

**A Quality  
Community  
Begins With You**

**A Resident's – Owner's  
Guide And Checklist  
For  
Determining  
Property Maintenance  
Code Compliance**



**The Town of Easton  
Code Enforcement Office  
410-822-2526**

# **Introduction**

Resident – Owner

Well maintained homes are essential components of a healthy community. preserving our housing stock, maintaining property values, and ensuring our properties are healthy and safe. These benefits not only individual property owners and tenants, but also the community at large.

Each year, the Town performs a number of property maintenance inspections. To address inquires about code requirements, the Code Enforcement Office has prepared this checklist as a guide to basic but important Town codes regarding property maintenance.

This checklist is provided as a guideline for residents – owners to use in evaluating their property. It is intended to assist you with commonly found maintenance issues. Should you require assistance or have a question pertaining to a condition not addressed in this checklist, please contact the Code Enforcement Office.

## General Requirements

Yes	No	INTERIOR STRUCTURE
		General (IPMC 305.1) The interior and its equipment must be maintained so that it does not adversely affect the occupants health and safety. The interior shall be free from unsafe conditions.
		Structural members shall be maintained structurally sound and capable of supporting the imposed loads. (IPMC 305.2)
		Interior surfaces shall be maintained in good, clean and sanitary condition, including free from water damage and peeling, chipping, flaking or abraded paint. (IPMC 305.3)
		Stairs and walking surfaces shall be structurally sound, firmly attached and properly maintained. (IPMC 305.4)
		Interior doors shall be kept in a state of repair that will allow them to function properly. Sleeping rooms shall not have keyed locksets unless approved as a rooming house or unit. (TC 11-5.2.27)
		Utilities shall be maintained active. (TC 11-5.2.28)
Yes	No	HANDRAILS AND GUARDRAILS
		Handrails and Guardrails shall exist where required and be capable of supporting the imposed loads. (TC 11-5.2.24 and 29)
Yes	No	RUBBISH AND GARBAGE
		Rubbish and garbage shall be contained and disposed of to prevent insanitary conditions. (IPMC 308)
Yes	No	PEST ELIMINATION
		The interior shall be kept pest free from insects and rodent infestation. (IPMC 309)

## Light, Ventilation and Occupancy Limitations

Yes	No	LIGHT
		Natural and or artificial light shall be available for all spaces. (TC 11-5.2.31 and IPMC 402.2-3)
Yes	No	VENTILATION
		Natural and or mechanical ventilation shall be available for all habitable spaces, bathrooms and toilet rooms. (TC 11-5.2.32 and IPMC 403.2)
		Cooking facilities shall be prohibited in rooming houses or units unless approved. (IPMC 403.3)
		Clothes dryer exhaust shall be independent and exhausted outside. Lint/buildup throughout shall be removed. (IPMC 403.5 and 607.1)
Yes	No	OCCUPANCY LIMITATIONS
		Minimum width of habitable rooms shall be 7'-0" and kitchens shall provide 3'-0" clear passageway. (IPMC 404.2)
		Minimum ceiling heights of habitable rooms shall be 7'-0" and for basements 6'-8". (IPMC 404.3)
		Minimum habitable space shall be 190 sq. ft. of which 120 shall be for living and 70 shall be for sleeping. Additional square footage is required for each additional occupant. Habitable space shall comply the required; light, ventilation, room area, ceiling height and room width requirements. (TC 11-5.2.33)
		Each units shall be limited to the number of occupant to avoid possible overcrowding (IPMC 404.5)
		Kitchens shall be provided with, space and equipment to prepare, serve and dispose of food in a sanitary manner (IPMC 404.7)

<b>Fire Safety Requirements</b>		
Yes	No	<b>MEANS OF EGRESS</b>
		A safe, continuous and unobstructed path of travel shall be provided from any point in a building or structure to the public way (TC 11-5.2.43)
		All doors leading to an exit shall be readily openable from the approach side toward the exit. No keys or special knowledge should be needed to exit. (IPMC 702.3)
		Emergency escape and rescue openings are provided in spaces used for sleeping, and as required for, basements and occupied attics. (IPMC 702.4)
Yes	No	<b>FIRE RESISTANCE RATINGS</b>
		Fire-resistance-rated assemblies shall be maintained. (IPMC 703.1)
		Opening protective's shall be maintained. (IPMC 703.2)
Yes	No	<b>FIRE PROTECTION SYSTEMS</b>
		All fire protection systems, including automatic sprinkler systems shall be maintained in an operable condition at all times (TC 11-5.2.45 and 46)
		Smoke alarms shall be operational. Ensure the backup batteries are functional and of the correct type, that hard wired units have not been disconnected from there electrical connections and interconnection is made where required. (TC 11-5.2.47 and IPMC 704.3-4)

*This is meant as a guideline for residents and property owners and does not represent the Town Code or Property Maintenance Code in its entirety*

The Town Code may be view at the following;  
<http://www.town-eastonmd.com/Administration/Code.html>  
 Copies of the IPMC are available thru the ICC  
<http://shop.iccsafe.org/>

**For Additional Information or  
Questions Please Contact:**

Code Enforcement Office  
or the  
Building Inspection Division  
P.O. Box 520  
14 South Harrison Street  
Easton, Maryland 21601

Office: 410-822-2526

Fax: 410-822-8738

**Websites**

<http://www.town-eastonmd.com/CodeEnforcement.html>

<http://www.town-eastonmd.com/BuildingInspection.html>



*Thank you for  
maintaining your property  
and helping to preserve the  
quality of our Town.*