



APARTMENT REVIEW CHECKLIST GUIDANCE

This form is to be used along with the **DSS-10a** where “*See Guidance*” is indicated.

1. Interior of Building
<p>b. Is there excess garbage in the hallways/interior of the building that may cause a health and safety condition?</p> <p style="text-align: center;"><u>GUIDANCE</u></p> <p>Halls and interior common areas must be free of clutter:</p> <ul style="list-style-type: none"> • Garbage or materials cannot be stored in the area for an extended period of over one week • No tripping hazards in halls or interior areas • No odors from garbage • No infestation of roaches or rodents • It may be helpful to try to speak to the super to see if this condition has persisted for longer than a week <p>PHOTO Guidance: Please document with a photo(s).</p>
<p>c. Do halls and stairwells have a clear path to egress?</p> <p style="text-align: center;"><u>GUIDANCE</u></p> <p>Halls and stairwells must have a clear path to egress:</p> <ul style="list-style-type: none"> • No clutter, including bikes, boxes, garbage, or tenants’ belongings are blocking stairwells, halls, or exits • Halls, stairwells, and exits are free of tripping hazards <p>PHOTO Guidance: Please document with a photo(s).</p>
<p>d. Do halls and stairwells have sufficient lighting?</p> <p style="text-align: center;"><u>GUIDANCE</u></p> <p>Halls and stairwells must have sufficient lighting:</p> <ul style="list-style-type: none"> • Building hallways must have sufficient lighting so that the hallway is completely visible end-to-end • Building stairwells must have sufficient lighting so that they are visible from top-to-bottom • Building exit signs must be operable <p>PHOTO Guidance: Please document with a photo(s).</p>

1. Interior of Building (continued)

- i. **If 1f is YES – is there a self-closing mechanism on the apartment entrance door, the building entrance door, and the Fire Exit doors?**

GUIDANCE

This requirement only applies to multiple dwellings, which are buildings or houses with three or more units.

The image below is an example of a self-closing door mechanism. There may be other acceptable types or models. Note that butterfly hinges are not acceptable.



PHOTO Guidance:

If pass, please document with a photo(s) of the self-closing door mechanisms observed.

2. Hallway and Apartment or House – Complete this section if there are children 10 years old and under

- b. **If 2a is YES - are window guards in place in the hallways and installed with the correct (one way) screws and L brackets to prevent the window from opening more than 4 inches; or if there is a casement window hinged at the side or top, is there a chain to prevent the window from opening more than 4 inches?**

GUIDANCE

Under law, window guards are required for units in multiple dwellings (buildings or houses with 3 or more units) that have:

- Children 10 and under as tenants
- Windows that are more than six feet off the ground

*Fire escape windows can only have FDNY-approved window gates; they **cannot** have window guards.*

If the gap from the top bar of the window guard to the top of the window is less than 4 inches, an L bracket is not required.

The image below is an example of a correct window guard, (one way) screw, and L bracket. There may be other acceptable types.



For further guidance, please see

http://www.nyc.gov/html/fdny/pdf/safety/fire_safety_education/2010_02/07_residential_apartment_fire_safety_english.pdf.

PHOTO Guidance:

Please document with a photo(s).

2. Hallway and Apartment or House – Complete this section if there are children 10 years old and under (continued)

- c. If 2a is YES - are window guards in place in the unit and installed with the correct (one way) screws and L brackets; or if there is a casement window hinged at the side or top, is there a chain to prevent the window from opening more than 4 inches?

GUIDANCE

Under law, window guards are required for units in multiple dwellings (buildings or houses with 3 or more units) that have:

- Children 10 and under as tenants
- Windows that are more than six feet off the ground

*Fire escape windows can only have FDNY-approved window gates; they **cannot** have window guards.*

If the gap from the top bar of the window guard to the top of the window is less than 4 inches, an L bracket is not required.

The image below is an example of a correct window guard, (one way) screw, and L bracket. There may be other acceptable types



For further guidance, please see

http://www.nyc.gov/html/fdny/pdf/safety/fire_safety_education/2010_02/07_residential_apartment_fire_safety_english.pdf.

PHOTO Guidance:

Please document with a photo(s).

3. Overall Apartment/House

- d. If 3c is YES - can the window gates be opened from the inside?

GUIDANCE

- Test that the gate works
- No key or padlocks on the gate

PHOTO Guidance:

If pass, please document with a photo(s) of the window gate showing where it can be opened from the inside.

3. Overall Apartment/House (continued)

- e. If 3b is YES – are the window gates on the fire escape window stamped with an FDNY approval number and can they be opened without the use of a key?

GUIDANCE

The image below is an example of an FDNY approved window gate. There may be other acceptable types or models.

*Fire escape windows can only have FDNY-approved window gates, they **cannot** have window guards.*



For further guidance, please see

http://www.nyc.gov/html/fdny/pdf/safety/fire_safety_education/2010_02/07_residential_apartment_fire_safety_english.pdf.

PHOTO Guidance:

If pass, please document with a photo(s) of the FDNY approval number located on the gate and where the gate can be opened without the use of a key.

- i. If 3h is YES – is it lockable from the inside (to protect individuals from invasion)?

PHOTO Guidance:

If pass, please document with a photo(s) of the window leading to the outside and show where it is lockable.

- j. Are all interior surfaces free of cracked, peeling & loose paint?

GUIDANCE

The unit must fail the apartment walkthrough if there is any cracked, peeling, or loose paint, regardless of the year the building was constructed. If the date of construction is 1978 or earlier, the paint condition must be escalated to DHS as per the instructions in Box 9 of the **Apartment Review Checklist**.

A re-walkthrough may only be conducted after the issue is remediated and the landlord submits an attestation to DSS certifying the condition was properly repaired. The party responsible for conducting the re-walkthrough, to ensure that the correction has been made, is outlined below:

- DHS must perform the re-walkthrough if there are children under 6 in the household
- The provider must perform the re-walkthrough if:
 - there are no children under 6 in the household, **OR**
 - the date of construction is 1979 or later (there is no need to escalate to DHS, but the landlord must remediate the issue)

3. Overall Apartment/House (continued)

i. Is the unit free of evidence of rats, mice, roaches, or other vermin?

GUIDANCE

The housing unit should be free of vermin:

- Evidence of roaches and/or rodents or other vermin are not found in the housing unit
- If evidence of vermin is found, such as dead roaches or droppings, the landlord must be taking steps to eliminate the problem (for example, receipt or record of recent extermination efforts)

PHOTO Guidance:

If fail, please document with a photo(s) of the evidence of vermin, such as dead roaches or rodent droppings.

m. Is the unit free of any evidence of leaks?

GUIDANCE

The housing unit should be free of leaks:

- No discoloration or stains found on ceilings
- No evidence of mold or mildew
- No leaks under the kitchen and/or bathroom sinks or windowsills

PHOTO Guidance:

If fail, please document with a photo(s) that shows evidence of leaks.

n. Are the floors free of hazards?

GUIDANCE

Floors in the housing unit must be free of hazards:

- Floors must be even (not buckling)
- No missing or broken tiles or floorboards
- No nails sticking out
- Carpeting must be tight

For example, no gaps, tripping hazards, or protruding nails.

PHOTO Guidance

If fail, please document with a photo(s) of the failing condition.

o. Are there any holes in the walls, floors, or ceilings?

GUIDANCE

Walls, floors, and ceilings must not have any holes.

PHOTO Guidance

If fail, please document with a photo(s) of the failing condition.

p. Is each room that is used for sleeping at least 80 sq. ft., and does each room include a window or skylight?

GUIDANCE

Every room used for sleeping must have at least one (1) window to the outside, including the living room, if the living room is used by a household member for sleeping. Tenants must be able to open all windows, including the skylight.

A room of under 80 square feet without a window can be used for another purpose, but not for sleeping. A room used for sleeping must be both 80 square feet and have a window.

PHOTO Guidance:

If pass, please document with a photo(s)

3. Overall Apartment/House (continued)

q. Is there a lock on the inside of the apartment entrance door requiring a key to exit the apartment?

GUIDANCE

No double cylinder locks are permitted.

PHOTO Guidance:

Please document with a photo(s).

r. Is there a smoke detector located within 15 feet of the entrance to each room that is used for sleeping?

GUIDANCE

Smoke detectors are required to be located within 15 feet of sleeping rooms. More than one smoke detector may be required depending on the locations of the sleeping rooms.

PHOTO Guidance:

If pass, please document with a photo(s) of each required smoke detector.

s. If 3r is YES - are all of the smoke detectors working?

GUIDANCE

All smoke detectors should be tested by pressing the test button. If detector is going off at the start of the inspection or starts to go off during the inspection, and replacing the battery does not resolve the issue, it is a fail.

t. Is there a carbon monoxide detector located within 15 feet of the entrance to each room that is used for sleeping?

GUIDANCE

Carbon monoxide detectors are required to be located within 15 feet of sleeping rooms. More than one carbon monoxide detector may be required depending on the locations of the sleeping rooms.

PHOTO Guidance:

If pass, please document with a photo(s) of each required carbon monoxide detector.

u. If 3t is YES - are all of the carbon monoxide detectors working?

GUIDANCE

All carbon monoxide detectors should be tested by pressing the test button. If detector is going off at the start of the inspection or starts to go off during the inspection, and replacing the battery does not resolve the issue, it is a fail.

3. Overall Apartment/House (continued)

- x. If 3w is YES – is there steam coming from the radiator or from the pressure valve, or is there moisture around the pressure valve?

GUIDANCE

Is the radiator spewing steam that is evident whether or not it has a cover?

Is the pressure valve emitting steam or is there moisture accumulating around the valve?

Please also follow the instructions in **Box 10 of the Apartment Review Checklist**.

The image below is an example of a pressure valve.



PHOTO Guidance:

If fail, please document with a photo(s) that shows evidence of steam.

- y. If 3w is YES – is there evidence of leaking on, under, or around the radiator?

GUIDANCE

If the radiator is covered or uncovered, look for evidence of leaking on the floor around the radiator, such as moisture, staining or damage for moisture.

Please also follow the instructions in **Box 10 of the Apartment Review Checklist**.

The image below is an example of leaking around the radiator.



PHOTO Guidance:

If fail, please document with a photo(s) that shows evidence of leaking.

3. Overall Apartment/House (continued)

z. If 3w is YES - is the radiator missing a knob or valve?

GUIDANCE

The unit must fail if either the valve or knob is missing.

If you are unable to observe the knob or valve to the cover check the N/A box for this question on the **Apartment Review Checklist**.

Please also follow the instructions in **Box 10 of the Apartment Review Checklist**.

The images below are examples of radiator knobs and valves. There may be other acceptable types or models.



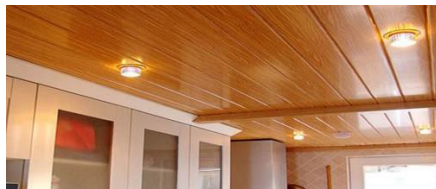
PHOTO Guidance:

Please document with a photo(s).

af. Is there a drop ceiling (a secondary ceiling hung beneath the main ceiling)?

GUIDANCE

A drop ceiling used in a residential building must be approved by the Department of Buildings. A drop ceiling (also known as suspended ceiling, false ceiling, or grid ceiling) is a secondary ceiling hung below the main structural ceiling. It may be installed for aesthetic reasons or to facilitate maintenance (for example, to hide piping or other building systems). Some drop ceilings appear as ceiling "grids" where the individual tiles can be removed for access. Sheetrock drop ceilings may be apparent where the ceiling height differs between adjacent rooms.



Please also follow the instructions in **Box 12 of the Apartment Review Checklist**.

PHOTO Guidance:

Please document with a photo(s).

3. Overall Apartment/House (continued)

ag. Do you have reason to think that this apartment was illegally subdivided?

GUIDANCE

The list below provides examples of things to look for regarding an illegal subdivision, which includes but is not limited to:

- A window is shared by two rooms, or a window is not “centered” in a room
- A radiator is shared by two rooms
- A dividing wall separating two rooms does not reach the ceiling or is flimsy and/or hollow
- A wall has no electrical outlets
- A wall has missing or mismatched moldings
- A wall is constructed of different materials than the rest of the unit, such as a sheetrock wall in a unit that has plaster walls
- Sheetrock appears to be fitted into the baseboard molding or ceiling molding
- A door has “buried” molding on one side but not the other

Please also follow the instructions in **Box 13 of the Apartment Review Checklist**.

PHOTO Guidance:

Please document with a photo(s).

4. Bathroom – Provide a photo of all area(s) of the housing unit to be occupied by the tenant.

a. Do the sink, tub/standing shower, and showerhead have hot and cold running water?

GUIDANCE

Let the water run for 60-90 seconds to ensure that it is hot. Measure the water temperature.

Hot water must be provided 365 days per year at a constant minimum temperature of 120 degrees Fahrenheit. Hot water is considered excessive when it is above 130 degrees Fahrenheit.

f. Is the bathroom free of plumbing leaks (including steam leaks)?

GUIDANCE

Look under the sink while the faucet is running to ensure there are no leaks or accumulation of moisture.

PHOTO Guidance:

Please document with a photo(s).

5. Kitchen – Provide a photo of all area(s) of the housing unit to be occupied by the tenant.

a. Does the kitchen sink have hot and cold running water?

GUIDANCE

Let the water run for 60-90 seconds to ensure that it is hot. Measure the water temperature.

Hot water must be provided 365 days per year at a constant minimum temperature of 120 degrees Fahrenheit. Hot water is considered excessive when it is above 130 degrees Fahrenheit.

e. Is there a working refrigerator with rails and shelves adequate to the household's needs?

GUIDANCE

Consider the size of the household and what their food needs might be. Is the space large enough for the food needs of the household?

f. Is the refrigerator cold?

GUIDANCE

Use a thermometer to measure the temperature of the refrigerator. The freezer should be below freezing, and the refrigerator temperature should be between 36^o and 46^o Fahrenheit.

h. Does the kitchen have cabinets, shelves, or a space to store food?

PHOTO Guidance:

If pass, please document with a photo(s) that shows the cabinet, shelves, or food storage space.

i. Does the kitchen have a meal preparation area (e.g., counter space)?

PHOTO Guidance:

If pass, please document with a photo(s) that shows the meal preparation area.

j. Is the kitchen free of plumbing leaks (including steam leaks)?

GUIDANCE

Look under the sink while the faucet is running to ensure there are no leaks or accumulation of moisture.

PHOTO Guidance:

If fail, please document with a photo(s) of the sink plumbing (under sink, back wall and under cabinet), and steam pipes.

k. Is the stove or oven free of grease build-up?

GUIDANCE

Lift the top of the range to check for grease build-up.

PHOTO Guidance:

If fail, please document with a photo(s) of the grease build-up.

6. Electrical – Provide a photo of all area(s) of the housing unit to be occupied by the tenant.

a Does each room that will be used for sleeping have either two electrical outlets or one outlet and one permanent light fixture?

PHOTO Guidance:

If pass, please document with a photo(s) of the electrical outlets and/or light fixture.

b. Do all the outlets in the kitchen and bathroom have a reset button (GFCI Outlet)?

GUIDANCE

GFCI Outlets are required in any outlet within 4 feet of a water source. If the outlet is more than 4 feet away, it is not required to be GFCI.

PHOTO Guidance:

If pass, please document with a photo(s) of the GFCI Outlet that is less than 4 feet away from a water source.

c. Are fixtures and electrical devices secure, with no exposed wires, and do they have plate covers?

PHOTO Guidance:

If fail, please document with a photo(s) of any failed conditions.

d. Is the apartment free of exposed wires?

PHOTO Guidance:

If fail, please document with a photo(s) of any exposed wires present in the apartment.