Seattle Department of Construction & Inspections

RRIO Inspection Results
Inspector Checklist

Date:

Property Address:

Record File Number: 004-

Inspection Date:

Private Inspector Name:

Owner/Manager/Tenant Present at Inspection (Name):

Inspection Type: Common Area: Unit Inspection: Unit #:

Instructions: Please use this form to document inspection FAILURES ONLY. Please complete a separate form for each individual unit and common area. If inspecting a common area, check the box above for Common Area. If inspecting a unit, check the box for Unit Inspection and provide Unit # in the space provided. If inspecting a single-family property, use S/F in the Unit # field.

On the RRIO Checklist, check the box next to the Checklist section that failed. Add detail for all failed items in the fillable areas including the item number. **Example**:

1 Exterior: Structure, Shelter, and Maintenance

Roof, chimney, foundation, stairs, and decks are reasonably free of decay (e.g., severe cracks, soft spots, loose pieces, deterioration, or other indications that repair is needed); maintained in a safe, sound, and sanitary condition; and capable of withstanding normal loads and forces. The building and its components, including windows, should be reasonably weather-proof and damp-free.

1.1 **Roof** must be maintained in a safe and sound condition and in good repair based on visual inspection.

*	a.	**Roof has holes and/or structural member is broken or decayed**	✓
*	b.	**Roof is not weather-proof or has clear evidence of leaking**	✓

1.1.a. - 6x8' hole in roof with branch sticking through at SW corner.
1.1.b. - Membrane peeled back on SW corner of roof.

Example

When completed, email to: RRIO_PI@seattle.gov

General Comments:

Seattle Department of Construction & Inspections

RRIO Checklist

Use of checklist:

Property owners will use the RRIO Checklist to confirm that their rental housing properties and units meet the requirements of the Rental Registration and Inspection Ordinance (RRIO) or, if units are vacant, they will meet the requirements prior to being rented.

Inspectors will use the checklist to validate that rental housing properties have been maintained according to the RRIO requirements.

The checklist includes specific items from the City of Seattle Housing & Building Maintenance Code (HBMC). At the beginning of each numbered checklist section is a general description of the minimum requirements for the structure or for specific rooms. Below the general description is a set of checklist items to be reviewed.

To use the checklist, review each checklist item. If the described condition is present, check the box. Once completed, if any items are checked see 1 and 2 below.

1. When registering a rental property
   - Items with an asterisk (*) and in bold face type indicate a significant maintenance issue that if present, must be fixed in order to register an occupied unit or before renting an unoccupied unit.
   - Items without an asterisk are also maintenance issues and must be repaired to comply with the City's HBMC, but the unit can be registered or rented if one or more of these items are present.
2. When using the checklist for a RRIO inspection
   - Items with an asterisk (*) and in bold face type must be repaired before the unit can pass inspection and receive a Certificate of Compliance.
   - Items without an asterisk are also maintenance issues and must be repaired to comply with the City's HBMC, but a Certificate of Compliance can be issued if one or more of these items are present.

If any requirement in this checklist is different than was authorized and constructed under a valid building permit, then the building permit requirement is the standard that must be met. Except that smoke detectors and Carbon Monoxide alarms, handrails and guardrails, and dead bolts or dead latches on entry doors are required regardless of previous standards.

Units with shared kitchens and baths such as those in a Single Room Occupancy (SRO), rooming house, or micro-housing property are considered individual rental housing units, and during RRIO inspections, both the individual rental housing unit and any associated common kitchen or bath areas will be inspected.

Definitions:

As used in this checklist:

- Habitable room: means a space in a building occupied, used, designed, or intended to be used for living, sleeping, eating or cooking. Bathrooms, toilet compartments, closets, halls, laundry rooms, storage or utility space, and similar areas are not habitable rooms.
- Good working order/well maintained/in good repair/ safe and sound condition: means the referenced item is functioning and can be used for its intended purpose as it is.
- Structurally sound: means the referenced element is capable of withstanding normal loads and forces.
- Unsafe means: Structurally unsound, provided with inadequate egress, constituting a fire hazard, or otherwise dangerous to human life, or constituting a hazard to safety, health or public welfare because of inadequate maintenance, deterioration, instability, dilapidation, obsolescence, damage by fire, abandonment or other cause.

