

 <p>VERMONT DEPARTMENT OF HEALTH</p> <p>Town Health Officer Rental Housing Inspection Checklist</p>	Inspector Name:										
	<input type="checkbox"/> Health Officer <input type="checkbox"/> Deputy <input type="checkbox"/> Other										
	Town:										
	Date of Inspection:										
Property Address:	Type of Inspection: <input type="checkbox"/> Initial <input type="checkbox"/> Follow-Up (Last Inspection Date: _____) Housing Type: _____										
Property Owner Name:	Tenant Name(s) and Phone Number(s):										
	<table border="1"> <thead> <tr> <th>Unit #</th> <th>Name/Phone Number</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Unit #	Name/Phone Number								
Unit #	Name/Phone Number										
Property Phone Number:											
Reason for Inspection:											

Number of People Residing at the Home: <input type="text"/>	Location of Bedrooms: <input type="text"/>
Number of Smokers Residing at the Home: <input type="text"/>	Number of Bedrooms: <input type="text"/>

- **Please answer each question.**
- **Contact Information:**
 - Vermont Department of Health (VDH) - Environmental Health phone numbers:
 - Weekdays from 7:45 AM to 4:30 PM: 800-439-8550
 - All other times: 800-640-4374
 - Department of Public Safety (DPS) phone number to call varies based on property region:
 - Region #1 – Williston Office: 1-800-366-8325
 - Region #2 – Barre Office: 1-888-870-7888
 - Region #3 – Rutland Office: 1-888-370-4834
 - Region #4 – Springfield Office: 866-404-8883
 - Department of Environmental Conservation (DEC) regional and main phone numbers:
 - Waterbury (Main) Office – 802-241-3800
 - Barre Office – 802-476-0190
 - Essex Office – 802-879-5656
 - Rutland Office – 802-786-5900
 - Springfield Office – 802-885-8855
 - St. Johnsbury Office – 802-751-0130
- Additional information on issuing an **Emergency Health Order** can be found in 18 VSA Chapter 3 § 127.

ACRONYMS/SYMBOLS	MEANING
§	Section
DEC	Department of Environmental Conservation
DPS	Department of Public Safety
EHO	Emergency Health Order
NFPA	National Fire Protection Association
RHHC	Rental Housing Health Code
VDH	Vermont Department of Health
VSA	Vermont Statutes Annotated

TERMS	DEFINITIONS
Common space	All interior passageways, hallways, foyers, stairways, basements and other rooms in a dwelling or rooming house used or intended for use by the occupants of more than one dwelling unit or rooming unit
Coliform bacteria	Rod-shaped bacteria and their presence in the water supply indicate recent contamination by human or animal fecal material.
Duplex electrical outlet	Electrical outlet that allows for two appliances to be plugged in simultaneously
Dwelling	Rented building or structure that is wholly or partly used or intended to be used as a primary residence for living or sleeping by human inhabitants. This includes rented mobile homes and “housing provided as a benefit of farm employment” as defined in 9 VSA § 4469 (a)(3)
Dwelling unit	Room or group of rooms within a dwelling, or any dwelling forming a single habitable unit used or intended for use for living, sleeping, cooking and eating
Gross alpha (alpha radiation)	Natural occurrence of radioactivity due to breakdown of uranium found in the earth surface
Habitable room	Every room or enclosed floor space, used or intended to be used for living, sleeping, cooking or eating purposes excluding bathrooms, toilet compartments, closets, halls, storage or utility spaces and similar areas
Nonabsorbent	Not capable of absorbing or soaking up liquids
Rooming house	Any dwelling or part thereof containing one or more rooming units and/or one or more dormitory rooms in which space is let by the owner or operator to one or more persons who are not immediate family members of the owner
Rooming unit	Room or group of rooms let to an individual or household for use as living and sleeping, but not for cooking or eating purposes, whether or not common cooking facilities are made available
Ventilation	Adequate supply and removal of air to and from a space through windows, skylights, doors, grilles, ducts or mechanical devices
Water-tight	So constructed that the structure is substantially impermeable to the passage of water
Weather-tight	So constructed that the structure resists weather and excludes rain and snow, and prevents the infiltration of air
Window well inserts	The area at the base of the window (where the window sits) where lead dust accumulates is called a window well. (Window well as used here may also be known as a window trough.) The inserts allow for easier cleanup of the accumulation of lead dust and chips.
MORE DEFINITIONS CAN BE FOUND IN THE RENTAL HOUSING HEALTH CODE	

