



SHORT-TERM ACCOMMODATION (STA) PROPERTY STANDARDS CHECKLIST

General Requirements

- All buildings, structures and components be maintained in good repair.
- All repairs and maintenance of property shall be carried out with suitable and sufficient materials.
- All new construction and repairs shall conform to the Ontario Building Code, Ontario Fire Code or any other relevant legislation, where applicable.

Foundations

- Every foundation forming a part of a building or an accessory structure shall be maintained in good repair.
- Foundation forming shall be settled detrimental to the structural integrity and appearance of the building and the entrance of moisture.

Exterior Walls, Columns & Beams

- All exterior walls, columns and beams and the components thereof shall be maintained in good repair.

Exterior Doors, Windows, & Other Openings

- Shutters, doors, hatchways and all other exterior openings in a building or an accessory structure including their frames, glass panels, door handles, locking mechanisms and other hardware shall be kept in good repair.

Exterior Stairs, Verandas, Porches, Decks, Loading Docks & Balconies

- Every interior or exterior stair, veranda, porch, deck, loading dock, balcony and every appurtenance attached thereto shall be maintained in good repair.
- Free of holes, cracks and other defects.
- All treads, risers and walking surfaces must be uniform and any which show excessive wear or are broken shall be repaired or replaced.

Roof and Roof Structures

- The roof of a building or accessory structure, roof top patios and guards, and eaves troughs and gutters shall be kept in Good Repair
- Free from excessive or dangerous accumulations of snow, ice or both.
- Chimneys, smoke or vent stacks shall be maintained in good repair.

Exterior Maintenance

- All exterior surfaces shall be maintained in good repair.

- Inspect surfaces that were previously painted, stained, varnished.
- Ensure the surface does not show visible deterioration.

Interior Surfaces, Floors, Stairs, Windows & Doors

- Floors, floor coverings, interior walls and ceilings shall be maintained in good repair.
- Doors leading to the exterior of the Dwelling Unit shall be capable of being locked or otherwise secured.
- Windows designed to be opened shall be fitted with screens.

Heating Systems, Chimneys, Vents, Fuel, Burning Appliances, Fireplaces

- Ensure the heating system is maintained in good repair and capable of safely heating the dwelling.
- Confirm heaters are placed safely, not creating fire hazards or blocking movement.
- Verify heating equipment is properly connected and vented to approved chimneys or flues.
- Ensure chimneys, flues, and vents are maintained, sealed, unobstructed, and prevent gas leaks.
- Confirm fuel-burning equipment has proper combustion air and safe fuel storage where required.
- Ensure all heating equipment and fireplaces comply with the Building Code and applicable standards.

Electrical System

- All electrical fixtures, switches, receptacles, and connections thereto shall be maintained in safe and complete condition and in good repair.

Lighting & Ventilation

- Ensure all lighting fixtures meet the Ontario Building Code requirements.
- Maintain all exterior lighting fixtures and their connections in good repair.
- Install barriers or deflectors to prevent light from shining directly into neighboring dwelling units.
- Ensure all heating, ventilation, and mechanical systems are free from safety hazards and maintained in good repair.
- Provide natural ventilation in every habitable room with openings totaling at least 0.3 m² (3.2 ft²) in exterior walls or openable skylights.
- If natural ventilation is not provided, ensure mechanical ventilation can change the air at least once per hour.
- Provide natural ventilation in every bathroom or washroom with openings totaling at least 0.1 m² (1.1 ft²) in exterior walls or openable skylights.
- If natural ventilation is omitted in bathrooms or washrooms, provide mechanical ventilation, such as an exhaust fan vented to the exterior.

- Maintain all mechanical ventilation and air conditioning systems in good repair.

Plumbing, Plumbing Fixtures, Drains

- All plumbing, drainpipes, water pipes, plumbing fixtures and every connection to a sewage system shall be maintained in Good Repair free from leaks and defects, protected from freezing and kept in a clean and sanitary condition.

Kitchen Facilities

- Ensure every self-contained dwelling unit has a kitchen with:
 - A sink with hot and cold water
 - Adequate storage facilities
 - Space for a stove and refrigerator
- Ensure every kitchen sink has proper drainage, in accordance with the Ontario Building Code.
- Ensure all bathrooms and washrooms are fully enclosed to provide privacy.
- Ensure every kitchen, bathroom, shower room, and toilet room has adequate natural or artificial ventilation, meeting Ontario Building Code requirements and Section 4.13 of the by-law.

Security

- Doors providing access to or egress from a residence unit have a lock that:
 - Is a positive locking deadlock that cannot accidentally lock against entry when the door closes.
 - Complies with the Building Code.
 - Is maintained in good repair and is fully operative.
- Exterior security systems (locking, release, and voice communication), if installed:
 - Are maintained in good repair.
 - Are fully operative.
 - Comply with Building Code requirements.

Note: This checklist is intended to provide general guidance. Your business may be required to comply with additional safety measures as per the Building Maintenance By-law.