



# VILLAGE OF BROCKPORT

Building/ Code Enforcement Department  
49 State Street · Brockport, New York 14420  
Telephone (585) 637-5300 Ext. 14 · Fax (585) 637-1045  
Website: [www.brockportny.org](http://www.brockportny.org)

## **Property Inspection and Safety Checklist**

*Please note: This list should be considered only as a guideline for property owners to reference prior to an inspection.*

1. Smoke detectors are required in all sleeping areas, immediately adjacent to all sleeping areas and one on each floor including the basement, installed per manufacturer's specifications.
2. Carbon Monoxide detectors are required per Section 610 of the NYS Fire Code requirements.
3. Fire extinguishers for multi-family dwellings installed in the proper locations and inspected annually by a qualified tech. (a minimum of a 5 pound ABC dry chemical or 3 gallon water extinguisher). Fire extinguishers can be placed within each dwelling or in common areas accessible to occupants.
4. All fire rated construction shall be maintained as intended.
5. All fire protection systems must be operable as intended by the manufacturer and have been serviced, tested and inspected by qualified tech. Records must be available for inspection. It is the responsibility of the owner of the property to notify the Building/Code Enforcement Office if the system becomes impaired.
6. Buildings equipped with fire alarm systems and/or sprinkler systems have a Knox box.
7. Fire doors are not wedged or blocked open.
8. All elevators must be inspected annually and documentation provided to the Code Enforcement Officer.
9. House numbers and premise identification are required on the street side of all buildings. All numbers shall be Arabic in design only, with a minimum of five inches in height and shall sharply contrast in color from the structure.
10. All stairways, walking surfaces, guardrails and handrails can support imposed loads.
11. All interior doors fit properly in the door frame and locks on bathroom doors.
12. All bedrooms are required to be a minimum of 70 square feet in area with no dimension less than 7 feet, including ceiling height.
13. Ensure proper occupancy and square footage for each dwelling unit.
14. Each habitable room shall have an openable (window/door) facing directly outdoors. Egress doors, including bedrooms, shall not be equipped with prohibited locks and shall be readily openable from egress side.
15. Windows can be locked, hardware works, are provided with properly fitted screens.
16. Access to bedrooms shall not be through other bedrooms.



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17. Bathrooms shall be properly ventilated by natural or mechanical ventilation.
18. Bathrooms shall be equipped with an electrical outlet. If a new receptacle is installed in the bathroom it shall be a GFI. The laundry room shall be equipped with a grounded receptacle, if there is no ground the receptacle shall be a GFI.
19. Lighting shall be provided in all exit ways, including the exterior and in utility rooms, including basements.
20. Every habitable space shall have at least two separate and remote receptacle outlets.
21. Owners are required to provide garbage receptacles and removal. Trash, waste and refuse must be stored in proper containers with a lid and not placed curbside more than 24 hours prior to collection.
22. Tenants are required to maintain safe and sanitary conditions inside their dwelling units.
23. Heat shall be maintained to a minimum of 68 degrees between September 15 and May 31.
24. Exits/egress are not to be locked or obstructed from inside of the building and must be properly lit. (keyed and surface bolts prohibited)
25. Combustible materials/decorations are not to be installed on walls or ceilings.
26. Grills are not to be used on combustible porches or on balconies or near combustible materials.
27. No open/exposed electrical wiring or hazards. Extension cords shall not be used on permanent appliances. Extension cords shall not be used as an alternative to permanent wiring.
28. Flammable liquids are not stored inside the building.
29. A Fire safety and evacuation plan available for review (required for all group homes, areas of assembly and any other occupancy or use described by Section 404 of the NYS Fire Code.
30. All exterior siding, cladding, and other protective surfaces are in good repair. Paint is not peeling or flaking, and all non-treated wood surfaces are protected from weathering and decay.
31. All exterior accessory structures such as detached garages, sheds, fences and pools are kept in sanitary condition, structurally sound, and protected from weathering and decay.
32. Any swimming pools, hot tubs, or spas have the required barriers and alarm.
33. Exit signs and emergency lighting shall be installed to identify means of egress in accordance with Chapter 10 of the NYS Fire Code.