

Check this out.....

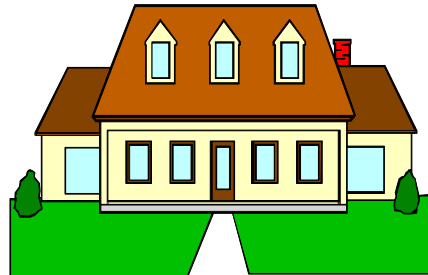
A guide to the Village of Evergreen Park Property Maintenance Code:

LOOK AT THE OUTSIDE

Is your home in good repair?

WALLS

- No holes/cracks
- Surface intact
- Soffit and fascia in good repair



ROOF

- Free of leaks
- Shingles in good repair/not worn

GUTTERS/DOWNSPOUTS

- In good repair
- Free of obstructions

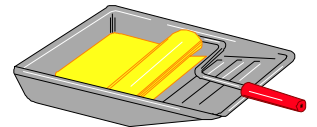
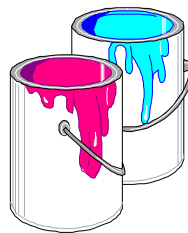


CHIMNEY

- Clean
- No loose or missing bricks
- Tuckpointing (mortar between bricks in good condition)

PAINT

- Wood surface protected
- Metal surface protected
- No peeling
- No graffiti



PORCH

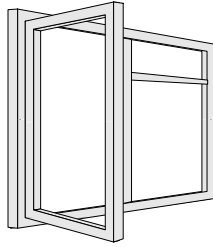
- Good repair
- Guard railing

GARAGE/SHED

- In good repair

WINDOWS

- Operable
- Weather-tight
- Sash fits
- Unbroken
- Putty
- Screens



DOORS

- Weather-tight
- Rodent-proof
- Secured hinges/locks

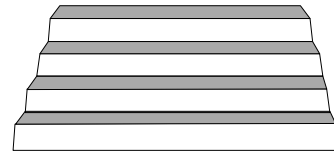
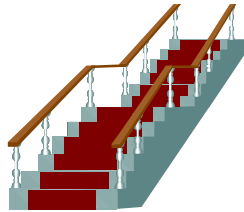


FOUNDATION

- Sound
- No holes/cracks

STEPS

- Not worn
- Evenly spaced
- Handrails at 4 or more steps



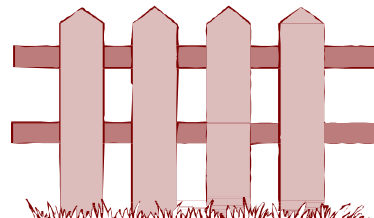
HOUSE NUMBERS

- 4 inches tall
- Contrasting color
- Non-script
- Visible from street
- Properly located; on street side of house - not on door

LOOK AT THE YARD

Is it clean and well-maintained?

- No outside storage
- Fence in good repair



- No trash in street gutter or alley
- Grass and weeds cut
- Sidewalks free of hazards
- Yard graded for drainage
- No litter, junk or debris
- No inoperable vehicles
- Parking only on approved paved areas



TRASH CANS

- Village supplied containers
- Lids closed
- Covered at all times
- At curb no earlier than 6 p.m. the night before scheduled pickup and removed by 8 p.m. the day of pick up.



ON THE INSIDE

Is The House Clean, Safe and Well-Maintained?

WALLS/CEILINGS

- Clean
- No loose wallpaper
- No cracks
- No loose plaster
- No flaking paint
- No lead paint
- Free of obstructions



FLOORS

- Sound
- No holes
- Clean



HALLWAY

- Well lit
- Clear
- Clean



- Approved smoke detectors installed

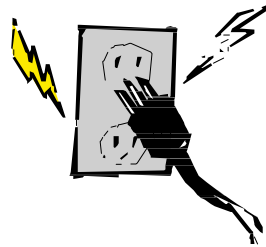


WINDOWS

- No broken glass
- Open freely-sash cords operative
- Screens-proper
- Proper fit

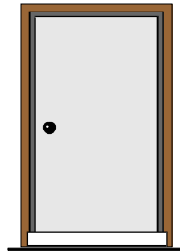
ELECTRONIC COMPONENTS

- Adequate service
- No frayed or unconnected wires
- No broken light fixtures
- Use of proper type and size extension cords
- Fuse box accessible to tenants
- Do not use space heaters



DOORS

- Secure
- Fits frame
- Not blocked
- Proper hardware



DANGERS IN THE KITCHEN.....

