

Kentucky Department of Corrections  
**Employee Housing Inspection Report**

Institution:	Unit Address:
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In accordance with the Department of Corrections Policy 3.12 (Institutional Staff Housing), an annual inspection shall be conducted by an Institutional Representative to determine compliance with the following: Policy 3.12; the requirements of all applicable building, housing, health and safety codes that materially affect health and safety; and inventories of any state provided appliances or fixtures on the leased premises. A copy of this inspection report shall be given to the Deputy Commissioner of Adult Institutions.

Tenant:

**General Inspection**

There are three categories in this check list: **A-** Acceptable, **R-** Repair, **NA-** Not Applicable

A	R	NA	<b>Exterior</b>
			Roof
			Gutters
			Shutters
			Sidewalk, driveway and common areas are in a safe and sanitary condition and are free from hazards including tripping hazards such as cracks and holes.
			Paint
			Lawn/Vegetation
			Electrical Services and electrical cables are in safe condition and are not frayed, damaged or dangling.
			Sanitation Issues (i.e., animal waste, trash) including appropriate receptacles for the removal of ashes, garbage, rubbish, and other waste incidental to the occupancy of a dwelling unit, and arrangement for their removal.

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

A	R	NA	<b>Exiting - Egress</b>
			Exits used for emergency egress are accessible and unobstructed
			Exit Door(s) have a latch, deadbolt, or security chain, are operable from the inside without a key or tool.
			All exterior door locks function properly.
			Doors and windows are properly sealed to prevent significant air infiltration.
			Exterior windows are latchable without the use of a lock, key or special knowledge for operation.
			Two means of egress exist from each inhabited floor above 2 <sup>nd</sup> story if rented separately from lower levels.
			Halls and Stairways have illumination at all times the building is occupied.

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
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**Stairways and Guardrails**

A	R	NA	
			Stairs are safe for use, in good condition and have handrails if four or more steps or risers exist.
			There is a guardrail for porches, balconies, landings, floor and roof openings, ramps, and decks with a drop-off to the ground over 7 feet.
			Risers and treads have uniform height and width with rise of 8" maximum and minimum tread width of 9". A 1/2 variance (excluding unused space) is allowed.

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Fire Protection and Fuel Burning Appliances**

A	R	NA	
			Fireplace/Wood Stove and Chimney are in working order, free of significant defects or blockage.
			Electric (hard-wired) or battery operated smoke detectors are installed and operational in each dwelling unit. Smoke detectors are installed and operational in each bedroom and at least one or more on each floor.
			Gas fireplaces have a safety pilot assemblies, are properly vented and have accessible shut-offs.
			Masonry chimneys are properly vented with appropriate clean-outs.
			Fire extinguisher in kitchen.
			BBQ, gas or charcoal grills, hibachis, and other non-electric outdoor cooking fixtures are not located on wood decks or in close proximity to wood siding. The Tenant does not have unreasonable amounts of flammable liquids on the leased premises including gasoline, kerosene, and lighter fluid.
			For Units with fuel burning appliances installed inside the dwelling unit such as a furnace, water heater, or gas fireplace; carbon monoxide detectors are installed to manufacturer's specifications to warn residents of potentially dangerous conditions that require immediate repair

Comments: \_\_\_\_\_  
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 \_\_\_\_\_

**Food Preparation and Food Storage**

A	R	NA	
			Kitchen sink countertops, food preparation surfaces, cooking devices, and food storage areas shall be easily cleanable and shall be free from holes, breaks or cracks that leak or could cut or injure a person, and dampness that would permit the harborage of insects or promote the growth of bacteria.

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

			<b>Lighting/Ventilation</b>
A	R	NA	
			Sleeping rooms have natural lighting from one window or skylight facing directly to the outside.
			Sleeping rooms have natural or mechanical means of ventilation directly to the outside.

Comments: \_\_\_\_\_  
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			<b>Windows, Floors, Walls, Ceilings and Doors</b>
A	R	NA	
			Are intact and capable of affording privacy for the occupants.
			Window(s) required for egress shall be openable without the use of tools or excess efforts.
			Window(s) are free of loose and broken glass.
			Floor(s) are safe to use and capable of supporting intended use.
			Floor(s) including carpeting and other floor covering(s) are free of tripping hazards including holes and cracks.

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Plumbing Fixtures**

			<i>Includes: Lavatory Basins, Kitchen Sink, Toilets, Tubs, Water Heaters, Showers, and Sinks.</i>
A	R	NA	
			Fixtures, hardware and fittings are in proper working order, free of breaks and leaks.
			Walls surrounding tubs and showers are structurally sound and impervious to water.
			Plumbing within each unit includes hot and cold water, partitioned toilet, lavatory sink, and kitchen sink except for rooming houses, which may have shared facilities.

Comments: \_\_\_\_\_  
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**Electrical Equipment**

A	R	NA	
			Electrical service entrance has a minimum capacity of 30 amperes, 40A for 220 use, 70A for two 220 appliances, with components all in working order and adequate circuitry for use.
			No visible signs of frayed, exposed, burnt insulation and/or unprotected electrical wiring.
			Accessible fixtures and electrical outlet(s) are properly installed, covered and in good working condition.
			No dangerous conditions exist inside any panel box.

Comments: \_\_\_\_\_  
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Any other imminent health and safety issues noticed during inspection:  
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\_\_\_\_\_  
\_\_\_\_\_

**Printed Names of Inspection Team Members**
