

June 5, 2013

Rental Registration and Inspection Ordinance (RRIO) Weighted Checklist

Introduction: About the Rating and Weighting System

The goal of the RRIO program is to identify and correct substandard rental housing conditions in Seattle, and prevent deterioration and blight conditions that adversely impact quality of life. The RRIO Weighted Checklist identifies conditions that should be prioritized for repair by property owners, with an emphasis on those that a landlord must fix in order to continue renting the unit. Per the RRIO code, the Weighted Checklist identifies certain sections of the Housing & Building Maintenance Code to be included.

Rating System and Rules

- **Red:** Code violation with a higher current risk to health or life safety. Unit must be free of Red violations in order to be registered, rented, or pass RRIO inspection.
- **Blue:** Code violation with a lower current risk to health or life safety. Blue violations must be repaired but the unit will pass a RRIO inspection and may register.
- **Notes:**
 - Red violations are typically conditions for which Code Compliance requires a repair within a short time frame (48 hours-a few weeks)
 - Blue violations are typically conditions for which Code Compliance requires a repair within a longer time frame

Other Process and Information

- Both Red and Blue violations will be identified in the Inspection Report
- It will be noted that Blue violations must be repaired and the unit is not in full compliance with RRIO standards; "Passed -- Needs Improvement" will be noted on the Inspection Report
- If the unit has no violations, "Passed -- Full Compliance with RRIO Standards," will be noted on the Inspection Report
- For all violations: notes, definitions, and descriptions will be provided in an Appendix/Help text
- Owners have 60 days from the time they are notified they need to have an inspection to do the inspection, correct any Red violations, and have a Certificate of Compliance submitted by the private inspector
- Certificates of Compliance will be available online for public access

Key to the Standards and Descriptions

Blue Italics = Blue violations [21 total]

Red Bold = Red violations [56 total]

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Inspector Name: _____

Inspection Date: _____

Property Address: _____

Unit #: _____

Units: _____

SRO: Yes No

Copy of Tenant Inspection Notice Received

Yes No

Instructions:

Listed below are the housing standards included in the Rental Registration and Inspection Ordinance (RRIO) program. As you conduct your inspection, please indicate which standards are in violation below. When the property has passed inspection, submit your Inspection report online at <https://www.blahblah.gov>.

Each standard below includes a summary statement that indicates the requirements for passing. Below each standard is a specific list of Red & Blue items that if found should be noted. The Red & Blue items listed are violations of the RRIO standards; they are not inclusive of everything in the Seattle Housing & Building Maintenance code.

Key Terms:

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

Description	Check if Yes
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<p>1. Exterior Structure, Shelter & Maintenance (22.206.060 & 22.206.080.A) Roof, chimney, foundation, stairs and decks are reasonably free of decay, 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.</p> <p>1.1. Roof should be maintained in a safe and structurally sound condition based on visual inspection.</p> <p style="margin-left: 20px;"> a. Roof has holes, structural damage ___ Red b. Roof is not weather-proof or has clear evidence of leaking ___ Red </p> <p>1.2. Chimney is maintained in a safe and structurally sound condition with no major damage based on visual inspection (does not pose imminent danger).</p> <p style="margin-left: 20px;"> a. Loose bricks at the top; requires tuck pointing ___ Blue b. Losing or missing bricks or masonry in middle or at chimney base ___ Blue c. Pulling away from structure, unstable and at risk of falling ___ Red </p>	
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Description	Check if Yes
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1.3. **Foundation** is weather proof, maintained, and structurally sound.

Foundation type: ___ Post & Pier ___ Running/perimeter ___ Concrete slab

a. *Standing water in crawl space* ___ Blue

b. **Structure is failing: leaning, crumbling, missing pieces, bulging, deflected** ___ Red

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

a. **Joists or posts are leaning, rotting or detached** ___ Red

b. **Exterior decks or other platforms have broken, loose, rotting or missing pieces** ___ Red

c. **Exterior stairs have broken, loose, rotting or missing pieces** ___ Red

d. **Existing guardrails/intermediate rails on any landing, deck or platform more than 30" above the floor are missing, loose or not intact** ___ Red

e. **Existing handrails/intermediate rails are missing, loose or not intact on any flight with more than three risers** ___ Red

1.5. **Sliding Glass Doors, Window Components & Assemblies** are weatherproof, safe, secure and maintained in good condition.

a. *Weather stripping is missing or allowing air to enter* ___ Blue

b. *Sills or frames have rotten wood or separated joints* ___ Blue

c. **Missing pieces or cracked and allowing weather or water to get inside** ___ Red

1.6. **Exterior walls** are reasonably weather and watertight, rodent-proof and kept in a safe condition.

a. **Exterior walls allow water or weather penetration (seeping, leaking, coming in through a hole)** ___ Red

2. **Interior Structure, Shelter & Maintenance** (22.206.060-080.A & 22.206.100 (ref 040.A&B))

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.