The Property Maintenance Code Requires:

- No gasoline stove
- Either one ceiling fixture and two separate remote outlets or three outlets (separate and remote)
- Hot and cold water
- Drain connected to sanitary sewer
- No sleeping in kitchen area
- Water-tight floor

POISONOUS GAS

Do not heat kitchen by turning on all gas stove burners. This causes a buildup of poisonous gas (carbon monoxide) which can kill you!

OTHER AREAS TO CONSIDER

- Chipping paint especially poisonous lead paint
- Dripping faucet
- Plugged drain

RODENT AND ROACH ATTRACTORS INCLUDE:

- Dirty dishes
- Dirty stove and refrigerator
- Uncovered food
- Garbage in open containers
- Cracked floor covering
- Grease covered walls and ceilings

THE BATHROOM: A TROUBLE SPOT.....

The Property Maintenance Code Requires:

- A tub or shower
- A washbasin properly installed
- Properly mounted toilet seat
- No plugged drains
- No faucet lower than top of tub or basin rim
- A light fixture
- An electrical outlet
- Water-tight floor
- Operable window or mechanical vent
- Plumbing fixtures do not drip or leak

CAUTION!!!

Water and electricity can electrocute you, so ...

- Never use electric appliances near water
- Pull chain light fixtures are not allowed
- Do not use portable lamps in bathroom

BE SURE TO

- Clean bathroom regularly
- Avoid staining fixtures with abrasive cleaners
- Repair leaking faucets to avoid water waste
- Do not place lighted cigarettes on fixtures

EVERYBODY HAS A RESPONSIBILITY.....

Whoever Owns A Property --
Landlord or Owner - Occupant
Is Responsible for These Things:

- Not renting out housing with code violations
- Keeping clean the shared or public areas of dwellings with two or more units
- Eradicating rats, insects, and other pests
- Garbage and rubbish should be placed in approved containers
- Notifying occupants of exits
- Not permitting overcrowding
- Supplying hot and cold water as reasonably required by the tenant
- Promptly making necessary repairs.

Whoever Is A Tenant - And You
Are If You Rent The Place In
Which You Live, Whether It Is
An Apartment Or a House - Has
These Responsibilities:

- Keeping the dwelling unit clean and particularly cleaning floors and walls, and keeping plumbing unobstructed
- Using trash cans for garbage and rubbish, not the streets and gutters
 - Not committing vandalism, and not permitting anyone else to vandalize
- Not blocking exits or stairways with furniture, bicycles, carriages, or other obstacles
- Not storing flammable liquids inside
- Giving the owner access to make repairs at reasonable times
- Complying with all rules that are brought to the tenant(s)'s attention and agreed to in writing
- Properly using and operating all electrical fixtures, including smoke detectors and plumbing fixtures

WHAT DOES OVERCROWDING MEAN?

Each Dwelling Unit Must Have:

MINIMUM OCCUPANCY AREA REQUIREMENTS

Space	Minimum occupancy area in square feet		
	1-2 Occupants	3-5 Occupants	6 or more
Living Room	No requirements	120	150
Dining Room	No requirements	80	100
Kitchen	50	50	60

PLUS

**a bathroom
that can
be used**

A sleeping unit is based on all rooms combined which are lawfully used for sleeping.

**OCCUPANCY REQUIREMENT CHART
SLEEPING SPACE**

Number of Occupants	Min. Sq. Ft. Required
1	70
2	100
3	150
4	200
5	250
6	300
7	350

A Bedroom Must Be At Least:

70 square feet and if slept in by 2 or more must have :

The ceiling in attics or top half-stories must be at least 7 feet high over one third of the area; or

The ceiling height of a room used for living purpose must be at least 7 feet high.

In figuring how big a room is, any part of a room lower than 5 feet high doesn't count. Each dwelling unit must have separate access to a hall, landing, stair or street.