NOTES:

2. SANITATION FACILITIES (I)		Answer			Violation
		Y	N	NA	
<i>Kitchen Facilities</i>					
2.1	Is there a kitchen sink?				If "No", Owner to correct within a reasonable period of time.** Question is not applicable to rooming units. But is applicable to shared kitchen facilities in the rooming house, if provided.
2.2	Is there space to store and prepare food?				If "No", Owner to correct within a reasonable period of time. Question is not applicable to rooming units. But is applicable to shared kitchen facilities in the rooming house, if provided.
2.3	Are the countertops nonabsorbent?				If "No", Owner to correct within a reasonable period of time.
2.4	Is the floor made of:				If "No" to ALL of these, Owner to correct within a reasonable period of time.
	a. Smooth, nonabsorbent, non-corrosive, waterproof covering? (ex: tile)				
	b. Carpeting with a solid, water repellent backing?				
	c. Wood flooring with a water resistant finish and with no cracks?				
<i>Bathroom Facilities</i>		Y	N	NA	
2.5	Is there at least 1 bathroom sink, 1 toilet, and 1 bathtub or shower per unit?				If "No", the unit must meet Shared Bathroom requirements. If it does not, Owner to correct within a reasonable period of time. Question is not applicable to rooming units.
2.6	Is there one:				If "No", Owner to correct within a reasonable period of time. Question is only applicable to rooming houses.
	a. Toilet per 10 people?				
	b. Sink per 10 people?				
	c. Shower/tub per 8 people?				
2.7	Are the countertops nonabsorbent?				If "No", Owner to correct in a reasonable period of time.
2.8	Is the floor made of:				If "No" to ALL of these, Owner to correct within a reasonable period of time.
	a. Smooth, nonabsorbent, non-corrosive, non-slip, waterproof covering? (ex: tile)				
	b. Carpeting with a solid, water repellent backing?				
2.9	Do all toilets flush?				If "No", is there at least one working toilet for tenants? If there is at least one working toilet, Owner to correct within a reasonable period of time. If all toilets do not flush, owner needs to begin resolving within 24 hours. Also see Question 3.8a-b.
2.10	Is the shower/tub and sink/toilet separate from habitable rooms?				If "No", Owner to correct within a reasonable period of time.

Code Information		
Questions	Code Explanation	Code Reference
2.1	Every dwelling unit must have a kitchen sink.	RHHC, § III, A
2.2	Every dwelling unit must have space to store, prepare, and serve food in a sanitary manner.	RHHC, § III, A
2.3	Counter surfaces in the kitchen of dwelling units and rooming houses shall be smooth noncorrosive, nonabsorbent and waterproof covering.	RHHC, § III, C
2.4	Floor surfaces in the kitchen of dwelling units and rooming houses shall be smooth, noncorrosive, nonabsorbent and waterproof covering.	RHHC, § III, C(1-2)
2.5	Every dwelling unit shall contain a bathroom facility which includes a flush toilet, sink and bathtub or shower separated from habitable rooms and which affords privacy. Unless the dwelling unit shares a bathroom facility. If this dwelling unit qualifies to share a bathroom	RHHC, § III, B(1-2)

	facility, it may share a facility with only one other unit. If the dwelling unit does not qualify, it may not share a bathroom with any other unit.	
2.6	For rooming houses, 2.6a–c above must be met.	RHHC, § III, B(3)
2.7	Counter surfaces in the bathroom of dwelling units and rooming houses shall be smooth, noncorrosive, nonabsorbent and waterproof covering.	RHHC, § III, C
2.8	Floor surfaces in the bathroom of dwelling units and rooming houses shall be smooth, noncorrosive, nonabsorbent and waterproof covering.	RHHC, § III, C(1)
2.9	All toilets must be working flush toilets.	RHHC, § III, B(1)
2.10	Shower/tub and sink/toilet must be separate from habitable rooms.	RHHC, § III, B(1)

NOTES:

3. SANITATION FACILITIES (II)		Answer			Violation	DEC CONTACTED?
		Y	N	NA		CHECK IF YES
<i>Water Supply/Wastewater Disposal</i>						
3.1	Is there currently a water supply to the unit?				If "No", owner needs to provide temporary water supply to occupants until long-term solution is achieved. Owner must begin working on long-term solution within 24 hours.	<input type="checkbox"/> <input type="checkbox"/>
3.2	Is water supply from:				NA	
	a. Public source?					
	b. Known private source?					
3.3	If a private system, was the water tested for coliform (Kit A) within the last year?				If "Yes", what were the results? If "No", have owner collect water sample. If coliform bacteria are detected, request owner to disinfect well and request tenants to boil their water for 1 minute at a rolling boil. Retest as soon as possible after disinfection. Contact VDH Environmental Health for more guidance.	
3.4	If a private system, was the water tested for inorganic chemicals (Kit C) within the last 5 years?				If "Yes", what were the results? If "No", Owner to test within a reasonable period of time. (provide testing information for Kit C, if requested).	
3.5	If a private system, was the water tested for gross alpha (Kit RA) within the last 5 years?				If "Yes", what were the results? If "No", Owner to test within a reasonable period of time. (Provide testing information for Kit RA, if requested).	
3.6	Do all sinks have hot water?				If "No", Owner to correct in a reasonable period of time.	
3.7	Are all showers and/or tubs able to heat up to a minimum of 100°F but to no more than 120°F??				If "No", Owner to correct in a reasonable period of time.	
3.8	a. Are household waste pipes functioning correctly (no blockage resulting in waste backup into home)?				If "No", contact your regional DEC office.	
	b. Does private, on-site leach field seem to be functioning so that no wastewater is surfacing?				If "No", immediately contact your DEC regional office, with your on-site observations of the failing system. Have owner pump septic tank and inspect the piping between the building and the septic tank to ensure there are no obstructions within 24 hours. The surfacing waste should be fenced off and covered with lime and straw.	
<i>Garbage, Rubbish, and Sanitary Conditions</i>		Y	N	NA		
3.9	Are there durable, covered, and water-tight containers for garbage outside?				If "No", Owner to correct within a reasonable period of time.	
3.10	Is garbage removed from the home at least once a week?				If "No", Owner to correct within a reasonable period of time.	
3.11	Are spaces that are not dwelling unit/rooming unit spaces free of garbage?				If "No", Owner to correct within a reasonable period of time.	
3.12	Are dwelling unit/rooming unit spaces free of garbage?				If "No", tenant(s) must correct in a reasonable period of time.	

Code Information		
Questions	Code Explanation	Code Reference
3.1-3.2	Occupants must have access to public drinking water or good quality private system.	RHHC, § III, D(1-2)
3.3-3.5	Water sample should be taken by owner or can be taken by inspector to test quality of private water system once a year for coliform bacteria/ <i>E. coli</i> bacteria (Kit A), every 5 years for inorganic chemicals (Kit C), and every 5 years for alpha radiation (Kit RA).	RHHC, § III, D(2)
3.6	Sinks must have non-scalding hot water that is heated to a safe temperature.	RHHC, § III, D(3)
3.7	At fixture, showers/tubs must have a maximum temperature of at least 100°F but no more than 120°F.	RHHC, § III, D(3)
3.8	Occupants' plumbing must be connected to a public or private sewage system in working order. Sewage system failure, as defined by the DEC, includes the surfacing on the ground or backup of waste into the home as an ongoing problem. If the system was caused not to work by an unusual event or only needs minor repairs to work, it is not considered a failing system. DEC will advise the property owner on the requirements and the property owner should be told to contact their Regional Environmental Office for advice. A permit is required by the DEC to replace a failed system.	DEC, §1-201(a)(25)(A-B) DEC, §1-301(3, 10) RHHC, § III, D(5)
3.9	Outdoor garbage must be placed in durable, covered, and water-tight containers.	RHHC, § III, E(1a-1b)
3.10	Garbage must be removed from the home at least once a week.	RHHC, § III, E(2a-2b)
3.11	Owners must keep any spaces that aren't dwelling units or rooming units clean (such as common spaces).	RHHC, § III, E(3a)
3.12	Occupants must keep dwelling units/rooming units clean.	RHHC, § III, E(3b)

NOTES:

4. INSECTS & RODENTS		Answer			Violation
		Y	N	NA	
4.1	Home free of visual evidence of insect (cockroaches, ants, moths, spiders, termites, etc.):				If "No", Owner to correct within a reasonable period of time.
	a. Infestation?				If "No", Owner to correct within a reasonable period of time.
	b. Fecal droppings (fecal pellets)?				If "No", Owner to correct within a reasonable period of time.
	c. Insect Bodies?				If "No", Owner to correct within a reasonable period of time.
	d. Chew (gnaw) marks?				If "No", Owner to correct within a reasonable period of time.
	If "No", have any measures been taken to stop insect infestation?				If "No", Owner to correct within a reasonable period of time.
4.2	Home free of visual evidence of rodent (rats, mice) and other vermin/pest (bats, pigeons, squirrels, etc.):				
	a. Infestation?				If "No", Owner to correct within a reasonable period of time.
	b. Fecal droppings (fecal pellets)?				If "No", Owner to correct within a reasonable period of time.
	c. Vermin Bodies?				If "No", Owner to correct within a reasonable period of time.
	d. Chew (gnaw) marks?				If "No", Owner to correct within a reasonable period of time.
	If "No" (to any or all), have any measures been taken to stop rodent and vermin/pest infestation?				If "No", Owner to correct within a reasonable period of time.

Code Information		
Questions	Code Explanation	Code Reference
4.1-4.2	Owners are responsible for maintaining all common spaces (does not include dwelling units or rooming units) to be free from infestation. Owners are responsible for extermination if infestation is due to their failure to maintain premises OR if more than two dwelling units are infested. The occupant is responsible for maintaining his or her own dwelling unit/rooming unit. The occupant is responsible for extermination if the home was not maintained properly unless two or more dwelling units are infested.	RHHC, § IV, A-C

NOTES:

5. HEATING		Answer			Violation	EHO ISSUED?
		Y	N	NA		CHECK IF YES
5.1	Is heat provided when outside temperature is less than 55°F/13°C?				If "No", consider issuing an Emergency Health Order (EHO) to protect tenants from potential serious health problems caused by cold temperatures, such as hypothermia.	<input type="checkbox"/>
5.2	Are the heating facilities able to maintain a temperature of at least 65°F/18°C?				If "No", consider issuing an Emergency Health Order (EHO) to protect tenants from potential serious health problems caused by cold temperatures, such as hypothermia.	<input type="checkbox"/>
		Answer			Violation	DPS CONTACTED?
		Y	N	NA		CHECK IF YES
5.3	Are all fuel-fired heating facilities vented to the outside of the building?				If "No", immediately contact your regional DPS office.	<input type="checkbox"/>
5.4	Does wood stove/pellet stove have the proper clearance to walls, ceiling, and furnishings in the room?				If "No", immediately contact your regional DPS office.	<input type="checkbox"/>

Code Information		
Questions	Code Explanation	Code Reference
5.1	This heat must be maintained for all habitable rooms, kitchens, and bathrooms when temperature is below 55°F/13°C.	RHHC, § V, A, E
5.2	This must be done without overheating one room. If temperature is read, it should be done so at a point 3 feet above the floor and 3 feet from an exterior wall.	RHHC, § V, C
5.3	Fuel-fired heating facilities (including pellet stoves, wood stoves, natural gas appliances, etc.) must be vented to the outside of the building. Un-vented fuel-fired room heaters or fireplaces are not permitted.	RHHC, § V, D NFPA 1: 11.5.1.4.4
5.4	Wood stoves/pellet stoves must have 36" clearance and vent pipes must have 18" clearance to walls, ceiling, and furnishings in the room. Newer wood stoves/pellet stoves will have the clearance requirements marked on a label attached to the wood stove/pellet stove. Walls, ceiling or floor may be protected by fire resistant material to reduce the clearance requirement. Contact DPS for assistance with any questions.	NFPA 211

NOTES:

6. NATURAL & MECHANICAL VENTILATION		Answer			Violation
		Y	N	NA	
6.1	Does every habitable room have at least one window or door on an outside wall that can be opened for fresh air?				If "No", Owner to correct within a reasonable period of time.
6.2	Are screens present for all operable windows and for doors that are providing ventilation when a window is not available?				If "No", Owner to correct within a reasonable period of time.
6.3	Are all hallways and stairways in common spaces adequately ventilated?				If "No", Owner to correct within a reasonable period of time.
6.4	Are all bathrooms ventilated by window, airshaft, or a ventilation fan that vents to the outside of the building? (circle type of ventilation)				If "No", Owner to correct within a reasonable period of time.
6.5	Are all clothes dryers vented to the exterior of the building?				If "No", Owner to correct within a reasonable period of time.

Code Information		
Questions	Code Explanation	Code Reference
6.1	Every habitable room must have at least one window or door on an outside wall that can be opened for fresh air.	RHHC, § VI, A(1)
6.2	Screens in good repair must be present for all windows and doors being used for ventilation.	RHHC, § VI, A(2)
6.3	All hallways and stairways in common spaces must be adequately ventilated.	RHHC, § VI, A(3)
6.4	Bathrooms must be ventilated to external air by window, airshaft, or ventilation fan that vents to the outside of the building.	RHHC, § VI, A(4)
6.5	Clothes dryers, if existent, must be vented to the exterior of the building.	NFPA 211: 10.7.3 RHHC, § VI, A(5)

NOTES:

8. STRUCTURAL ELEMENTS		Answer			Violation	DPS CONTACTED?
		Y	N	NA		CHECK IF YES
8.1	Is the home weather-tight and water-tight?				If "No", Owner to correct within a reasonable period of time.	
8.2	Is the home structurally sound with no obvious signs of structural deficiencies or unsafe conditions (such as holes in walls, buckling/bulging in floors/ceilings)?				If "No", immediately contact your regional DPS office.	<input type="checkbox"/>
8.3	Is the home free of:				If "No", Owner to correct within a reasonable period of time.	
	a. Standing water?					
	b. Visual evidence of water intrusion such as damp building materials or water stains?					
	c. A musty smell?					
8.4	Is the home free of visual evidence of mold or mildew (associated with a musty smell, discoloration, and excess moisture)?				If "No", Owner to correct within a reasonable period of time.	
<i>Radon</i>		Y	N	NA	Comment	
8.5	Has the home been tested for radon within the last 5 years?				If "Yes", what were the results? If "No", recommend owner to test for radon. VDH provides a free testing kit. Owner may call 802-865-7742 for the test.	

Code Information		
Questions	Code Explanation	Code Reference
8.1	Home must be weather-tight and water-tight.	RHHC, § VIII, A
8.2	Obvious signs of structural deficiencies or unsafe conditions include separation of structural building elements such as a beam from the column supporting building elements; deflection or sagging of a ceiling, roof, wall, or a beam or column supporting ceiling, roof, and wall; diagonal cracking in a wall, particularly around door or window openings; or sections of a brick or masonry wall or column that have broken off or have diagonal cracking.	RHHC, § VIII, A 20 V.S.A. 2733, IBC 3403
8.3	Home and units must be free of standing water and excessive moisture. Mold may be an indicator of standing water or excessive moisture.	RHHC, § VIII, C
8.4	Mold may be an indicator of standing water or excessive moisture.	RHHC, § VIII, C
8.5	Not having had the home tested for radon is NOT a violation. However, long-term exposure to radon increases the risk for lung cancer, so it is a recommended test.	NA

