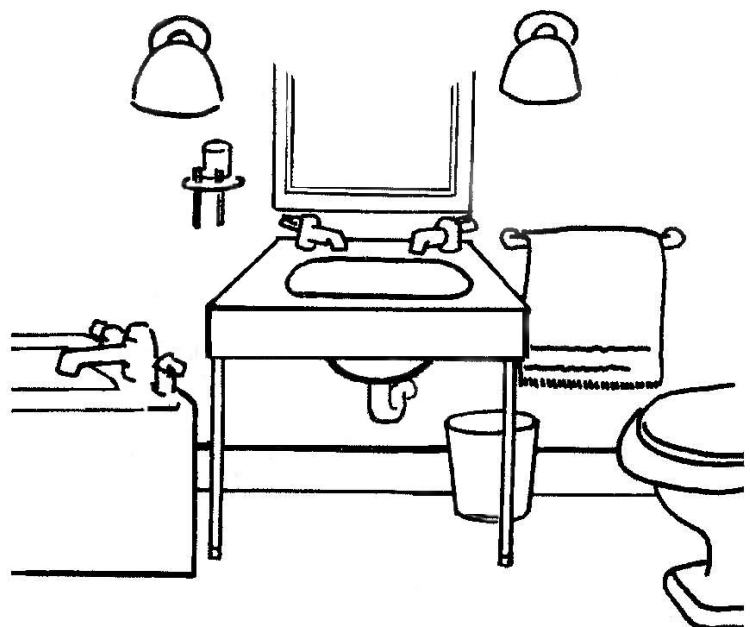
Also check for electrical problems ...

- ☐ Unprotected outlets within 6 feet of sink? (Must have GFI!)
- ☐ Over loaded outlets with too many cords?
- ☐ Do outlets work?
- ☐ Frayed wires?
- ☐ 2 electrical receptacles per room?
- ☐ Do light fixtures work?

THE BATHROOM . . .

The housing code requires, in working condition:

- ☐ Faucets that do not leak?
- ☐ Toilet - that flushes properly?
- ☐ Tub or shower that drain properly?
- ☐ Clear access to toilet?
- ☐ Wash basin or sink that drains properly?
- ☐ No faucet in tub or basin lower than top rim of tub or basin?
- ☐ Light & GFI outlet?



Water and electricity can electrocute you, so . . .

- use non-metallic cord instead of a pull-chain
- only use battery operated clock or radio in bathroom.

THE BASEMENT . . .

Walls

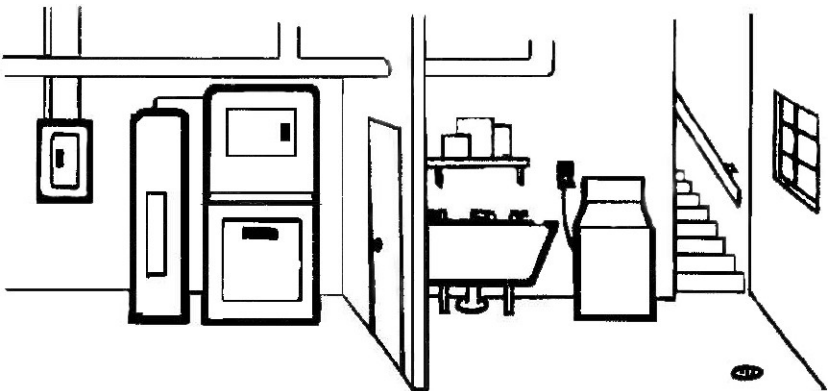
- ☐ No signs of water leaks?
- ☐ Not flaking?

Water

- ☐ No cross connection of waste pipe & water pipe?
- ☐ No faucet in tub lower than top rim of tub?

Water Heater

- ☐ Heat only to 120^o?
- ☐ Vented if gas fired?
- ☐ Safety device installed?
- ☐ Plumbed with no leaks?



Electrical System

- ☐ Properly grounded?
- ☐ Wires insulated?
- ☐ No extension cord as permanent wiring?
- ☐ Fuse box enclosed?
- ☐ No oversize fuses?
- ☐ Dryer has working exhaust?

Storage

- ☐ Flammable storage away from gas appliances?
- ☐ Storage above floor?

If you have . . .

- ☐ Sump pump - in good working condition?
- ☐ Radon detector - good working condition?

Heating System

- ☐ Can it heat to 65^o?
- ☐ Sealed against fumes?
- ☐ In working order?
- ☐ Safety switch?
- ☐ Furnace sections sealed so with no gaps where heat can escape?
- ☐ Ducts & pipes lead free?

Stairway

- ☐ Lighted?
- ☐ Is there railing?
- ☐ Steps secure?

Floor

- ☐ Paved?
- ☐ Waterproof?
- ☐ No accumulated trash?
- ☐ Grill over drainpipe?