

Certificate of Fitness Inspection Checklist

Below are important items that will be inspected during a Certificate of Fitness Inspection. While this checklist does not cover all requirements listed in [105 CMR 410.000 - MINIMUM STANDARDS OF FITNESS FOR HUMAN HABITATION](#), it aims to help guide owners, property managers or other affiliated parties in achieving compliance with the State Housing Code.

□ Smoke and Carbon Monoxide (CO) Alarms – 410.330

- Smoke and CO alarms must be provided in accordance with all Massachusetts General Laws, State Building Codes, State Fire Codes, and State Plumbing Codes.
- Smoke alarms must be on each habitable level and basement on the ceiling, at the base of each stairway leading to an occupied floor above, on the ceiling outside each sleeping area (in hallway), and in any finished attics. For each 1,000ft² of floor area, one smoke alarm is needed per floor.
- CO alarms must be on each habitable level, including finished portions of basements and attics. CO alarms must be no further than 10 feet from all sleeping areas and must be located outside of the sleeping areas and/or bedrooms.
- Combination Smoke and CO alarms are encouraged where possible. **As the housing Code defers to the State Fire Code for Smoke and CO, questions on these requirements should be directed to the [Medford Fire Prevention office](#) at (781) 605-9831.**

□ Hot Water – 410.150

- Must be provided in the quantity and pressure needed for normal use. Non-bathtubs and shower fixtures (i.e. sinks) must be between **110-130F**. Showers and bathtubs must be between **110-120F**.

□ Heating Systems (410.160) and Temperature Requirements (410.180)

- A heating system in good operating condition with a distribution system capable of heating every habitable room and bathroom must be provided that, **from September 30th-May 15th**, maintains these rooms **at least 68F from 7:00am-11:00pm, and at least 64F from 11:01pm-6:59am**. Heating systems shall not cause rooms to exceed 78F at any time.

□ Means of Egress – 410.260

- Every dwelling and rooming unit shall have as many means of exit as required in 780 CMR Stat Building Code. These must be free from obstruction and maintained in safe condition.

□ Locks – 410.270

- Every residence shall be capable of being secured against unlawful entry – entry doors to dwelling units and all operable exterior windows must be able to be secured.

□ Windows – 410.500, 410.530, 410.540 (screens)

- All exterior windows must function as intended (i.e. open without excessive effort, stay raised when opened and closed). Windows must have panes of glass that are unbroken and properly sealed. Tight-fitting screens shall be provided from April 1st-October 31st on the openable portion of the window.

□ Pests – 410.550

- Owners must inspect the unit prior to the scheduled inspection for the presence of pests. The unit, common areas and exterior areas of land (i.e. yards, driveways, etc.) shall be maintained free of pests.

Ensure openings leading into the building or unit such as cracks/holes in foundations, openings under sinks or behind stoves and other areas sealed to eliminate access or entry points for pests.

- It's recommended that a Licensed Pest Control provider (LPC) be contracted in the event pest activity noted or arises after the inspection.

□ Protective Railings and Walls – 410.520

- All stairways need a safe handrail as required by 780 CMR Massachusetts State Building Code.
- All walls and guards on the open side of stairways or surrounding porches, balconies, landings and similar areas must be placed as required by 410.520(A)(1-3) at the required heights. Balusters shall meet the requirements of 410.520(B-C).

□ Electricity Supply and Illumination – 410.300

- All electrical fixtures required and provided in the dwelling unit and common areas (i.e. hallways, decks, exterior stairways, basements, etc.) must be working and in good repair and provided in the capacity per 410.300(A-E).

□ Metering of Electricity or Gas – 410.200

- Occupants shall have their dwelling units metered separately for all utilities they are required to pay as noted in their **written rental agreement**.
- Occupants must have access to their unit's electrical distribution panel at all times *unless* the owner provides electricity and provides access to the electrical distribution panel via continuous building management supervision.
- If common area lighting is to be paid by the occupant this must meet section 410.300(F).

□ Building and Structural Elements – 410.500

- Buildings and Structural Elements shall be maintained in compliance with accepted standards so they are in good repair and fit for intended use to be free from excess moisture or the appearance of mold, pest resistant, watertight and free from cracks, holes or defects that affect cleaning, create an injury risk or provide entry or harborage for pests.

□ Lead Paint – 410.470

- If a child 6 years old or under is to occupy a unit constructed prior to 1978, the Owner must have a Licensed Lead Inspector evaluate the unit for Lead Paint. Lead Paint information may be available on the State's [Childhood Lead Poisoning Prevention Program \(CLPPP\) website](#). A list of licensed lead inspectors can also be found on [CLPPP's Finding & Removing Lead website](#).

□ Owner's Installation, Maintenance and Repair Responsibilities – 410.235(A) and 410.235(B)

- All Owner installed equipment, whether required by code (examples listed in 410.235[A]) or optional but provided by the Owner (examples listed in 410.235[B]) must be installed properly in compliance with accepted standards, and shall be free from leaks, obstructions and defects.
- As a rule of thumb, all facilities and equipment must work as intended, properly secured and be free from defects. For example, cooktops/oven shall be working and equipped with all knobs and burners, doors must have working knobs/handles, light switches and electrical fixtures shall work properly and be free from defects or missing parts (i.e. covers, lightbulbs), etc. If its is provided with the unit, it must work as intended and designed to.