Limitations

This checklist is used solely to determine if a rental property meets the requirements of the Rental Registration and Inspection Ordinance, Seattle Municipal Code Chapter 22.214. It is not an evaluation of whether a property meets other City, State, or federal requirements. There may, however, be property conditions that should be addressed for other reasons.

1 Exterior: Structure, Shelter, and Maintenance

Roof, chimney, foundation, stairs, and decks are reasonably free of decay (e.g., severe cracks, soft spots, loose pieces, deterioration, or other indications that repair is needed); maintained in a safe, sound, and sanitary condition; and capable of withstanding normal loads and forces. The building and its components, including windows, should be reasonably weather-proof and damp-free.

1.1 Roof must be maintained in a safe and sound condition and in good repair based on visual inspection.

✻ **a. Roof has holes and/or structural member is broken or decayed** ☐

✻ **b. Roof is not weather-proof or has clear evidence of leaking** ☐

1.2 Chimney is maintained in a safe and sound condition and in good repair with no major damage based on visual inspection (does not pose imminent danger).

a. Loose bricks at the top and/or masonry requires repointing at top ☐

b. Loose or missing bricks or masonry in middle or at chimney base ☐

✻ **c. Pulling away from structure, unstable, or otherwise at risk of falling** ☐

1.3 Foundation is weather-proof, maintained, and structurally sound.

a. Standing water in the crawl space ☐

✻ **b. Foundation is failing: leaning, crumbling, missing pieces, broken, or deflected** ☐

1.4 Exterior stairs and decks are safe, structurally sound, and in good repair.

✻ **a. Structural members are leaning, decayed, or detached or are otherwise unsafe.** ☐

✻ **b. Exterior decks or other platforms have broken, loose, decayed, or missing pieces, or are otherwise unsafe.** ☐

✻ **c. Exterior stairs have broken, loose, decayed, or missing pieces, or are otherwise unsafe.** ☐

✻ **d. Guardrails, including approved intermediate rails or other guards, on the open sides of any landing, deck, or platform that are 30 inches or more above grade or other surfaces are missing, loose, or broken or are otherwise unsafe.** ☐

✻ **e. Handrails, including approved intermediate rails or other guards on any open side 30 inches or more above grade, on any flight with more than three risers are missing, loose, or broken, not graspable or otherwise unsafe.** ☐

***Note: You can find Graspable Configurations online at:* www.seattle.gov/DPD/Publications/CAM/cam319.pdf**

1.5 Door and window components and assemblies are weatherproof, safe, secure, and maintained in good condition.

a. Weather stripping is missing or allowing air to enter. ☐

b. Sills or frames have decayed wood or separated joints. ☐

✻ **c. Windows or doors have missing pieces or are cracked and allowing water or weather penetration (e.g., seeping water, leaking air, coming in through a crack or hole)** ☐

✻ **d. Any openable window within 10 feet of grade or above any deck, balcony or porch is missing latch or has defective latching device.** ☐

1.6 Exterior walls are reasonably weathertight and watertight, structurally sound, rodent proof, and kept in a safe and sound condition.

✻ **a. Exterior walls allow water or weather penetration (e.g., seeping water, leaking air, coming in through a crack or hole)** ☐

✻ **b. Exterior wall is failing: leaning, crumbling, missing pieces, broken, or deflected** ☐

2 Interior: Structure, Shelter, and Maintenance

Walls, floors, stairs, and other structural components are reasonably free of decay, maintained in a safe and sound condition, and capable of withstanding normal loads and forces. Natural and mechanical lighting and ventilation is adequate and maintained in good working order for each habitable room in the unit.

2.1 Ventilation: all habitable rooms and bathrooms and laundry rooms must have openable windows, or passive or mechanical ventilation in good working order and vented to the exterior.

✻ **a. Any habitable room, bathroom, or laundry room does not have the required openable windows, or passive or mechanical ventilation.** ☐

✻ **b. Kitchen fan, if used in place of openable windows, is not operable or pulling air.** ☐

✻ **c. Bathroom and laundry room fan or passive vent, if used in place of openable windows, is not operable, pulling air, or vented to the exterior.** ☐

✻ **d. Clothes Dryer ducts are detached, leaking, damaged, not vented to the exterior or otherwise restricting airflow.** ☐

2.2 Structural components such as walls, floors and ceilings are maintained in a safe and sound condition and in good repair. Wall, floor, and ceiling coverings must be dry and free of moisture.

