

Public Lodging Information

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Community & Neighborhood Services
270 S. River Avenue, Holland, MI 49423
616-355-1330 / www.cityofholland.com

Be Prepared for your Inspection

A **Housing Inspection Checklist** is provided as a guide. It is not a complete list of all possible violations but includes commonly found violations. Use this list to prepare for your inspection.

No person shall keep or maintain any public lodging house in the City which does not comply with state law and the standards of safety and morals established by the Holland Ordinance Code.

Public Lodging Inspection Information & Checklist



All repairs/installations must be made in a "workmanlike" manner:

Executed in a skilled manner, e.g., generally plumb, level, square, in line, undamaged, and without marring adjacent work.

Many projects and repairs require permits. For specific information on work that requires a permit or how to obtain permits, please call Community & Neighborhood Services – 616.355.1330



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- ✓ Every building or structure which is kept, used or maintained as an inn, hotel, bed-and-breakfast establishment, motel or public lodging house, where one or more rooms are made available to transients for more than 20 days in any calendar year shall be deemed to be a public lodging house. Ord 26-1
- ✓ License will only be issued after compliance with Community & Neighborhood Services, and Fire Department inspections. Ord 26-3
- ✓ Public lodging inspections are done on a yearly basis.
- ✓ License year is May 1 – April 29
- ✓ Use this Checklist prior to an inspection to avoid a lengthy inspections and the possible suspension of your license.



City of Holland Public Lodging Checklist

Inside the Units:

- Are hardwired battery backup smoke detectors installed and functioning properly?
- Are all outlets and switches working properly with secure cover plates?
- Does the heating system supply sufficient heat for each room and function properly?
- Are the walls and ceilings free from peeling paint, holes and loose plaster?
- Are the floor coverings in good condition and free from tripping hazards and odors?
- Are the windows broken or cracked, functioning properly and weather proofed with screens intact?
- Do the interior doors function properly?
- Do the exterior doors lock? Are they weather tight?
- Do all exterior doors into each unit have a deadbolt lock?
- Toilets working properly?
- Are faucets leaking or dripping? Are they in good condition?
- Drains flow well and have proper traps and drain stop hardware?
- Bathrooms have a working vent fan or openable window?
- GFI outlet present in the sink areas? Working properly?
- Check for light and air leaks around exterior doors. Install weather-stripping.

In the Common Areas:

- Building heating system, furnace or boiler, inspected every 3 years and submit a copy.
- Are the room numbers and street address numbers intact, easy to find and read?
- Do exit signs and emergency lighting function properly?
- Do fire doors have self-closers?
- Are fire doors installed and maintained in good condition?
- Are all means of egress free of obstructions, obstacles and easily accessible?
- Do stairs and balconies have approved guardrails and handrails?
- Are the walls and ceilings free from peeling paint, holes and loose plaster?
- Are the floor coverings in good condition and free from tripping hazards?
- Are the windows broken or cracked, do they function properly and weather proofed with screens intact?
- Do the doors function properly? Are exterior doors weather tight?
- Is the heating and cooling equipment working properly?
- Are the laundry facilities functioning properly, safe and in good condition?
- Storage of garbage, rubbish, unused household materials and shopping carts removed and properly disposed of?

General Facility:

- Free of insects, rodents and other pests. Each facility shall maintain a contract with a licensed pest control company to provide routine inspections, maintenance and control of common pests such as roaches, fleas, flies, bed bugs, etc.
- Crime free. No tolerance for crime.
- Furniture and carpets **clean and sanitary**. No stains or holes in bedding, furniture or carpet.
- In compliance with fire code: sprinkler system maintained and tested. Fire extinguishers inspected and certified.
- Storage of garbage, rubbish, unused household materials and shopping carts not allowed.
- Repair broken fences/dumpster enclosures, sheds and other out buildings.
- Parking area, driveways, and sidewalks in good condition with no holes or trip hazards.

All public lodging facilities shall be maintained in good condition, and in compliance with the codes and standards of safety and morals set forth by the Holland Ordinance Code.

This list contains commonly found violations. It is not intended to be a comprehensive list of all violations that could occur.

Questions? Contact us at 616-355-1330 or visit our website at www.cityofholland.com.