BASEMENT: THE DANGER AREA

HEATING SYSTEM

- Can heat to 70 degrees F
- Properly installed/ventilated
- Sealed against fumes
- Ducts and pipes leak-free
- Sealed chimney
- Safety switch
- Clean filters
- Clear of storage

ELECTRICAL SYSTEM

- Properly grounded
- Insulated wires
- Enclosed fuse box
- No exposed brass light sockets
- Work completed by licensed electrician

STAIRWAY

- Well-lit
- Secure handrail

- Secure steps
- Steps evenly spaced

WALLS

- Waterproof
- Structurally sound

FLOOR AREA

- Free of trash
- Grill over drainpipe outlet
- No gasoline filled containers

SMOKE DETECTOR

WATER SERVICE

- No cross connection of waste pipe and water pipe

WATER HEATER

- Can heat to 100 degrees F
- Properly vented
- Temperature and pressure relief valves
- Clear of storage

AS A SLEEPING AREA:

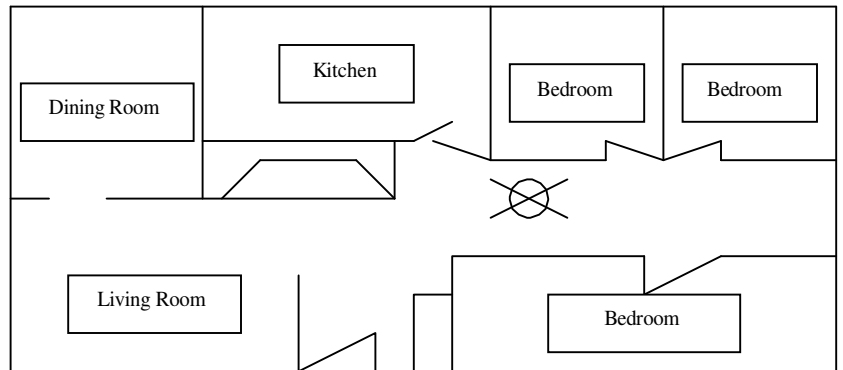
- Proper ceiling height
- Light and ventilation
- Registered as a rental unit, if appropriate
- Available exit
- All windows above grade of ground

SMOKE DETECTORS

Does Yours Work?

It's the law. Every dwelling unit must have at least one smoke detector. The owner of a dwelling unit is required to provide a detector. After occupancy, the tenant is responsible for replacing the batteries as needed. Moreover, all multiple dwelling units must have approved smoke detectors in common areas and stairways.

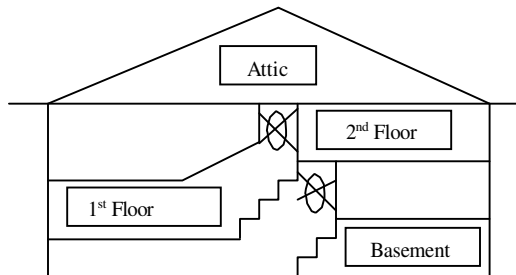
A basic smoke detector (indicated by cross) shall be located within 15 feet of every sleeping area.



Smoke detectors should be Mounted on the ceiling at least 6 inches from any wall ... or on the wall between 4 to 6 inches from the ceiling.

In homes with more than one sleeping area, a smoke detector should be provided to protect each sleeping area.

In homes with stairs, a smoke detector (indicated by cross) should be at the head (top) of each.



**SMOKE DETECTORS
ARE REQUIRED
BY LAW**

WE CAN HELP YOU

The Building Department exists to help you. Our goal, through the enforcement of codes adopted by the Village of Evergreen Park, is to provide clean, safe and healthy neighborhoods.

In order to protect the health, safety and welfare of its citizens, the Village of Evergreen Park sets forth standards for all property within the Village and a process, called code enforcement, to maintain these standards.

REMEMBER: All work except minor repairs must be done under permit.

All electrical, heating and plumbing must be done by a licensed contractor under permits. Applications for permits can be obtained through the Building Department located at the village hall, 9418 S. Kedzie Av. (708)229-3335.