✻ **a. Wall, floor, or ceiling coverings are damaged or broken such that the opening creates an unsafe condition. Examples include but not limited to exposed framing members, exposed electrical components, exposed plumbing, access for rodents and insects, or other unsafe conditions.** ☐

✻ **b. Walls, floors, or ceilings are soft, spongy, or wet to the touch.** ☐

✻ **c. Interior load-bearing walls are not maintained in a safe and sound condition.** ☐

✻ **d. Floors and any support system is not maintained in a safe and sound condition.** ☐

2.3 Interior stairs and landings must be maintained in a safe and sound condition and in good repair.

✻ **a. Joists or posts are leaning, decayed, detached or are otherwise unsafe.** ☐

✻ **b. Landings or other platforms have broken, loose, decayed, or missing pieces, or are otherwise unsafe.** ☐

✻ **c. Interior stairs have loose, broken, decayed, or missing pieces, or are otherwise unsafe.** ☐

✻ **d. Handrails, including approved intermediate rails or other guards on any surface 30 inches or more above adjacent walking surfaces, on any flight with more than three risers are missing, loose, broken, not graspable or otherwise unsafe.** ☐

***Note: You can find Graspable Configurations online at:* www.seattle.gov/DPD/Publications/CAM/cam319.pdf**

✻ **e. Guardrails, including approved intermediate rails or other guards, on any landings, or platforms that are 30 inches or more above adjacent walking surfaces are missing, loose, broken, or otherwise unsafe.** ☐

2.4 Potentially Hazardous Materials

✻ **a. Lead paint - any room constructed before 1978 with peeling, chipped, or otherwise deteriorated paint exceeding two square feet or 10% of any component such as a window assembly, including frame and sill, or door frame.** ☐

Note: To correct this condition property owner must demonstrate that the painted repair was made by a Washington State Lead Safe Certified contractor or provide documentation that there is no lead hazard present.

b. Potential asbestos-containing materials - damaged components, such as wrapped or insulated piping or ducts, ceiling and floor finishes, or siding that may contain asbestos. ☐

3 Security and Safety

3.1 Emergency Escape Windows and Doors. Every sleeping room below the fourth floor built or permitted after August 10, 1972 must have an emergency escape window or door opening to the exterior directly from the sleeping room. After November 10, 2004 in a fully sprinklered building with a valid Certificate of Occupancy, sleeping rooms are not required to have escapement windows. Emergency escape windows, when required, must open to the exterior, have a minimum opening of 5.0 square feet when at grade or 5.7 square feet otherwise, with a minimum dimension of at least 24 inches high and at least 20 inches wide, and must not exceed a maximum sill height of 44 inches from the floor. In order to meet the total square footage requirement, a window size of nearly 2 by 3 feet is typically required. Sleeping rooms that were built under permit prior to August 10, 1972 are exempted from this requirement but need to meet ventilation requirements in Section 2 of this checklist.

✻ **a. Emergency escape window or door is missing, blocked, or inaccessible.** ☐

✻ **b. Emergency escape windows do not meet size or sill height requirements.** ☐

✻ **c. Security bars, grills or similar devices on emergency escape windows are not openable or have inoperable release mechanisms.** ☐

3.2 Entrance Doors

✻ **a. Any entrance door, including sliding doors, to a housing unit or single-family dwelling is not capable of resisting forcible entry or damaged to the extent that the door or the door casing is otherwise unsafe.** ☐

✻ **b. Any entrance door, including sliding doors, to housing unit or single-family dwelling does not have at least one operable dead bolt or deadlatch openable from the inside without a key or other approved locking device.** ☐

✻ **c. The main entrance door to housing unit or single-family dwelling does not have an observation port, window in the door, or side light window. Observation ports shall be installed at a height of not less than 54 inches and not more than 66 inches from the floor.** ☐

3.3 Smoke and Carbon Monoxide Alarms

✻ **a. Smoke alarms are missing, not functional, or not installed inside of all sleeping rooms.** ☐

✻ **b. Smoke alarms are missing, not functional, or not installed in a central location outside all sleeping rooms.** ☐

✻ **c. Smoke alarms are missing, not functional, or not installed on each floor, including basements.** ☐

Note: Not required in crawl spaces and uninhabitable attics.