NOTES:

9. VERMONT LEAD LAW: PRE-1978 HOMES ONLY		Answer			Violation	VDH CONTACTED?
(Contact VDH Lead Poisoning Prevention Program for more info)		Y	N	NA		CHECK IF YES
9.1	Was this home built before 1978? If “Yes”, complete questions 9.2-9.12. If “No”, skip the 9.2-9.12.				NA	
9.2	Do any children under 6 years old reside at the home?				NA	
9.3	Has the landlord/owner submitted an Essential Maintenance Practices (EMP) compliance statement to VDH?				If “No”, 30 days to correct. Contact VDH.	<input type="checkbox"/>
9.4	Have tenants been given the EPA (Environmental Protection Agency) pamphlet, “Protect Your Family from Lead in Your Home”?				If “No”, 30 days to correct.	<input type="checkbox"/>
9.5	Have the tenants been given a signed EMP compliance statement by the building owner?				If “No”, 30 days to correct.	<input type="checkbox"/>
9.6	Are there posted notices in common spaces asking tenants to report chipped paint?				If “No”, 30 days to correct.	<input type="checkbox"/>
9.7	Is the inside of the home free of greater than 1 square foot of peeling or deteriorated paint on any interior surface (including on floorboards and stairwells)?				If “No”, 30 days for owner to correct.	<input type="checkbox"/>
9.8	Is the outside of the home free of greater than 1 square foot of peeling or deteriorated paint on any exterior surface (including on floorboards and porches)?				If “No”, 30 days to correct.	<input type="checkbox"/>
9.9	Are there window well inserts in wooden windows installed before 1978? Please note that replacement wooden windows installed in 1978 or later do not require inserts.				If “No”, 30 days for owner to correct.	<input type="checkbox"/>
9.10	Are window wells (troughs) free of debris (paint chips, dust)?				NA	
9.11	Is the home interior free from visual evidence of paint chips?				If “No”, 30 days for owner to correct.	<input type="checkbox"/>
9.12	Is the home exterior free from visual evidence of paint chips?				If “No”, 30 days for owner to correct.	<input type="checkbox"/>

Code Information		
Questions	Code Explanation	Code Reference
9.1	All homes built before 1978 are assumed to have lead paint unless a lead inspector or lead risk assessor has certified the property lead-free.	NA
9.2	Children under 6 years old are especially sensitive to lead poisoning.	NA
9.3	The owner must file an EMP (Essential Maintenance Practices) statement of compliance annually to comply with the lead law. Call CLPPP at to verify Compliance Statement has been filed with VDH.	18 VSA Chapter 38, § 1759(b)(1) 18 VSA Chapter 38, § 1751(b)(5)(A)
9.4	The Environmental Protection Agency (EPA) pamphlet, “Protect Your Family from Lead in Your Home”, needs to be given to each tenant unit.	18 VSA Chapter 38, § 1759(b)(3)
9.5	The most recent signed copy of the owner’s EMP (Essential Maintenance Practices) compliance statement must be given to each tenant unit annually.	18 VSA Chapter 38, § 1759(b)(3)(4)
9.6	Notice asking tenants to report chipped paint to the owner (with contact information for owner or owner’s agent on the notice) needs to be posted in a prominent place.	18 VSA Chapter 38, § 1759(a)(8)
9.7-9.8	If more than 1 square foot of paint is found to be peeling in or on a pre-1978 home, owner is required to act within 30 days to stabilize it safely.	18 VSA Chapter 38, § 1759(a)(3)
9.9	All wooden windows installed before 1978 in all homes built before 1978 must	18 VSA Chapter 38, §

	have window well inserts or by another method approved by department.	1759(a)(1)
9.10	Cleaner is better, but this is being asked for informational purposes.	NA
9.11-9.12	At least once a year, owner should examine outside and inside to identify deteriorated paint. Any paint chips found outside the home should be removed at least once a year.	18 VSA Chapter 38, § 1759(a)(2)(5)

NOTES