



Director's Rule 15-2013

Applicant: City of Seattle Department of Planning and Development	Page 1 of 10	Supersedes:
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Subject: Implementation of the RRIO Weighted Checklist	Code and Section Reference: Seattle Municipal Code 22.214.050.L & M.1-13	
	Type of Rule: Code Interpretation	
	Ordinance Authority: SMC 3.06.040	
Index: RRIO Weighted Checklist	Approved	Date
	_____ Diane M. Sugimura, Director, DPD	

PURPOSE

The purpose of this rule is to adopt a *weighted checklist* for the Rental Registration and Inspection Program (RRIO) as directed by the City Council in SMC 22.214.050.L.

The weighted checklist is derived from sections of the Housing and Building Maintenance Code (HBMC) identified in SMC 22.214.050.M (see attachment 1) . Each section of the weighted checklist contains specific maintenance items from the HBMC. The intent of the weighted checklist is to identify those maintenance items that must be met in order to register a rental property and pass an inspection under the RRIO Program.

Property owners will use the checklist to confirm that their rental properties and units currently meet the standards listed when they register or will meet the standards listed prior to being rented. Inspectors will use the checklist to validate that rental properties have been maintained according to the minimum standards listed.

This rule specifies:

- The methodology for using the weighted checklist
- Definitions of key terms used in the weighted checklist
- The weighted checklist standards

RULE

METHODOLOGY

The checklist includes specific items from the Seattle Housing & Building Maintenance Code (HBMC). At the top of each numbered checklist section is a description of the minimum requirements for a specific room or part of the unit. Below this description is a list of conditions that should be repaired if found.

Using the checklist when registering a rental property:

- Items with an asterisk (*) indicate a significant maintenance issue that if present, must be fixed in order to register the unit.
- Items without an asterisk are also maintenance issues and should be repaired, but the unit can be registered if one or more is present.

Using the checklist for RRIO Inspection

- Items with an asterisk (*) must be repaired before the unit can pass inspection and receive a Certificate of Compliance.
- Other items, if found, will not delay issuance of the Certificate of Compliance, but should be repaired for the unit to comply with the City's HBMC.

In units with shared kitchens and baths -- such as those in a Single Room Occupancy (SRO), rooming house or micro-housing property and any other structure having similar living accommodations -- will have the rental housing unit and common kitchen and bath areas inspected.

DEFINITIONS

These phrases are used throughout the checklist.

- Habitable room: 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: item is functioning and can be used for its intended purpose as it is.
- Structurally sound: Capable of withstanding normal loads and forces.

CHECKLIST STANDARDS

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 should be maintained in a safe and sound condition and in good repair based on visual inspection.

*a. Yes No **Roof has holes, structural member is broken or decayed**

*b. Yes No **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. Yes No *Loose bricks at the top; masonry requires repointing*

b. Yes No *Loose or missing bricks or masonry in middle or at chimney base*

*c. Yes No **Pulling away from structure, unstable, or otherwise at risk of falling**

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

Foundation type: Post & Pier Running/continuous Concrete slab

a. Yes No *Standing water in crawl space*

*b. Yes No **Structure is failing: leaning, crumbling, missing pieces, broken and deflected by vegetation or other factors**

1.4. Exterior Stairs and Decks should be safe, sound and in good repair.

*a. Yes No **Structural members are leaning, decayed or detached**

*b. Yes No **Exterior decks or other platforms have broken, loose, decayed or missing pieces**

*c. Yes No **Exterior stairs have broken, loose, decayed or missing pieces**

*d. Yes No **Existing guardrails/intermediate rails on any landing, deck or platform more than 30" above the floor are missing, loose or broken**

*e. Yes No **Existing handrails/intermediate rails on any flight with more than three risers are missing, loose or broken**

- 1.5. **Doors, Window Components & Assemblies** are weatherproof, safe, secure, and maintained in good condition.
 - a. Yes No *Weather stripping is missing or allowing air to enter*
 - b. Yes No *Sills or frames have decayed wood or separated joints*
 - *c. Yes No **Missing pieces or cracked and allowing weather or water to get inside**
- 1.6. **Exterior walls** are reasonably weather and watertight, rodent-proof and kept in a safe condition.
 - *a. Yes No **Exterior walls allow water or weather penetration (e.g. seeping, leaking, coming in through a crack or hole)**

2. **Interior Structure, Shelter & 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. **Lighting** in the kitchen, living and sleeping rooms is adequate and functional.
 - *a. Yes No **The only kitchen light source (window or light fixture) is missing or not operable**
 - *b. Yes No **Any sleeping or living room lacking window(s)**
- 2.2. **Ventilation:** each room has appropriate natural ventilation or mechanical ventilation in good working order and vented to the exterior.
 - a. Yes No *Kitchen fan (used in place of windows) is not operable, clogged, not pulling air or not vented to exterior*
 - *b. Yes No **Bathroom fan (used in place of windows) not operable, not pulling air or not vented to exterior**
 - *c. Yes No **Any habitable room is missing natural or mechanical ventilation (window or fan) in good working order**
- 2.3. **Structural Components** such as walls and floors are maintained in a safe and sound condition and in good repair. Wall, floor and ceiling coverings should be dry and free of moisture.
 - a. Yes No *Wall, floor or ceiling coverings are broken such that floor, wall or ceiling studs or joists are visually exposed*
 - *b. Yes No **Walls, floors or ceilings are soft, spongy or wet to the touch**
 - *c. Yes No **Interior load-bearing walls not maintained in a safe and sound condition**
 - *d. Yes No **Floors not maintained in a safe and sound condition**

2.4. Stairs & Landings should be maintained in a safe, sound condition and in good repair.

- *a. Yes No **Joists or posts are leaning, decayed or detached**
- *b. Yes No **Landings or other platforms have broken, loose, decayed or missing pieces**
- *c. Yes No **Interior stairs have loose, broken, decayed or missing pieces**
- *d. Yes No **Existing guardrails/intermediate rails on any landing or platform more than 30" above the floor are loose, missing or broken**
- *e. Yes No **Existing handrails/intermediate rails on any flight with more than three risers are missing, loose or broken**

3. Emergency Escape Windows & Doors

Every sleeping room below the fourth floor -- that was constructed or converted for that purpose after August 10, 1972 -- has at least one operable escape window or exterior door. Emergency escape windows must open to the exterior, have a minimum opening of 5.7 square feet, have a minimum dimension of 24 inches high and 20 inches wide, and must not exceed a maximum sill height of 44 inches from the floor. Every sleeping room below the fourth floor that had an escape window before January 1, 1990 is required to maintain that window to emergency escape standards regardless of the age of the building.

- *3.1 Yes No **Emergency window or door missing, blocked or inaccessible**
- *3.2 Yes No **Emergency escape windows do not meet size or sill height requirements**

4. Room Size & Condition

All rooms used as living or sleeping rooms must meet minimum requirements for square footage and must not have dirt floors. (Square footage requirements do not apply to SRO/Rooming House/Micro housing units)

- 4.1. Yes No *Dwelling unit does not have at least one habitable room that is 120 square feet*
- *4.2. Yes No **Any rooms used for eating, sleeping & living (except kitchen) do not measure at least seven (7) feet in any floor dimension**
- *4.3. Yes No **Any sleeping room smaller than 70 square feet in size**
- *4.4. Yes No **Dirt floor in any room used as living area**

5. Heating System

Every dwelling unit and every sleeping room, living room and bathroom shall have a functioning and permanently installed heat source (that is, not a portable or plug-in unit).

5.1. **Heat Source** in the unit is permanent, working, in good repair and capable of maintaining minimum room temperature of 68°F when exterior temperature drops below 24°F.

*a. Yes No **Any required permanently installed heating equipment/device is defective or missing in any room (exceptions: laundry, storage, closets or utility rooms)**

*b. Yes No **Permanently installed individual heater (e.g. wall unit) does not work or is not capable of maintaining adequate room temperature in any habitable room**

5.2. **Portable oil-burning heaters** are not permitted in bathrooms and sleeping rooms. Any portable heaters must be an approved type and maintained in good working order.

*a. Yes No **Portable, unvented oil burning heaters present in a sleeping room**

*b. Yes No **Portable, unvented oil burning heaters present in a bathroom**

*c. Yes No **Any gas, wood or oil-burning portable heaters lack proper ventilation**

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. Yes No **Exposed wiring evident in any room**

*6.2. Yes No **Any electrical equipment (meter bays, service panel, subpanels, shutoff) is improperly installed or connected, tampered with, or unsafe**

7. Plumbing and Hot Water

Plumbing systems must be properly installed, functional, sanitary and maintained in good condition. Water temperature reaches at least 100°F after running water for two minutes.

*7.1. Yes No **Running water temperature below 100°F**

7.2. Yes No *Water heater is set above 120°F*

*7.3. Yes No **Evidence that plumbing is not connected to an approved sewer or not functioning properly** (evidence includes for example: strong sewer gas smell in the basement or outside of unit; major leaking of basement plumbing pipes; numerous clogged or very slow drains)

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 an SRO/Rooming House/Micro housing unit that does not have a bathroom. Common bathroom must meet these standards.)

*8.1. Yes No **No fully functional or properly functioning bathroom (which must include sink, toilet, and tub or shower)**

8.2. Yes No *Must walk through another bedroom to access bathroom*

*8.3. Yes No **Tight-fitting door missing if bathroom is in a food preparation area**

*8.4. Yes No **Toilet does not flush, is broken, leaks at the base, or is not secure to the floor**

8.5. Sink:

a. Yes No *Dripping faucets; cracked or chipped porcelain; slow drain; or broken (but operable) handles or knobs*

*b. Yes No **Is not operable such as: cracked through, faucet can't turn on, or no hot & cold water**

*c. Yes No **Under sink plumbing pipes or connectors are leaking**

8.6. Shower or bathtub:

a. Yes No *Dripping faucets; cracked or chipped porcelain; slow drain; broken (but operable) handles or knobs*

*b. Yes No **Is not operable such as: cracked through, faucet can't turn on, or no hot & cold water**

*c. Yes No **Plumbing pipes or connectors are leaking**

8.7. Yes No *Counter is missing tile, pieces are broken, is made of a porous material or pulling away from the wall*

8.8. Wall, floor or ceiling coverings

a. Yes No *Broken such that floor, wall or ceiling studs or joists are visually exposed*

*b. Yes No **Soft, spongy or wet to the touch**

9. Sanitation Standards -- Kitchen

Every unit has a kitchen with a sink, counter, cabinets, cooking appliance and refrigerator maintained in safe and sound condition and sanitary working order. (Does not apply to an SRO/Rooming House/Micro housing unit when the unit does not have a kitchen. Common kitchen must meet these standards.)

*9.1. Yes No **Dwelling unit does not have a kitchen (which must include sink, counter, cabinets, cooking appliance and refrigerator)**

9.2. Yes No *Counter is missing tile, pieces are broken, is made of a porous material or pulling away from the wall*

9.3. Refrigerator/freezer (if provided by landlord):

a. Yes No *Missing a handle or seal is compromised*

*b. Yes No **Is inoperable and not in good working condition**

9.4. Cooking appliance (if provided by landlord):

a. Yes No *One or more parts is inoperable or missing (but tenant still has a way to cook)*

*b. Yes No **Not rated for indoor use or entire appliance is inoperable (there is no way to cook)**

9.5. Sink:

a. Yes No *Dripping faucets; cracked or chipped porcelain; slow drain; or broken (but operable) handles or knobs*

*b. Yes No **Not operable such as: cracked through, faucet can't turn on, or no hot & cold water**

*c. Yes No **Under sink plumbing pipes or connectors are leaking**

9.6. Gas Piping

*a. Yes No **Gas piping is leaking, kinked, crushed, or pulling away from the wall (NOTE: if leak detected, evacuate and call PSE immediately)**

b. Yes No *Gas shutoff valve not located w/in 3 feet of appliance*

9.7. Wall, floor or ceiling coverings

a. Yes No *Broken such that floor, wall or ceiling studs or joists are visually exposed*

*b. Yes No **Soft, spongy or wet to the touch**

10. Owners' Obligations

Property owners should ensure that the property is free of excess trash; insects and rodents have been exterminated; unit and building doors lock with a deadbolt or deadlatch; and working smoke detectors are installed outside sleeping rooms.

- 10.1. Yes No *Garbage/rubbish is accumulated outside of trash receptacles*
- *10.2. Yes No **Visible evidence of insects (such as bedbugs, ants, cockroaches or silverfish) or rodents**
- *10.3. Yes No **Building locks and unit doors do not lock with a deadbolt or deadlatch**
- *10.4. Yes No ***Door frames or jambs are broken and do not allow unit or building doors to close and lock securely**
- *10.5. Yes No ***Smoke detectors missing, not functional, not centrally located in hallways outside sleeping rooms. (Does not include missing batteries)**

ATTACHMENT 1: Weighted Checklist References to Seattle Housing & Building Maintenance Code

RRIO Checklist Heading	RRIO Code Reference	HBMC Related Code References
Exterior Structure, Shelter & Maintenance	SMC 22.214.050.M(3)	SMC 22.206.060 & 22.206.080.A
Interior Structure, Shelter & Maintenance	SMC 22.214.050.M(3), SMC 22.214.050.M(4), SMC 22.214.050.M(5), SMC 22.214.050.M(7)	SMC 22.206.060, 22.206.070, 22.206.080.A & 22.206.100 (ref 040.A&B)
Emergency Escape Windows & Doors	SMC 22.214.050.M(9)	SMC 22.206.130.J
Room Size & Condition	SMC 22.214.050.M(1)	SMC 22.206.020.A & 22.206.070
Heating System	SMC 22.214.050.M(6)	SMC 22.206.090
Electrical Standards	SMC 22.214.050.M(8)	SMC 22.206.110.A
Plumbing & Hot Water		SMC 22.206.050.E & 22.206.050.F
Sanitation Standards – Bathrooms	SMC 22.214.050.M(2)	SMC 22.206.050.A, E, F & G
Sanitation Standards – Kitchen	SMC 22.214.050.M(2)	SMC 22.206.050. D, E, F & G
Owners' Obligations	SMC 22.214.050.M(10), SMC 22.214.050.M(11), SMC 22.214.050.M(12), SMC 22.214.050.M(13)	SMC 22.206.160.A1, A3, A11, B4