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. **The only kitchen light source (window or light fixture) is missing or not operable** ___ Red

b. **Any sleeping or living space is lacking a window(s)** ___ Red

2.2. **Ventilation** Each room has appropriate natural ventilation; or mechanical ventilation in good working order and vented to the exterior.

a. *Kitchen fan (used in place of windows) is not operable, clogged, not pulling air or not vented to exterior* ___ Blue

b. **Bathroom fan (when there is no window) is not operable, not pulling air or not vented to exterior** ___ Red

c. **Any habitable, non-sleeping living space is missing appropriate natural or mechanical ventilation (window or fan) in good working order** ___ Red

d. **Any sleeping rooms missing natural or permitted mechanical ventilation** ___ Red

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Description	Check if Yes
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2.3. Structural Components such as walls and floors are structurally sound and function appropriately. Wall, floor and ceiling coverings should be dry and free of moisture.

a. *Wall, floor or ceiling coverings are broken such that floor, wall or ceiling studs or joists are visually exposed* __ Blue

b. **Walls, floors or ceilings are soft, spongy or wet through the exterior surface** __ Red

c. **Interior load-bearing walls not maintained in a structurally sound condition** __ Red

d. **Floors not maintained in a safe and structurally sound condition** __ Red

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

a. **Joists or posts are leaning, rotting or detached** __ Red

b. **Landings or other platforms have broken, loose, rotting or missing pieces** __ Red

c. **Interior stairs have loose, broken, rotting or missing pieces** __ Red

d. **Existing guardrails/intermediate rails on any landing or platform more than 30" above the floor are loose, missing or not intact** __ Red

e. **Existing handrails/intermediate rails are missing, loose or not intact in any flight with more than three risers** __ Red

3. Emergency Escape Windows & Doors (22.206.130.J)

Every sleeping room below the fourth floor -- that was constructed or converted for that purpose after August 10, 1972 -- has at least one escape window or door that an adult or firefighter and their equipment can fit through safely. Every sleeping room below the fourth (4th) floor that had an escape window before January 1, 1990 is required to keep it regardless of the age of the building. Emergency escape windows should open, with a minimum opening of 5.7 square feet, minimum dimension 24 inches high and 20 inches wide, and maximum sill height of 44 inches from the floor (or 51 inches with a 7-inch high step).

3.1. Emergency window or door missing, blocked or inaccessible __ Red

3.2. Emergency escape windows do not meet size requirements __ Red

4. Plumbing (22.206.050.E) and Hot Water (22.206.050.F)

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

4.1. Water temperature does not reach at least 100F __ Red

4.2. Water heater is set above 120F __ Blue

4.3. 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) __ Red

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Description	Check if Yes
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5. Room Size & Condition (22.206.020.A & 22.206.070)

All rooms used as living or sleeping rooms must meet minimum requirements for square footage.
(Does not apply to SRO units)

5.1. *Unit does not have at least one living space (room) that is 120 square feet* ___ Blue
(does not apply to an SRO)

5.2. **Any rooms used for eating, sleeping & living do not measure at least seven** ___ Red
(7) feet in any floor dimension (excluding kitchen)

5.3. **Any sleeping rooms not a minimum of 70 square feet in size** ___ Red

5.4. **Any rooms used as living space with a dirt floor** ___ Red

6. Heating System (22.206.090)

The unit shall have an adequate and permanent heat source, maintained in good working order.

6.1. **Heat Source** in the unit is permanent, working, in good repair and capable of maintaining adequate temperatures when exterior temperatures drop below 24F.

a. **Central heat system does not work or missing from any rooms** ___ Red
(exceptions: laundry, storage, closets or utility rooms)

b. **Permanent individual heater (e.g. wall unit) does not work or is not** ___ Red
capable of maintaining adequate air temperature in any habitable room

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

a. **Portable, unvented oil burning heaters present in a sleeping room** ___ Red

b. **Portable, unvented oil burning heaters present in a bathroom** ___ Red

c. **Any gas, wood or oil-burning portable heaters not properly ventilated** ___ Red

7. Electrical Standards (22.206.110.A) All electrical equipment and wiring must be approved and maintained in good and safe working order.