✻ **d. Carbon monoxide alarms are missing, not functional, or not installed in a central location outside each sleeping area and on every level of the home. Note: Carbon monoxide alarms should not be located within 15 feet of fuel burning appliances.** ☐

3.4 Multi-Unit Properties. This section applies to properties with three or more units. Stairway enclosure doors and exit lighting and placarding are only checked as they occur in the walking path of the inspector moving between units selected for inspection.

✻ **a. Exterior building entrance doors, except entrance doors which open directly into a single housing unit, shall be self-closing, self-locking, and equipped with a deadlatch or other approved locking device.** ☐

✻ **b. Stairway enclosure doors do not self-close and latch.**

✻ **c. Exit doorway and change of direction of a corridor is missing a well-lighted exit sign or placard that is illuminated in the event of power supply failure.** ☐

✻ **d. Interior fire-resistant walls and ceilings or corridors in apartment buildings are compromised by cracks, holes, or loose or broken plaster, not maintained in a safe and sound condition, or their fire resistance has been otherwise compromised.** ☐

✻ **e. Any door to a storage, maintenance, laundry, or building service room accessible by tenants is not self-closing and self-locking and is not openable from the inside without a key.** ☐

4 Room Size and Condition

All rooms used as living or sleeping rooms must meet minimum requirements for square footage and must not have dirt floors.

4.1 Dwelling unit does not have at least one habitable room that is 120 square feet (square footage requirements do not apply to units comprised of a single habitable room such as a Single Room Occupancy, rooming house, or micro-housing unit). ☐

✻ **4.2 Any habitable room except the kitchen measures less than seven (7) feet in any floor dimension.** ☐

✻ **4.3 Any sleeping room measures smaller than 70 square feet in size.** ☐

✻ **4.4 Dirt floor is present in any room used as a living area.** ☐

5 Heating System

Every housing unit must have a permanently installed functioning heating system capable of maintaining the required temperature in all habitable rooms and bathrooms.

5.1 Heat source in the unit is permanent, working, and in good repair.

✱ **a. Required permanently-installed heating equipment/device is defective or missing.** ☐

5.2 Temperature can be maintained at a minimum of 68 degrees Fahrenheit when exterior temperature is 24 degrees Fahrenheit or higher.

✱ **a. Permanently-installed heating system is not capable of maintaining required temperature in any habitable room or bathroom.** ☐

5.3 Fuel-burning appliances, where allowed, must be of an approved type, properly installed, and maintained in good working order.

✱ **a. Unvented portable fuel-burning heater is present in a sleeping room or bathroom.** ☐

✱ **b. Any gas, wood, or fuel-burning heat source lacks proper ventilation or is not properly isolated from a sleeping area.** ☐

6 Electrical Standards

All electrical equipment and wiring must be approved and maintained in safe and sound condition and in good working order.

✱ **6.1 Exposed unprotected wiring is evident in any room.** ☐

✱ **6.2 Any electrical equipment is improperly installed or connected, tampered with, or unsafe, including but not limited to meter bays, service panels, subpanels, or main disconnect.** ☐

✱ **6.3 Any habitable room does not have an operable light fixture and an electrical outlet, or two electrical outlets. Any kitchen does not have an operable light fixture and three operable outlets, one of which may serve an installed cooking range.** ☐

✱ **6.4 Any bathroom, laundry room, utility room, common hallway, stairway, or porch does not have an operable light fixture.** ☐

✱ **6.5 Any electrical extension cord used for permanent extension of power in place of approved installed wiring. An improper extension cord use may include: (1) running the cord through doors, doorways, halls, windows, cabinets; (2) concealed extension cords within walls, floors, or ceilings; (3) cords installed on walls and ceilings; or (4) otherwise unsafe.** ☐

7 Plumbing and Hot Water

Plumbing systems must be properly installed, functional, sanitary and maintained in good condition. The water temperature must reach at least 100 degrees Farenheit after running water for two minutes. The Plumbing System Includes all potable water building supply and distribution pipes, all reclaimed water systems, all plumbing fixtures and traps, all drainage and vent pipe(s), and all building drains including their respective joints and connections, devices, receptors, and appurtenances within the property lines of the premises and shall include potable water piping and water heaters.

