

ILLINOIS

Private Certified Housing



Inspection Checklist

The cities of Champaign and Urbana, under contract to the Housing Office of the University of Illinois, inspect all certified housing units each year. We are committed to maintaining a clean, attractive, and safe environment for our student population.

This checklist will assist you in evaluating the condition of your certified house. It will help you determine the types of repairs and maintenance needed to keep your property in compliance with the property maintenance and fire codes of Champaign and Urbana and the certified housing standards of the University of Illinois.

This checklist and fire safety training videos are available on the City of Urbana's website. <https://www.urbanaininois.us/firesafetyvideos>

Please take time before your scheduled inspection to check the interior and exterior conditions of your property and make any needed repairs. By doing so, you will ensure that your certified housing inspection will be completed without any problems or delays.

House Maintenance ○ Clean the house.

- Remove all outlet multipliers and extension cords. **Only UL listed power strips with overcurrent protection are permitted.**
- Remove all heat-producing appliances from individual rooms. This includes electric grills, toaster ovens, crock-pots, popcorn poppers, coffee pots, space heaters, and halogen lamps.
- Replace missing electrical receptacle covers and light switch covers.
- Replace missing or damaged ceiling tiles.
- Repair holes in the floors, walls, and ceilings.
- Number individual rooms. No inspection reports will be written using names such as "The Pit" or "The Den."

- Do not hang banners, flags, or posters from the ceiling or surround beds with drapery.
- Check loft and bunk beds for compliance with the Housing Office guidelines.
- Maintain a clear path to doors and windows in all rooms used for sleeping.

Fire Safety ○ Maintain the Knox Box. The current keys and pass codes must be accessible for Fire Department use.

- Remove doorstops from fire doors. Keep all fire doors that are not equipped with magnetic hold-open devices closed.
- Adjust all self-closing and latching devices on fire doors and room doors; make sure doors close and latch.
- Test all smoke detectors and make sure they operate properly.
- Test carbon monoxide detectors and make sure they operate properly (required within 15' of sleeping rooms).
- **Repair or replace any non-functioning smoke or carbon monoxide detector or detectors older than 10 years.**
- Test all exit signs and emergency light fixtures and make sure they operate properly.
- Remove obstructions from fire escapes, corridors, stairways, and exit doors. Do not allow trash or storage of items in the means of egress.
- **Check the fire sprinkler system for required annual inspection/test records.**
- Keep fire sprinkler system controls and sprinklers unobstructed at all times.
- Check that fire extinguishers have current inspection tags, are fully charged, and are installed on hangers or in cabinets.
- Make sure your kitchen hood extinguishing system has current inspection tags.
- **Check the alarm system for required annual inspection/test records.**
- Remove all flammable liquids and propane from the interior of the building. If you store flammable liquids, they must be placed in an approved fire rated enclosure. Propane tanks must be stored outside, 10 feet from combustible construction.
- Remove lawnmowers, motorcycles, and other fueled equipment from the building interior or drain fuel and disconnect plug wire.

- Do not store combustible items near furnaces or hot water heaters or in boiler rooms.
- *When decorating for parties, do not cover walls or ceilings with paper, plastic, or other combustible material. Do not block or obscure any exits. The Fire Department will check your plan if requested.*
- *Candles, incense, and similar open flame producing devices are not allowed in sleeping rooms.*

Exterior ○ Remove garbage, trash, and debris from porches, lawns, and parking lots, and keep all exterior areas clean.

- Maintain a contract for garbage service. If you have a repeated problem with accumulation of trash, debris, or garbage around the dumpster, you will be required to increase the dumpster capacity or the frequency of pick-ups.
- Keep grass mowed and cut weeds taller than 8 inches.
- Do not use interior furniture (couches, chairs, loungers, etc.) outside.
- Peeling, flaking, and chipped paint shall be eliminated and surfaces repainted. Metal surfaces subject to rust or corrosion shall be coated to inhibit such rust and corrosion. ○
- Promptly remove vehicles that are not licensed and operable. You must display a relocater notice to tow from your lot.
- Don't allow vehicles to park on unpaved areas or in a front yard.

Parkway Area ○ Do not leave dumpsters on the parkway (the area between the sidewalk and the street).

- DO NOT PARK ON THE PARKWAY. Your vehicle will be towed.

If you have any questions contact:

Certified Housing Office at 217-333-1420

City of Champaign Code Compliance Division at 217-403-7070

City of Urbana – Housing Inspector at 217-384-2436

Inspection Dates

Violations reference the Champaign Municipal Code (MC), International Fire Code (F), and Certified Housing Standards (HS).

You are required to correct violations within thirty (30) days of the first inspection date. You may schedule an appointment to discuss these violations by calling the inspector. Failure to comply could result in legal action, fines and/or a recommendation for de-certification.

A copy of this report is provided to the Director of Certified Housing.

Submitted by:

Received by:

First Inspection Violations

Common Areas:

Rooms:

Total Violations:

Reinspection Date:

Number Corrected: _____

Number Remain:

Reinspection must be scheduled or request for extension submitted within two weeks. Use attached form for extension request.

Due:

Second Reinspection:

Number Corrected: _____

Number Remain:

Fire Extinguishers:

Inspection Date:

Violations:

Sprinkler Protection:

Full [] Partial [] None [] Last Inspection/test:

Violations:

Fire Alarm System:

OK [] Trouble [] Last Inspection/test:

Violations:

Boiler Certificate:

Current [] Expired [] Expires:

Violations:

Kitchen Fire Suppression:

Current [] Expired [] Expires:

Violations:

