



Albert Lea Fire / Rescue / Inspections
City of Albert Lea
221 E Clark Street, Albert Lea, MN 56007-2421

Landlord Check List

https://www.municode.com/library/#!/mn/albert_lea/codes/code_of_ordinances

Chapter 26 - Housing

Responsibilities of owners and occupants (Sec. 26.102)

- ☐ No accumulations of trash, garbage, junk, and no hoarding
- ☐ Clean and sanitary conditions in the dwelling
- ☐ Rubbish should be disposed of in an approved container (premises of four or more dwelling units is owners responsibility to provide containers and service)
- ☐ All Screens and storm doors be in good condition
- ☐ Free of insects, rodents, other pests, and animal waste
- ☐ Plumbing fixtures must be clean and sanitary

Basic equipment and facilities (Sec. 26.103)

- ☐ Kitchen sink in good working condition
- ☐ All bathroom fixtures in good working condition (properly connected with hot and cold water lines)
- ☐ Water heater must be safe and provide a temperature of not less than 120 degrees Fahrenheit. A pressure discharge pipe shall be installed and be within 8-12" from the floor.
- ☐ Egress exits are to be safe and kept maintained (no storage)
- ☐ Decks and porches are required to have guard railings if over 30" above grade

Light, ventilation and heating (Sec. 26.104)

- ☐ Every habitable room shall have at least one window or other approved method of providing adequate light
- ☐ Every habitable room shall have an operable window or other approved method of providing adequate ventilation
- ☐ Every bathroom shall have an operable window or mechanical ventilation. If mechanical ventilation is used it shall be vented to the outside of the structure.
- ☐ Every habitable room shall have two wall type outlets or one outlet and a light fixture
- ☐ Every bathroom, laundry room, furnace room and public hall must have one light fixture
- ☐ Dryer vents shall be of approved material and no use of screws. If electric dryer it can be vented in with proved containment. When outside vent is used a screen not a flap should be used.
- ☐ Chimneys, vents, incinerators, furnaces, stoves and boilers shall be maintained so as not to create a safety hazard
- ☐ Provide clearance between ignition sources, such as light fixtures, heaters and flame producing devices, and combustible materials.
- ☐ All the circuits in the electrical panels must be labeled to ensure they are properly identified.
- ☐ Rental license must be displayed near the electrical panel.
- ☐ Repair or replace damaged or exposed electrical wiring.
- ☐ Provide approved junction boxes for electrical connections in accordance with the State Electrical Code and install covers for all open junction boxes.
- ☐ Remove extension cords that are being used as a substitute for permanent wiring.
- ☐ Electrical cords shall not pass through walls, ceilings, doorways or other locations where the cords are subjected to damage. Power taps must be connected directly to an outlet.



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- ☐ All outlets and fixtures shall be connected to a source of power maintained in a safe working condition
- ☐ Additional outlets may be required when multiple adapters are plugged into outlets or extension cords are in use
- ☐ Heating facilities shall be properly installed and maintain at least 68 degrees (three feet above the floor level)
- ☐ All public areas should be adequately lighted
 - ☐ Five or more dwelling units must be lighted at all times
 - ☐ Not more than four dwelling units may be supplied with conveniently located light switches

Maintenance of parts of dwelling and dwelling units (Sec. 26.105)

- ☐ Provide approved address numbers that are plainly visible from the street or road.
- ☐ Every foundation, floor, wall, ceiling and roof shall be reasonably weather tight
- ☐ All exterior wood or other material which is susceptible to deterioration by the action of weather must be protected by paint
- ☐ All interior walls and the ceiling finish must be in good condition
- ☐ Every inside and outside stair including porches shall be kept in sound condition and good repair
- ☐ Every plumbing fixture and water and sewer pipe shall be properly installed and maintained in good sanitary working condition, free from defects, leaks, obstructions, toilets tight, and traps under sink in tack.
- ☐ Bathroom and kitchen floors shall be structurally sound and kept in a clean and sanitary condition
- ☐ All equipment and utilities shall be maintained in satisfactory working order
- ☐ Remove all combustible storage from attic, under-floor and concealed spaces -OR- provide one-hour fire resistive construction on the storage side of such areas -OR- provide sprinkler protection.
- ☐ Remove and discontinue the storage of combustible materials in all electrical distribution equipment rooms.
- ☐ Remove and discontinue the storage of combustible materials in all elevator equipment rooms.
- ☐ Discontinue the storage of gas-fuel equipment (lawn maintenance, snow removal, etc.) inside buildings -OR- store only in rooms specifically designed and separated from other portions of the building.

Space, use and location requirements (Sec. 26.106)

- ☐ Every dwelling unit shall contain at least 150 square feet of floor space for the first occupant and at least 100 additional square feet for every additional occupant
- ☐ Every sleeping unit shall contain at least 70 square feet of floor space, each additional adult will require an additional 45 square feet
- ☐ Every habitable room shall have a required ceiling height of seven feet
- ☐ No cellar space or basement shall be used as a sleeping room (for exceptions see Sec. 26.106 (5) and (6))

Smoke Detectors and Carbon Monoxide Detectors (MFC 299F.362 & 299F.51)

- ☐ Homes are required to have a smoke detector in each bedroom or sleeping room
- ☐ Smoke detector outside each separate sleeping area are required in all dwellings
- ☐ Smoke detector in each story within dwelling unit including basement/cellar
- ☐ Smoke detectors in one & two family dwellings must be replaced when they reach 10 years of age



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- ☐ Carbon Monoxide Detectors located within 10 feet of each sleeping area
- ☐ Carbon Monoxide Detectors replaced when they reach 5 years of age or per manufactures requirement

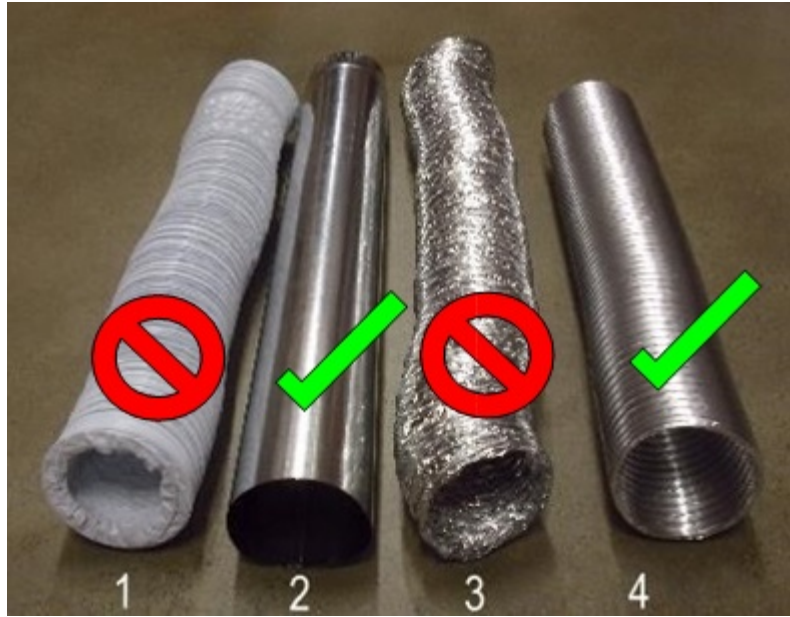
Fire Protection (MFC Chapter 9)

- ☐ Provide portable fire extinguishers (2A-10BC) in buildings of 3 or more units
- ☐ Provide annual maintenance of the fire extinguishers
- ☐ Provide annual inspection and testing of sprinkler systems
- ☐ Provide annual inspection and testing of alarm systems
- ☐ Fire detection, alarm and extinguishing systems shall be maintained in an operative condition

Egress (MFC Chapter 10)

- ☐ Remove unapproved locking devices from exit doors. Exit doors shall be openable from the inside without the use of a key or any special knowledge or effort.
- ☐ Ensure that the means of egress illumination is equipped and maintained with an emergency power system capable of providing 30 minutes of illumination in the event of primary power loss.
- ☐ Ensure that exit signs are provided with an emergency power system capable of providing at least 30 minutes of illumination in the event of power failure.
- ☐ Provide approved exit signs for rooms, areas, or floor levels where two or more exits are required.
- ☐ Discontinue the practice of blocking open required fire-rated doors.
- ☐ Remove and discontinue the storage of combustibile materials in exits and exit enclosures.
- ☐ Basement egress windows shall have a sill no higher than 44" and a window well over 44" call will require a fixed ladder in the window well.

Revised 02/2022

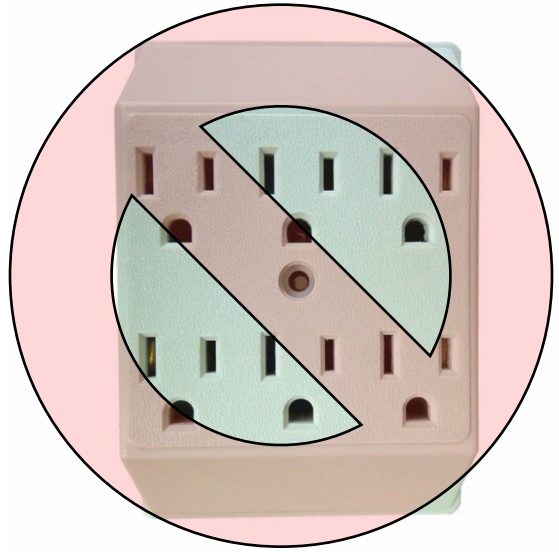
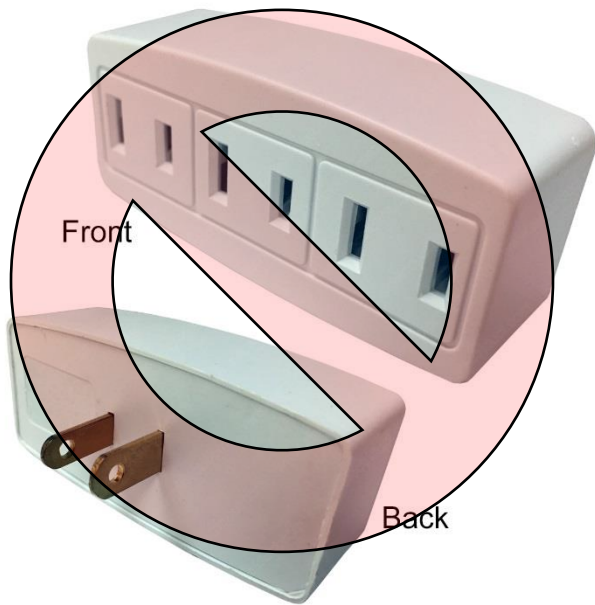


Albert Lea Fire Rescue would like to remind you to use the correct type of dryer vents to help prevent fires. See in the picture that Vent #1 and Vent #3 *are not allowed* per Minnesota State Mechanical Code; these are Flexible and Vinyl style dryer vents.

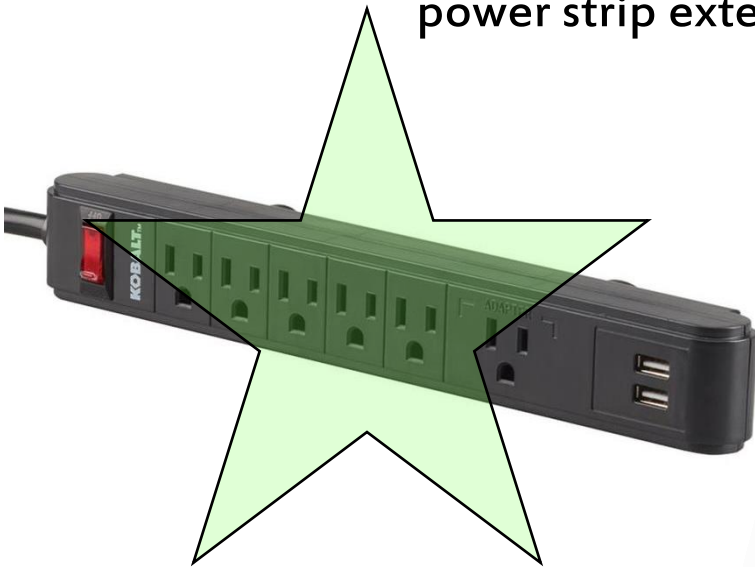
Please use Rigid or Semi-Rigid style vents (Vent #2 & Vent #4). Using the correct type of dryer vent can help prevent fires and keep you safe.



DO NOT use outlet adapters



**Use ONLY surge protected
power strip extension cords**

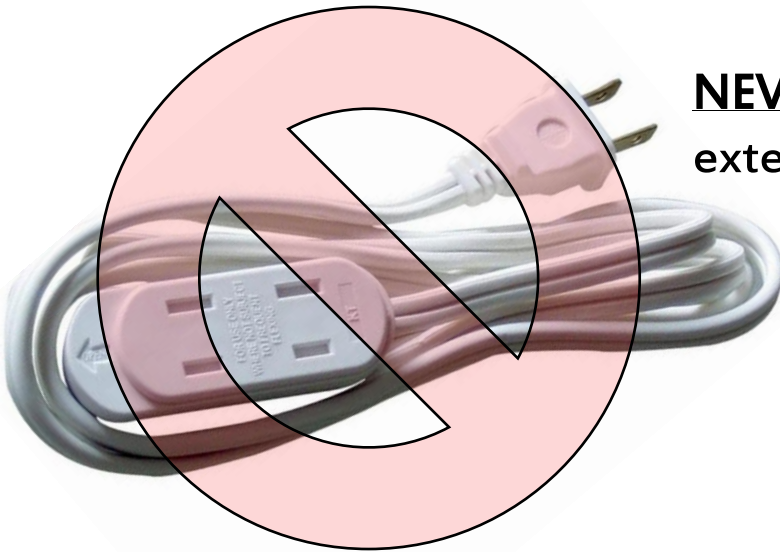




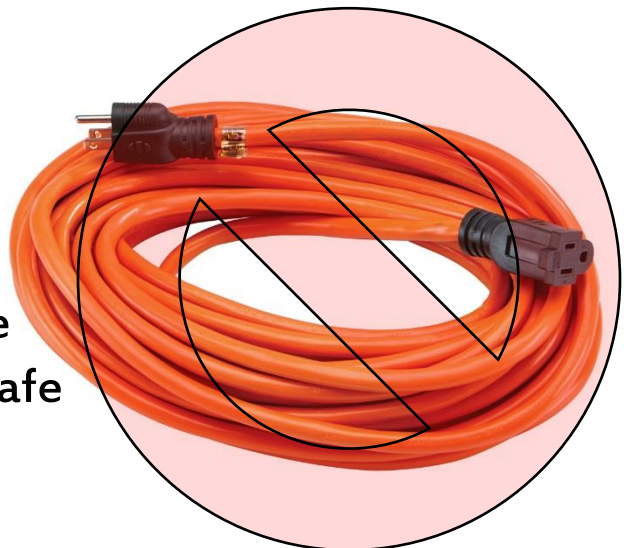
NEVER plug a
space heater or
A/C unit into a
power strip or
extension cord



NEVER use lamp-style
extension cords



Even the "heavy duty" style
extension cords are **NOT** safe
to use



Frequent Rental Inspection Deficiencies

None or improper building address.

New and existing building and buildings under construction or demolition shall have approved address numbers, building numbers, or approved building identification placed in a position that is plainly legible and visible from the street or road fronting the property. Buildings with multiple tenants/addresses shall place approved numbers or addresses on front and rear doors identifying each address.

These numbers shall contrast with their background. Address numbers shall be Arabic numerals. Numbers shall be a minimum of 4 inches high with a minimum stroke width of 0.5 inches (12.7 mm)

Proper electrical wiring and covers in place.

Open electrical junction boxes and open wiring splices are prohibited. Covers are required for all switch and outlet boxes.

Approved power taps used.

Approved multi-plug adapters must be plugged directly into an outlet. They must be polarized/grounded type, listed, and have overcurrent protection. No daisy chaining of devices is allowed.



Electrical cords being used safely and not as permanent wiring.

Extension cords cannot be used as a substitute for permanent wiring. They may only be used with portable appliances. Electrical cords cannot pass through walls, ceilings, doorways, or other locations where the cords are subjected to damage.

Electrical power panels.

- Electrical service equipment is to have a sufficient clearance for working space (30" wide, 30" deep, and 78" high)
- Power panels need to be marked with no missing fuses or circuit breakers. Switches/panel must be labeled to identify what is serviced by each electrical fuse or circuit breaker.

Frequent Rental Inspection Deficiencies

Smoke detectors properly installed and working

LOCATION REQUIREMENTS:

- 1 smoke detector locate outside of bedrooms within 10 feet
- 1 smoked detector located inside of each bedroom
- 1 smoke detector required on each level

It is best to install the smoke detector on the ceiling and in the center of the room. If this is not possible it may be hung in other locations on the ceiling or on the wall – it must be 12” out from the corner when in these locations. If installed on the wall it must be no more or no less than 12” down from the ceiling.

Do not install smoke detectors directly outside of bathrooms or in kitchens.

A smoke detector life span is 10 years from the manufacture date. It must be replaced within 10 years from the manufacture date – not the date that it was installed.

CO detectors properly installed and working

LOCATION REQUIREMENTS:

Every single-family and multifamily dwelling unit shall be provided with a minimum of one approved and fully operational carbon monoxide alarm installed within ten (10) feet of each room lawfully used for sleeping purposes. If bedrooms are located on separate floors, additional carbon monoxide alarms are necessary within 10’ of those areas.

CO alarms shall be installed at the height specified in the manufacturer’s installation instructions.

A carbon monoxide alarm life span is 7 years from the manufacture date. It must be replaced within 7 years from the manufacture date – not the date that it was installed.

Improper combustible storage separation from: hot-water heater, furnace, or open flame.

36” clearances must be maintained between combustible materials and ignition sources (heaters, flame producing devices, etc.)

Frequent Rental Inspection Deficiencies

Walls, ceilings, and doors free of major damage.

Areas where paint is extensively bubbled, cracked, or peeled must be scraped and repainted. Woods of natural resistance to decay or treated lumber – if previously painted – must be refinished if the paint is bubbled, cracked, or peeling. All interior walls and the ceiling finish must be in good condition.

All chipping or peeling paint must be scraped and re-painted. All exposed wood must be sealed with a sealant or paint to prevent deterioration.

Foundations must be sealed and free of cracks. All openings must be weather tight.

Leaky faucets and pipes.

Every plumbing fixture and water and waste pipe shall be properly installed and maintained in good sanitary working condition, free from defects, leaks, and obstructions. Faucets are hot on the left side and cold on the right side.

Open gas lines plugged or capped.

All lines not attached to appliances must be closed and terminated with threaded caps or plugs. A shut-off valve alone is not secure and must have a cap or plug on the end to ensure the shut-off valve is secure.

Gas lines of the CSST type also must be properly grounded/bonded.



Windows & Screens.

Every window, exterior door, and basement hatchway shall be reasonably weathertight, watertight, and rodentproof and shall be kept in sound working condition and good repair. No cracked, broken, or missing window glass. No damaged or missing window screens (in cold weather months, screen windows may be replaced with proper fitting storm windows).

Frequent Rental Inspection Deficiencies

Handrails.

Stairways shall have a continuous handrail design and installed according to IBC/UBC. Handrails must be securely attached. Spindles must be secured and properly installed.

If the height of the stairs is over 30", fall protection must be in place. No opening can be greater than 3.5".



Caulking of toilets & tubs.

Every water closet compartment floor surface and bathroom floor surface shall be constructed and maintained as to be reasonably impervious to water and so as to permit such floor to be easily kept in a clean and sanitary condition.

Junk & Refuse.

All properties must be kept clean and orderly. Albert Lea City Code Chapter 26.