✻ **7.1 Running water temperature is below 100 degrees Farenheit** ☐

7.2 Any individual unit water heater is set above 120 degrees Farenheit. ☐

✻ **7.3 Evidence the plumbing system is not connected to an approved sewer or a potable water source, or is not in good working order. Evidence includes, for example: (1) strong sewer gas smell in the basement, crawlspace or outside of unit; (2) leaking of basement plumbing pipes; (3) clogged or very slow drains; (4) flexible traps or other improper piping; or (5) otherwise unsanitary.** ☐

✻ **7.4 Visual evidence that a pressure temperature relief valve on a hot water heater is missing, not installed properly, has been tampered with, the relief valve is dripping, or is otherwise unsafe.** ☐

✻**7.5 Gas piping is leaking, kinked, crushed, inadequately supported, or pulling away from the wall or is otherwise unsafe.** ☐

NOTE: If leak detected, evacuate, and call 911 immediately

✻ **7.6 Gas shutoff valve not located in the same room within 3 feet of appliance.**

8 Sanitation Standards: Bathrooms

Every unit has at least one directly accessible bathroom (primary bathroom) that includes an operable toilet, sink, and tub or shower, all in safe and sound condition and sanitary working order. Does not apply to a legally established SRO/rooming house/micro-housing unit that does not have a bathroom, although any associated common or shared bathroom must meet these standards.

✻ **8.1 Bathroom does not include a fully functional sink, toilet, and tub or shower.** ☐

8.2 The only access from a bedroom to the only bathroom is through another bedroom. ☐

✻ **8.3 Tight-fitting door missing if bathroom is in a food preparation area.** ☐

✻ **8.4 Toilet does not flush, is broken, leaks at the base, or is not secure to the floor.** ☐

8.5 Sink

a. Dripping faucets, cracked or chipped porcelain, slow drain, or broken but operable handles or knobs. ☐

✻ **b. Is not operable such as cracked through, faucet cannot turn on, or no hot and cold water.** ☐

✻ **c. Under sink plumbing pipes or connectors are leaking.** ☐

8.6 Shower or Bathtub

a. Dripping faucets, cracked or chipped porcelain, slow drain, or broken but operable handles or knobs. ☐

✻ **b. Is not operable such as cracked through, faucet cannot turn on, or no hot and cold water.** ☐

✻ **c. Plumbing pipes or connectors are leaking.** ☐

8.7 Bathroom Counter is missing tile, pieces are broken, is made of a porous material, or is pulling away from the wall. ☐

9 Sanitation Standards: Kitchen

Every unit has a kitchen with a sink, counter, and cabinets, cooking appliance, and refrigerator maintained in safe, sound, and sanitary condition. Kitchens must also have cooking and refrigeration appliances or space and approved hookups for their installation. This does not apply to units comprised of a single habitable room such as a Single Room Occupancy, rooming house, or micro-housing unit when the unit does not have a kitchen. Common kitchen must meet these standards.

✱ **9.1 Dwelling unit does not have a kitchen which must include sink, counter, and cabinets, as well as a cooking appliance, and refrigerator or space and approved hookups for the appliances.** ☐

9.2 Counter is missing tile, pieces are broken, is made of a porous material, or is pulling away from the wall. ☐

9.3 Refrigerator/freezer if provided by landlord:

a. Missing a handle or seal is compromised. ☐

✱ **b. Is inoperable or not in good working condition.** ☐

9.4 Cooking appliance (if provided by landlord):

a. One or more parts are inoperable or missing but appliance still has food cooking capability. ☐

✱ **b. Not rated for indoor use or entire appliance is inoperable** ☐

9.5 Sink

a. Kitchen sink: Dripping faucets, cracked or chipped porcelain, slow drain, or broken but operable handles or knobs. ☐

✱ **b. Kitchen sink is not operable such as cracked through, faucet cannot turn on, or no hot and cold water.** ☐

✱ **c. Under sink plumbing assemblies including any piping, faucet risers, traps, or sink connectors are leaking.** ☐

10 Owners' Obligations

Property owners are responsible for ensuring that the property is free of excess trash; insects and rodents have been exterminated.

10.1 Garbage/rubbish is accumulated outside of trash receptacles. ☐

✱ **10.2 Visible evidence of rodents or insects such as bedbugs, ants, cockroaches, or silverfish.** ☐

Note: documentation issued by a certified exterminator or a certified fumigator is sufficient to pass this item in the following cases: (1) the documentation confirms the existing treatment program is appropriate and following the recommended treatment plan; (2) documentation of a new or expanded treatment program and at least one treatment performed following the new or expanded treatment program; or (3) documentation that there are no pests present.

Notes: