



Rental Housing Inspection Program Inspector Manual

Purpose: The Rental Housing Inspection Program Inspector Manual is a reference material that does not replace the annual inspector training. Topics covered in this manual include program policies and procedures, checklist guidance, examples of past determinations, and a user’s guide for the program’s online system.

Program Overview: Residential rental properties located within Kent city limits that contain 2 or more units are required to complete inspections once every 3 years. The following rental property types are subject to inspection: duplexes, triplexes, 4-plexes, townhomes, and apartments.

This program has divided the City of Kent into 3 segments as shown below. Inspections are required in certain years depending on which segment a property is located within. The cycle will repeat every 3 years.



Area	Inspection Year	Number of properties subject to inspection
West Hill/West Valley	2020	110 properties
South East Hill (South of James Street and West of Highway 167)	2021	153 properties
North East Hill (North of James Street and West of Highway 167)	2022	107 properties

Rental properties located in each inspection area will have 20% of their total units, all common areas, and the exterior of all associated buildings inspected. Units will be inspected by an RHIP qualified inspector who will use the City’s approved checklist to determine the health and safety of a unit. Failures that are identified during inspection will have between 30 and 60 days to make repairs and complete a re-inspection. Property owners who fail to receive a passing inspection by November 30th will be unable to obtain or renew their City of Kent business license and will be subject to code enforcement action.

Roles and Responsibilities of RHIP Qualified Inspectors:

- RHIP qualified inspectors are not contract employees for the City of Kent, but are private 3rd party inspectors who are hired by property owners.
- RHIP qualified inspectors are qualified to conduct inspections for private property compliance with the City of Kent Rental Housing Inspection Program.
- RHIP qualified inspectors are responsible for:
 - Keeping their required certifications up-to-date, attending the City's annual RHIP inspector training, and registering with RHIPs' online submittal system.
 - Conducting the initial and re-inspection of all selected units, common areas, and associated building exteriors.
 - Using the City's current approved checklist when conducting RHIP inspections.
 - Using a significant amount of professional judgment when conducting inspections, as the checklist does not encompass every possible scenario. If uncertain about a determination, the inspector should contact the RHIP Coordinator for assistance on the determination.
 - Marking each inspection item as pass or fail, providing comments on the location and recommended resolution, obtaining required signatures, and attaching labeled pictures of each deficiency prior to submittal via the online system.
 - Submitting a completed checklist within 7-10 business days of the inspection date.
 - Closing out re-inspections using the online system. All deficiencies must be marked as compliant. Pictures of repairs (labeled) and all required re-inspection documents must be attached to the checklist prior to submitting for final review.
- RHIP qualified inspectors are NOT required to assist their clients with the unit selection process or the permitting process, but are welcome to assist.

Policies:

King County Housing Authority (KCHA): City of Kent Director's Rule 2019-1

- If a Section 8 voucher unit is selected for inspection, the landlord may submit a copy of the units' most recent KCHA inspection checklist, which (if passed) will satisfy the city of Kent's RHIP requirement for that unit.

Conflict of Interest Rule: City of Kent Director's Rule 2019-2

- Landlords shall not hire a private inspector who is otherwise employed by said landlord.
- Re-inspection required as a result of a failed inspection must utilize the same inspector as the original inspection.

3rd Party Tracking System: City of Kent Director's Rule 2019-3

- RHIP inspectors shall receive training on the selected third-party tracking system prior to conducting inspections.
- RHIP inspectors shall submit all inspection results electronically, through the selected third-party tracking system.

Units Subject to Business License and RHIP Inspection: City of Kent Director's Rule 2020-1

- Residential rental properties of two or more units, including condominiums, townhomes, duplexes, triplexes, fourplexes and apartments shall obtain a business license in accordance with KCC 5.01.020.A and 5.01.040 and shall be subject to inspection once every 3 years under the City's Rental Housing Inspection Program.

Quality Assurance Policy- November 2020

- If the results of a recent initial rental housing inspection raise questions or concerns regarding the quality and thoroughness of an inspection conducted by a qualified rental housing inspector, a quality assurance inspection will be conducted by the City, utilizing the City's chosen QA inspector.
- If significant discrepancies exist between the initial inspection and the QA inspection, the RHIP inspector shall complete 1 hour of remedial training with the QA inspector at the expense of the City. Refusal to complete remedial training will result in the discontinuation of program participation.

City Business License Requirement- KCC 5.01

- RHIP qualified inspectors must obtain a city business license *in the following circumstances*:
 - If your business is located physically in Kent.
 - Your business is located outside Kent and you make a gross income of \$2,000 or more from the business located in Kent city limits.

ANSWERS TO FAQ's

No "Go Areas": As of 2020, inspectors are authorized to inspect attics, crawls spaces and roofs as needed to ensure the health and safety of the unit.

Property Background:

RHIP qualified inspectors will be cc'd on the unit selection e-mail. This e-mail provides inspectors and property owners with the list of units to be inspected and background information about the property to assist with the inspection. Property background information provided will be year of construction, building code adopted at the time of construction, and permit history.

Naming convention for pictures:

Label all pictures in the following format: checklist number, building number, unit number.

Location and Recommended Resolution:

For each identified deficiency, a location and recommended resolution are required to be completed by the RHIP inspector. The location information shall be specific enough for the property owners to find with limited assistance. The recommended resolution shall be detailed enough for RHIP coordinator to understand the current state of the deficiency. The description of the deficiency shall include current measurements and building materials, when applicable.

Ex: Location: North side of Building A, exterior stairs

Recommended Resolution: Handrails are 27" and located solely on the right side of the stairs. Install a 2nd handrail that is between 32-34" and continuous.

Re-inspection when permits are required:

A re-inspection of all identified deficiencies is required to be conducted by the RHIP inspector, regardless of permit status. An RHIP re-inspection doesn't supersede a City of Kent Building Services Department inspection. Exemption: RHIP inspectors are exempt from re-inspection of permitted items; if the building department inspection occurs prior to the RHIP re-inspection and the deficiency receives a passing inspection report. This does not preclude the re-inspection of all non-permitted deficiencies. Prior authorization by the RHIP coordinator shall be obtained.

Picture Requirements:

A picture of all identified deficiencies is required, even for items that are not present but should be.

Building code compliance and permit determination:

The intent of the RHIP checklist is to provide a reasonable level of predictability for owners, residents, and inspectors. No checklist can encompass every possible scenario and inspectors are required to use a significant amount of professional judgment. This health and safety inspection is designed to acknowledge the standards that were in place at the time of the property's construction, provided those standards do not threaten life-safety. It is not the intention of the program to bring all of Kent's rental properties into compliance with current building code. However, "repairs, additions, or alterations to a structure, or changes of occupancy, shall be done in accordance with the procedures and provisions of the International Building Code, International Existing Building Code, International Energy Conservation code, International Fire Code, International Residential Code, International Plumbing Code, and National Fire Protection Association (NFPA)." (IPMC 102.3).

Rules for determining building code standards for each failed item:

Buildings constructed under prior codes need to meet the building standards that were in place at the time of original construction, however:

- **If** a repair requires a City of Kent permit, the repair must conform to the **current** building codes adopted by the City of Kent. Permit requirements are outlined in the International Building Code. (KCC 14.01)
- **If** the Building Official deems the failure is a major life-safety issue, the repair must conform to the **current** building code adopted by the City of Kent. (KCC 14.01).
- **If** upgrades, modifications, and/or installations were made to the original construction and were **permitted**, the building code standards in place at the time the permit was issued will be enforced.
- **If** upgrades, modifications, and/or installations were made **without a permit**, the repair must conform to the current building code standards adopted by the City of Kent. (KCC 14.01).

Notice of Deficiency:

Upon completion of RHIP Coordinator review of each checklist, deficient properties will receive a notice of deficiency via e-mail to the property owner and the RHIP qualified inspector. Inspectors should review the notice of deficiency prior to re-inspection because additional inspection requirements will be listed on the notice.

100 Percent Re-Inspection:

If 20 percent of the total units initially fail for the same major life-safety item, then re-inspection of 100 percent of the units will be enforced. Due to the significant impact to tenants, property owners, and RHIP qualified inspectors, this will only be enforced for major life-safety deficiencies. The Economic and Community Development Director has the authority to determine what is a major life-safety deficiency, in consultation with the Building Official.

Extensions:

Extensions may be granted on a case-by-case basis. Proof of progress towards the corrective action must be submitted prior to approval, such as: a bid, purchase order, city permit, or any other action deemed acceptable by the RHIP Coordinator.

Phasing Repairs:

Phasing can be authorized if significant repairs or funds for repairs are required. Landlords must submit a written request and a repair plan. The repair phasing plan is a written timeline or schedule of repairs to be made each week until all repairs are completed. The plan needs to prioritize repairing major life-safety issues before corrective maintenance and cannot exceed one quarter beyond the program deadline. Being granted approval of a phasing plan does not prevent a business license from expiring, nor does it prevent code enforcement action unless authorized by the Finance Director.

Expansion tank exemption:

Check valves and other obstructions have been installed over time throughout the city to prevent water from dissipating into the City’s water main. Due to limited available records, this is presumed to be the case for every property unless proven otherwise. Property owners wishing to contest the expansion tank requirement outlined in the Uniform Plumbing Code section 608.3 will need to provide three letters determining that there are no valves or other obstructions between the City water main and the hot water heater that would prevent pressure build up in the tank from dissipating into the City’s water main. The letters will need to be addressed to RHIP from the property owner’s water provider (Soos Creek Water District, Water District 111, Highline Water District, or City of Kent Utilities), the City of Kent Public Works Department, and a certified professional.

City Permits 101:

The City of Kent Building Division will determine if a repair requires permits. Property owners must e-mail buildingservices@kentwa.gov requesting a permit determination. **Building’s determination must be submitted to RHIP at the time of re-inspection.** To assist the property owner and the Building Division with determining if a permit is required, it is highly recommended that the documentation listed below is attached to the e-mail.

- Notice of Deficiency
- Picture(s) of the required repair
- List of every building impacted by the repair
- List of the specific units within each building being impacted by the repair
- Address of each building
- Parcel number
- Drawing(s) of repair (digital or hand-drawn)
- Contractor contact information
- Detailed description of the repair
- Specific location of the repair

Please be aware the Building Division or Permit Center may request additional documentation. Required permits must be applied for online at www.kentwa.gov/doing-business/permit-center.

CHECKLIST GUIDELINES

The following guidance provides possible reasons for failure of each checklist item.

1. EXTERIOR STRUCTURE AND EXTERIOR COMMON AREAS:

Address Numbers are plainly legible and visible from the street or road fronting the property. (KCC 13.06.140)	Possible reasons for failure:
	a. Address numbers are missing or concealed from view.
	b. Unit numbers are not on or adjacent to primary entrance of each unit.
Roof and flashing shall be sound, tight, and not have defects that admit rain. (IPMC 304.7)	c. Address numbers are too small or do not contrast with their background.
	Possible reasons for failure:
	a. Roof has holes and/or structural members are broken or significantly decayed.
	b. Roof is not weather-proof or has clear evidence of a leak.
	c. Flashing has evidence of corrosion or deterioration.

	d. Flashing is cracked or loose.
Roof drains, gutters, and downspouts are in good repair, free from obstruction and prevent dampness or deterioration in walls and interior of structure. Roof water is not discharging in a manner that creates a public nuisance. (IPMC 304.7)	Possible reasons for failure:
	a. Roof drains, gutters, and downspouts are broken, decayed, blocked, or discharging into a structural component.
Structural members are free from deterioration and capable of supporting the imposed loads. (IPMC 304.4)	Possible reasons for failure:
	a. Beams, columns, or bracing have holes, are broken or decayed.
	b. Structural members are leaning, significantly decayed, or detached.
Exterior walls are free of holes, breaks, and loose or rotting material, are weatherproof and protected from deterioration. (IPMC 304.6)	Possible reasons for failure:
	a. Walls allow water or weather penetration (e.g., seeping, leaking, coming in through a crack or hole)
	b. Walls are failing, crumbling, missing pieces, broken, or defected.
	c. Improperly installed flashing.
* Duct Systems shall be maintained free of obstructions and shall be capable of performing the required function. (IPMC 607.1)	Possible reasons for failure:
	a. Exterior vents are blocked by dust, lint, or other material or have screens.
	b. Dryer duct doesn't terminate to the outside.
	<i>RHIP COMMENTS: Louvers are approved alternatives to screens.</i>
Exterior stairways, decks, porches balconies, and all appurtenances attached are structurally sound, in good repair, properly anchored and capable of supporting the imposed loads. (IPMC 304.10)	Possible reasons for failure:
	a. Exterior decks, porches, or balconies are broken, loose, decayed, or missing pieces.
	b. Exterior stairs are broken, loose, decayed, or missing pieces.
	<i>RHIP COMMENTS: When inspecting the exterior buildings, please walk around the entire building and inspect the stair wells on every floor.</i>
	a. <i>Example: 3 story building with 2 stairwells. Start on the ground floor inspect the 1st stairwell from the ground floor up to the 3rd floor. Walk across the 3rd floor to the 2nd stairwell, then walk down the 2nd stairwell to the 2nd floor. Repeat this zig-zag movement until the inspection of all stairwells and hallways are complete.</i>
Grading and drainage is present in a manner that prevents erosion of soil and prevents stagnant water thereon, or within the structure. (IPMC	Possible reasons for failure:
	a. Ground is sloping back towards structure, leading to accumulation of water above wall sill plate. Note: This condition does not apply if water accumulation intersects

302.2)	structure at stem wall.
	b. Rot present at the base of wall where exterior grading contacts structural wood elements.
Foundation is plumb, free from open cracks, breaks, and prevents rodent or pests from entry. (IPMC 304.5, IBC 1203.4)	Possible reasons for failure:
	a. Foundation is leaning, crumbling, cracking, missing pieces, broken, or defected. Note: Foundation crack over ¼" often indicates significant structural problems.
	b. Foundation vents are blocked.
	c. Opening in the foundation that could allow insects or water to enter.
Wood Clearance: Wood siding and earth on the exterior of a building has a vertical clearance between 2"-6" from concrete steps, porch slabs, and similar horizontal surfaces exposed to weather. (IBC 2304.12.1.5)	Possible reasons for failure:
	a. A vertical clearance of less than 2" is present.
	b. A vertical clearance of more than 6" is present.
	Note: exemption applies where siding, sheathing, and wall framing are of natural durable or preservative-treated wood.
Chimney or similar appurtenances are maintained in a safe and sound condition, are in good repair, and meet the required clearance in accordance with the manufactures requirements. (IPMC 304.1.1, 603.3, IMC 805)	Possible reasons for failure:
	a. Loose brick or masonry at the top requires repointing.
	b. Loose or missing brick or masonry in the middle or at chimney base.
	c. Pulling away from structure, unstable, or otherwise at risk of falling.
	d. Chimney does not have the required clearance.
	e. Rain cap with a ½" opening is missing
Windows, Skylights, and Exterior Doors are in good repair, sound condition, and weather tight. Openable windows are easy to open and capable of being held in position by window hardware. (IPMC 304.13)	Possible reasons for failure:
	a. Sills or frames have significant decayed wood or separated joints.
	b. Windows have missing pieces.
	c. Openable windows and/or doors have inoperable handles or locks.
	d. Window or skylight glass is cracked.
	e. Significant indicators that the window is not weather tight.
Garbage/Rubbish is accumulated inside trash receptacles and not elsewhere on the property. (KCC 8.01.030, 8.04.100)	Possible reasons for failure:
	a. Trash located outside of receptacles.

2. Common Areas Only

Structural	Possible reasons for failure:
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Components/members are structurally sound, free of deterioration, and are capable of supporting the imposed	a. Structural components are not properly anchored.
	b. Beams, columns, or bracing have holes, or are broken or decayed.
	c. Structural members are leaning, significantly decayed or detached.
Stairs, ramps, landings, balcony, porch, deck or other walking surface is maintained in sound condition and good repair. (IPMC 305.4)	Possible reasons for failure:
	a. Walking surface, stair, or landing is broken, loose, decayed, or missing pieces.
Handrails and Guards: Every exterior stair with 4 or more risers has handrails on two sides. Open portions of a stair, landing, balcony, porch, deck, ramp, or other walking surface that is more than 30 inches above the floor or grade below has guards. Guards are present and have a height of 42” above walking nose of tread. (IPMC 307.1, IBC 1014.3)	Possible reasons for failure:
	a. Handrails are loose, broken or missing.
	b. Handrails do not meet the height above the nose of the tread. If built before 1990: 30”-34” handrails are required. If built after 1990: 34”-38” handrails are required.
	c. Guards are loose or broken or missing.
	<i>RHIP COMMENTS: Guard spacing-current code requires 3.78” (a tennis ball cannot pass between slats/openings). However, majority of Kent’s construction required a 5” spacing.</i>
Windows (Ventilation): every habitable space, except for the kitchen and bathroom, has at least one openable window. (IPMC 403)	Possible reasons for failure:
	a. Broken, loose, or missing hardware.
	b. A window is not present.
	c. Window does not meet the ventilation size requirement.
	Note: Rooms and spaces without opening to the outdoors that are ventilated through an unobstructed adjoining room that has an opening not less than 8% and not less than 25 square feet of the floor area in the room or space are exempt from the requirement. (IPMC 403.1)
Doors: Exterior doors, door assemblies and hardware shall be maintained in good condition. Locks at all entrances to dwelling units and sleeping units shall tightly secure the door. (IPMC 304.15)	Possible reasons for failure:
	a. Exterior door, door assemblies, or hardware is loose, missing, or broken.
	b. Locks on exterior door are loose, missing, or broken.
Interior doors fit reasonably well within the frame and are capable of being opened and closed properly. (IPMC 305.6)	Possible reasons for failure:
	a. Door is not securely attached to jambs, headers, or tracks.
	b. Door hardware is missing, broken, or loose.
Interior surfaces , including walls, windows and doors, are maintained in good, clean and sanitary condition. (IPMC 305.3)	Possible reasons for failure:
	a. Surfaces have peeling, chipped or flaking paint.
	b. Surfaces have loose or damaged plaster, sheetrock, decayed wood or other defective surfaces.
	c. Interior surfaces show evidence of water damage.

<p>Clothing dryer exhaust systems are independent of all other systems and exhaust to the outside in accordance with the manufacturer's instructions. (IPMC 403.5)</p>	Possible reasons for failure:
	a. Exhaust system doesn't exhaust to the outside.
	b. Transition duct is not UL 2158A
	c. Transition duct is longer than 8 feet in length.
	Note: Listed and labeled condensing (ductless clothes dryers) do not need to exhaust to the outside.
<p>Lighting: Every habitable space shall have not less than one window facing directly to the outside or to the court. Every common hall and stairway in apartments shall be lighted at all times with not less than a 60-watt or equivalent light bulb for every 200 sf of floor area. All other spaces shall be provided with natural or artificial light sufficient to permit the maintenance of sanitary conditions and the safe occupancy of the space and utilization of the appliances, equipment, and fixtures. (IPMC 402.1, 402.2, 402.3)</p>	Possible reasons for failure:
	a. Window is not openable.
	b. Window is not directly facing to the outside or to a court.
	c. Natural light or artificial light is missing or not sufficient.
	d. Common hall and stairway are not lite at all times.
	e. Common hall and stairway are not lite at all times.
	Note: Bathrooms that provide artificial light source and mechanical ventilation that discharges to the outdoors and is not recirculating are exempt from window requirement.
<p>Elevators are operational and have been inspected annually. (IBC 116.1,1003.7,1009.4)</p>	Possible reasons for failure:
	a. Elevator inspection card is missing or expired.
	b. Elevator is not operational.

3. POOLS, HOT TUBS, AND SPAS:

<p>Swimming pools shall be maintained in a clean and sanitary condition, and in good repair. Private swimming pools, hot tubs and spas, containing water more than 24 inches (610 mm) in depth shall be completely surrounded by a fence or barrier not less than 48 inches (1219 mm) in height above the finished ground level measured on the side of the barrier away from the pool. Gates and doors in such barriers shall be self-closing and self-latching. Where the self-latching device is less than 54 inches (1372 mm) above the bottom of the gate, the release mechanism shall be located on the pool side of the gate. Self-closing and self-latching gates shall be maintained</p>	Possible reasons for failure:
	a. Missing, broken or partially surrounded fence.
	b. Fence is not 60" or more in height.
	c. Barrier is not self-latching or self-closing.
	d. Latch is less than 60" from the ground and does not have an 8" radius of solid material around the latch.

<p>such that the gate will positively close and latch when released from an open position of 6 inches (152 mm) from the gatepost. An existing pool enclosure shall not be removed, replaced or changed in a manner that reduces its effectiveness as a safety barrier. (IPMC 303.1, 303.2) Exception: Spas or hot tubs with a safety cover that complies with ASTM F 1346 shall be exempt from the provisions of this section.</p>	
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4. COMMON AREA: FIRE SAFETY

<p>* Means of egress: a safe, continuous, and unobstructed path of travel is present from any point in the building or structure to the public way. (IFC 1031.2, IPMC 702.1)</p>	<p>Possible reasons for failure:</p> <p>a. Means of egress is obstructed or impeded.</p> <p>b. Means of egress violates the International Fire Code.</p>
<p>Exit signs are internally or externally illuminated and visible under emergency illumination conditions. (IFC 1104.3,1104.4)</p>	<p>Possible reasons for failure:</p> <p>a. Exit signs are not illuminated when the lighting test button is pushed.</p> <p>b. Exit signs are not illuminated when the battery test button is pushed.</p> <p>c. Exit signs are broken, loose, or missing.</p> <p>RHIP Notes: <i>R-2 occupancy require emergency illumination that are visible under emergency illumination conditions. The exist sign illuminated from an external source shall an intensity of not less than 5 footcandles (54 lux). The plastic reflective exit sign is not sufficient nor is the reflective paint type because the paint fades.</i></p>
<p>Required fire walls, fire barriers and fire partitions are maintained to prevent the passage of fire. Openings protected with approved doors or fire dampers are maintained in accordance with NFPA 80. (IPMC 703.3)</p>	<p>Possible reasons for failure:</p> <p>a. Fire rated walls (demising walls) have holes, cracks, or are missing. Note: Any wall, floor, or ceiling separating units is a demising wall.</p>
<p>Portable fire extinguishers are maintained annually. (IFC 906.2)</p>	<p>Possible reasons for failure:</p> <p>a. Fire extinguishers are missing, expired, or incorrectly sized.</p> <p>b. Fire extinguishers are not mounted according to the International Fire Code.</p>

5. INTERIOR FIRE SAFETY

<p>Single or multiple-station smoke alarms must be installed and maintained in all of the following locations: on the ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms; On each room used for sleeping purposes; On each story within a <i>dwelling unit</i>, including <i>basements</i> but not including crawl spaces and uninhabitable attics. (IPMC 704.26.1.2)</p>	Possible reasons for failure:
	a. Smoke alarms are broken or missing.
	b. Smoke alarms are not present in any of the required locations
	c. Located less than 3ft from a bathroom with a tub or shower.
	<p><i>RHIP COMMENTS:</i> <i>As of 2019 missing smoke detectors have been deemed a major life-safety item that warrants 100 percent re-inspection.</i></p>
<p>Carbon Monoxide detectors are present where any of the following conditions exist; fuel-burning appliances, fuel-burning fireplaces, forced-air furnaces, fuel-burning appliances outside dwelling and sleeping units, and private garages. (IPMC 705.1, 705.2)</p> <p>Detectors are installed in locations identified in WAC 51-54A-0915.2 (IBC 915.2.1, IFC 915.4.3, IFC 1103.9)</p>	Possible reasons for failure:
	a. CO detectors are broken or missing.
	b. CO detectors are not installed in the correct locations.
<p>* Emergency Escape Openings (Windows and Doors) are maintained and operational from the inside of the room without the use of keys or tools in accordance with the code that was in effect at the time of construction. (IPMC 702.4)</p>	Possible reasons for failure:
	a. Emergency escape window or door is missing, blocked, inoperable or inaccessible.
	b. Emergency escape window does not meet size or sill height requirements.
	If installed before 1971: window must have an area of 12sq ft and open to the outside.
	If installed between 1971 and 1977: window must have a 48" above finish floor (AFF),5 sq. ft opening, with 22" dimensions.
If installed after 1977 to present: window must have a 44" AFF, 5.7 sq. ft opening and be 20"x24".	
<p>* Means of egress: a safe, continuous, and unobstructed path of travel is present from any point in the building or structure to the public way. (IFC 1031.2, IPMC 702.1)</p>	Possible reasons for failure:
	c. Means of egress is obstructed or impeded.
	d. Means of egress violates the International Fire Code.
<p>*Required fire walls, fire barriers and fire partitions are maintained to prevent the passage of fire. Openings protected with approved doors or fire dampers are maintained in accordance with NFPA 80. (IPMC 703.3)</p>	Possible reasons for failure:
	<p>a. Fire rated walls (demising walls) have holes, cracks, or are missing. Note: Any wall, floor, or ceiling separating units is a demising wall.</p>
<p>*Portable fire extinguishers are</p>	Possible reasons for failure:

maintained annually. (IFC 906.2)	c. Fire extinguishers are missing, expired, or incorrectly sized.
	d. Fire extinguishers are not mounted according to the International Fire Code.
	<i>RHIP COMMENT: Portable fire extinguisher quick reference sheet is available on RHIP website https://www.kentwa.gov/doing-business/rental-housing-inspection-program.</i>

6. STRUCTURE AND INTERIOR:

Unit address is located at the front door with a numeral height of not less than 3". (KCC 13.06.140)	Possible reasons for failure:
	<ul style="list-style-type: none"> a. Address numbers are missing or concealed from view. b. Unit numbers are not on or adjacent to primary entrance of each dwelling.
Structural members are structurally sound, free of deterioration, and are capable of safely supporting the imposed loads. (IPMC 305.2)	Possible reasons for failure:
	<ul style="list-style-type: none"> a. Structural components are not properly anchored. b. Beams, columns, bracing has holes/broken or decayed.
	<ul style="list-style-type: none"> c. Structural members are leaning, significantly decayed or detached.
Stairs, ramps, landings, balcony, porch, deck or other walking surface is maintained in sound condition and good repair. (IPMC 305.4)	Possible reasons for failure:
	<ul style="list-style-type: none"> a. Walking surface, stair, or landing is broken, loose, decayed, or missing pieces.
Handrails and Guardrails: every interior stair with 4 or more risers has handrails on two sides. Open portions of each stair, landing, balcony, porch, deck, ramp, or other walking surface that is more than 30 inches above the floor or grade below has guards. Guardrails are present and have a height of 42" above walking nose of tread. (IPMC 307.1, IBC 1014.3)	Possible reasons for failure:
	<ul style="list-style-type: none"> a. Handrails are loose, broken or missing.
	<ul style="list-style-type: none"> b. Handrails do not meet the height above the nose of the tread. If built before 1990: 30"-34" handrails are required. If built after 1990: 34"-38" handrails are required.
	<ul style="list-style-type: none"> c. Guards are loose or broken or missing.
	<i>RHIP COMMENTS: Guard spacing-current code requires 3.78" (a tennis ball cannot pass between slats/openings). However, majority of Kent's construction required a 5" spacing.</i>
Windows (Ventilation): every habitable space, except for the kitchen and bathroom, has at least one operable window. (IPMC 403)	Possible reasons for failure:
	<ul style="list-style-type: none"> a. Broken, loose, or missing hardware. b. A window is not present. c. Window does not meet the ventilation size requirement.
	<i>RHIP COMMENT: Rooms and spaces without opening to the outdoors that are ventilated through an unobstructed adjoining room that has an opening not less than 8% and not less than 25 square feet of the floor area in the room or space are exempt from the requirement. (IPMC 403.1)</i>
Insects and rodent infestation: Structure is free from insects and rodent infestation. (IPMC 309)	Possible reasons for failure:
	<ul style="list-style-type: none"> a. Any visible evidence of insects or rodents.

<p>Interior doors fit reasonably well within the frame and are capable of being opened and closed properly. (IPMC 305.6)</p>	Possible reasons for failure:
	a. Door is not securely attached to jambs, headers, or tracks.
	b. Door hardware is missing, broken, or loose.
<p>Room Dimensions: Width- all habitable rooms, other than a kitchen, shall not be less than 7' in any dimension. Kitchens shall have a minimum clear passageway of 3' between counter fronts and appliances or counter fronts and walls. Height- all habitable spaces, hallways, corridors, laundry areas, bathrooms, toilet rooms, and habitable basement areas shall have minimum clear ceiling height of 7'. (IPMC 404.2, 404.3)</p>	Possible reasons for failure:
	a. Habitable room does not meet the width, height, or passageway requirements.
	<i>RHIP COMMENT: exemptions to these requirements can be found in International Property Maintenance Code 404.3</i>
<p>Room Dimensions: living rooms shall not contain less than 120 sf or greater and bedrooms shall not contain less than 70 sf. or greater. (IPMC 404.4.1, 404.2)</p>	Possible reasons for failure:
	a. Habitable room does not meet the width, height, or passageway requirements.
	Note: exemptions to these requirements can be found in International Property Maintenance Code 404.3
	<i>RHIP COMMENT: If room(s) are unmodified from originally permitted construction, may be exempt from this requirement.</i>
<p>Clothing dryer exhaust systems are independent of all other systems and exhaust to the outside in accordance with the manufacturer's instructions. (IPMC 403.5)</p>	Possible reasons for failure:
	a. Exhaust system doesn't exhaust to the outside.
	b. Transition duct is not UL 2158A
	c. Transition duct is longer than 8 feet in length.
	<i>RHIP COMMENT: Listed and labeled condensing (ductless clothes dryers) do not need to exhaust to the outside.</i>
<p>Lighting: Every habitable space shall have not less than one window facing directly to the outside or to the court. Every common hall and stairway in apartments shall be lighted at all times with not less than a 60-watt or equivalent light bulb for every 200 sf of floor area. All other spaces shall be provided with natural or artificial light sufficient to permit the maintenance of sanitary</p>	Possible reasons for failure:
	a. Window has missing or broken hardware or glass.
	b. Window is not openable.
	c. Window is not directly facing to the outside or to a court.
	<i>RHIP COMMENT: Bathrooms that provide artificial light source and mechanical ventilation that discharges to the outdoors and is not recirculating are exempt from window requirement.</i>

conditions and the safe occupancy of the space and utilization of the appliances, equipment, and fixtures.(IPMC 402.1, 402.2, 402.3)	
Interior surfaces , including walls, windows and doors, are maintained in good, clean and sanitary condition. (IPMC 305.3)	Possible reasons for failure:
	a. Surfaces have peeling, chipped or flaking paint.
	b. Surfaces have loose or damaged plaster, sheetrock, decayed wood or other defective surfaces.
Receptacles : All habitable spaces have two separate operable electrical receptacle outlets. (KCC 10.02.100)	Possible reasons for failure:
	a. 1 or more receptacle outlets are faulty or missing.
	<i>RHIP COMMENT: Outlets do not have to be upgraded to GFCI, unless the outlet is faulty. If it is faulty then it will need to be upgraded.</i>

7. PLUMBING AND HOT WATER

Plumbing fixtures shall be properly installed and maintained in working order, shall be kept free from obstruction, leaks, and defects, and shall be capable of performing the function for which such plumbing fixtures are designed. (IPMC 504.1)	Possible reasons for failure:
	a. Fixture is leaking, obstructed, or defective.
	b. Fixture is incorrectly installed.
Plumbing fixtures are properly connected to either a public sewer system or a private sewage disposal system. (IPMC 506.1)	Possible reasons for failure:
	a. Septic tank or drain line to street is clogged or failing and is leaking sewage.
Plumbing supply lines, waste lines, sewer lines, venting, and plumbing stacks function properly. (IPMC 506.2)	Possible reasons for failure:
	a. Obstructions, leaks, or defects are present.
Plumbing Hazards : plumbing systems are adequately venting, cross connecting, back siphonage, proper installation and are without damage or deterioration. (IPMC 504.3)	Possible reasons for failure:
	a. Flex piping under the sink.
	b. P-trap not level.
	c. Double p-trap present under the sink.
	d. Improperly installed piping, fixtures or fittings.
	e. Inadequately supported fixtures or piping.
	f. Deteriorated, damaged, or wore piping, fixtures, or fittings.
<i>RHIP COMMENTS: A high loop is not an approved alternative to an air gap.</i>	
Water heating facilities are properly installed, maintained, and capable of providing an	Possible reasons for failure:
	a. Water heater does not drawn enough water to support the needs of the unit.

adequate amount of water to be drawn to support the units needs. (IPMC 505.4, UPC 608, 608.3)	b. Water heater does not reach the minimum temperature of 110F.
	c. Water heater (gas) is located in a bathroom, bedroom, or other occupied room that is normally closed-unless it is a direct vent appliance. Note: exemption to the direct vent requirement are found in IFC 303.3(5).
	d. Improperly installed or missing components (i.e. missing earthquake straps, TPR valves, expansion tanks, TPR drain lines)
	<i>RHIP COMMENTS:</i> <i>Pan vs. draining to the outside: will allow a pan if the original construction didn't already drain to the outside.</i> <i>Earthquake straps required regardless of location.</i> <i>Expansion tanks are required on water heaters manufactured on or after 1994.</i> <i>The 2015 UPC section 608.3 requires expansion tanks when a water system has a check valve, backflow preventer, or other normally closed device that prevents dissipation of building pressure.</i> <i>If the presents of a check valve, backflow preventer, or other normally closed devices wishes to be challenged, it is the responsibility of the property owner to provide a letter from the water system provider, City of Kent Public Works, and a licensed plumbing professional.</i> <i>Tankless water heaters are recommended for small spaces in which an expansion tank does not fit.</i>
Bathroom Requirements: every dwelling unit has its own bathtub/shower and lavatory. The lavatory is placed in the same room as the water closet or located near the door leading directly into the room containing the water closet. (IPMC 502.1)	Possible reasons for failure:
	a. Unit doesn't have a bathtub/ shower or lavatory.
	b. Lavatory is not in close proximity to the water closet.
Cooking appliances are properly installed, maintained in a safe working condition, and capable of performing the intended function. (IPMC 603.1) Note- only applicable for cooking appliances that were provided by property owner.	Possible reasons for failure:
	a. Stove, fridge, dishwasher, garbage disposal, hood-vent is not installed properly.
	b. Cooking appliances are broken or missing.
	c. Cooking appliances are missing safety controls (anti-tip devices, air gap etc.)
	d. Cooking appliances pose a health and safety risk (unsanitary)

8. HEATING AND ELECTRICAL

<p>Heating Requirements: Dwelling is provided with heating facilities capable of maintaining a room temperature of 68F in all habitable rooms, bathrooms, and toilet rooms. (IPMC 602.2)</p>	
<p>Clearance for combustibile materials is maintained in accordance with the manufacture's requirements. (IPMC 603.3)</p>	
<p>Mechanical appliances, solid fuel-burning appliances, and water heating appliances are properly installed, in safe working condition, and capable of performing the intended function. (IPMC 603.1, 603.4)</p>	<p>Possible reasons for failure:</p> <ul style="list-style-type: none"> a. Missing, leaking, or broken. b. Missing or broken safety controls (such as but not limited too-safety valves, electric ignitions, high temperature limit switch, pressure limit switches, low-water cutoffs etc.)
<p>Electrical Requirement: The dwelling unit is free of faulty electrical receptacles or switches, damaged or exposed wiring, or improper fusing. (KCC 10.02.100)</p>	<p>Possible reasons for failure:</p> <ul style="list-style-type: none"> a. Exposed wires or improved wiring. b. Faulty receptacles or switches
<p>* Luminaires: Every common hallway and stairway has at least 1 electrical luminaire. (IPMC 402.2)</p>	<p>Possible reasons for failure:</p> <ul style="list-style-type: none"> a. Light fixture or bulb is inoperable. b. Light fixture or bulb is missing or broken. c. Light fixture doesn't t have a 60-watt standard light bulb.
<p>Permanent wiring is present. (IFC 6.04.5)</p>	<p>Possible reasons for failure:</p> <ul style="list-style-type: none"> a. Flexible or extension cords are used for permanent wiring. b. Flexible or extension cords are seen running through the doors, windows, cabinets, or concealed within the walls, floor, or ceilings.
<p>Electrical components are closed and do not contain any wire splices. All electrical components have the appropriate covers. The unit is free of faulty electrical receptacles, switches, damaged or exposed wiring, improved wiring, and improper fusing. (IFC 604.6, KCC 10.02.100)</p>	<p>Possible reasons for failure:</p> <ul style="list-style-type: none"> a. Open junction boxes present. b. Evidence of wire spices.
<p>Receptacles: All habitable spaces have two separate operable electrical receptacle outlets. (KCC 10.02.100)</p>	<p>Possible reasons for failure:</p> <ul style="list-style-type: none"> a. 1 or more receptacle outlets are faulty or missing. b. Missing or cracked outlet covers. <p><i>RHIP COMMENT: Outlets do not have to be upgraded GFCI, unless the outlet is faulty. If it is faulty then it will need to be upgraded.</i></p>