7.1. **Exposed wiring evident in any rooms** ___ Red

7.2. **Electrical equipment (meter bays, service panel, subpanels, shutoff) are** ___ Red
improperly installed or connected, unsafe, tampered with

8. Sanitation Standards – Bathrooms (22.206.050.A, E, F & G)

Every unit has at least one directly accessible bathroom (primary bathroom) that includes an operable toilet, sink, and tub or shower, all in good and sanitary working order.

(Does not apply to an SRO that does not have a bathroom) (NOTE: Final Checklist will include space for multiple bathrooms.)

8.1. **Unit has no fully functional or properly functioning bathroom** ___ Red
(including sink, toilet, and tub or shower)

8.2. *Must walk through another bedroom to access bathroom* ___ Blue

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

8.4. **Toilet does not flush, is broken, leaking at the base, or not secure to the floor** ___ Red

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Description	Check if Yes
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8.5. Sink:

- | | |
|---|---------|
| a. <i>Dripping faucets; cracked or chipped porcelain; slow drain; broken (but operable) handles or knobs</i> | __ Blue |
| b. Is not operable: cracked through, faucet can't turn on, or no hot & cold water | __ Red |
| c. Undersink plumbing pipes or connectors are leaking, with visible water damage to cabinet or floor coverings | __ Red |

8.6. Shower or bathtub:

- | | |
|--|---------|
| a. <i>Dripping faucets; cracked or chipped porcelain; slow drain; broken (but operable) handles or knobs</i> | __ Blue |
| b. Is not operable: cracked through, faucet can't turn on, or no hot & cold water | __ Red |
| c. Plumbing pipes or connectors are leaking, with visible water damage to floor coverings | __ Red |

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

8.8. Wall, floor or ceiling coverings

- | | |
|--|---------|
| a. <i>are broken such that floor, wall or ceiling studs or joists are visually exposed</i> | __ Blue |
| b. are soft, spongy or wet through the exterior surface | __ Red |

9. Sanitation Standards -- Kitchen (22.206.050. D, E, F & G)

Every unit has a kitchen with a sink, counter, cabinets, cooking appliance and refrigerator maintained in good and sanitary working order.

(Does not apply to an SRO when the unit does not have a kitchen)

9.1. Unit does not have a kitchen (including sink, counter, cabinets, cooking appliance and refrigerator) __ Red

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

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

- | | |
|--|---------|
| a. <i>Missing a handle, seal is compromised</i> | __ Blue |
| b. Is inoperable and cannot be used to keep food cold | __ Red |

9.4. Cooking appliance (if provided by landlord):

- | | |
|---|---------|
| a. <i>one or more parts is inoperable or missing (but tenant still has a way to cook)</i> | __ Blue |
| b. not approved type or cannot be used (there is no way to cook) | __ Red |

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Description	Check if Yes
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9.5. Sink:

- | | |
|---|---------|
| a. <i>Dripping faucets; cracked or chipped porcelain; slow drain; broken (but operable) handles or knobs</i> | __ Blue |
| b. Is not operable: cracked through, faucet can't turn on, or no hot & cold water | __ Red |
| c. Undersink plumbing pipes or connectors are leaking, with visible water damage to cabinet or floor coverings | __ Red |

9.6. Gas Piping

- | | |
|--|---------|
| a. Gas piping is leaking, kinked, dented, crushed, or pulling away from the wall (NOTE: if leak detected, call PSE immediately) | __ Red |
| b. <i>Gas shutoff valve not located w/in 3 feet of appliance</i> | __ Blue |

9.7. Wall, floor or ceiling coverings

- | | |
|--|---------|
| a. <i>are broken such that floor, wall or ceiling studs or joists are visually exposed</i> | __ Blue |
| b. are soft, spongy or wet through the exterior surface | __ Red |

10. Owners' Obligations (22.206.160.A1, A3, A11, B4) Property owners should ensure that the property is free of excess trash; that 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.

- | | |
|--|---------|
| <i>10.1. Garbage/rubbish is accumulated outside of trash receptacles</i> | __ Blue |
| 10.2. Evidence of insects (such as bedbugs, ants, cockroaches or silverfish) or rodents is clearly visible | __ Red |
| 10.3. Building locks and unit doors do not lock with a deadbolt or deadlatch. | __ Red |
| 10.4. Smoke detectors missing, not functional, not centrally located in hallways outside sleeping rooms. (Does not include missing batteries) | __ Red |

Other considerations: these items are not currently part of City Housing & Building Maintenance Code but are regulations at another level. This is information only and not part of the RRIO inspection or registration criteria.

- Seattle building code requires that smoke detectors be installed and working in every sleeping room and centrally located outside sleeping rooms.
- WA State law requires that carbon monoxide detectors be installed in every unit.