



Shalom House, Inc.'s

BRAP and SPC Inspection Administrative Plan

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I. Shalom House, Inc.'s Housing Quality Standards

In performing inspections for both the Bridging Rental Assistance Program (BRAP) and Shelter Plus Care (SPC) program, Shalom House, Inc. will adhere to the Housing Quality Standards (HQS) developed by the U.S. Department of Housing and Urban Development (HUD). An updated list of these standards are available on HUD's website at <http://portal.hud.gov/hudportal/HUD>.

Housing Types

- **Semi-detached:** a single family dwelling house built as one of a pair that share one common wall. Often, each house's layout is a mirror image of the other.
- **Two-family, Duplex, or Semi-detached:** two living units, either attached side-by-side and sharing a common wall.
- **Three-family or Triplex:** three living units, either attached side-by-side and sharing common walls, or stacked.
- **Four-family or Quadplex:** four living units, typically with two units on the first floor and two on the second, or side-by-side
- **Townhouse, Terraced House, or Rowhouse:** common terms for single-family attached housing, whose precise meaning varies by location, often connoting a series of living units arranged side-by-side sharing common walls.
- **Mobile Home:** a prefabricated house that is manufactured off-site and moved by trailer to its final location (but not intended to be towed regularly by a vehicle).

Additional Standards

For circumstances where HQS does not specify standards, or it is believed that the standards should be altered to better ensure the rental unit is safe and health promoting, Shalom House, Inc. has its own additional safety standards. The following is a list of these standards.

Smoke Detectors

All rental units in single-family dwellings and multifamily buildings must have a smoke detector on every floor (including the basement) that is hard-wired into the unit's electrical system **and** has a battery-powered backup. Within the unit, the detector must be installed in each area within, or giving access to, bedrooms. **Exception:** All rental units that are a single-family

dwelling built before November 1, 2009 must have a smoke detector on every floor (including the basement) that is powered through being hard-wired into the unit's electrical system or by battery (or a combination of the two). It is recommended the landlord replaces the smoke detectors every 10 years. If unable to test the smoke detector, ask for a copy of the last test from an alarm company or sprinkler company.

Carbon Monoxide (CO) Detectors

All units must have a carbon monoxide detector within 15 feet of every sleeping room that is electricity powered (either hard-wired or plugged in to an electrical outlet) and has a battery-powered backup.

Electrical Outlets

All electrical outlets that are within 6 feet of a plumbing fixture must have a ground fault circuit interrupter (GFCI). Exceptions: Outlets used for a gas stove **should not** be plugged into a GFCI outlet. Additionally, electrical outlets used for refrigerators do not have to be GFCI outlets. In both of these circumstances, it is recommended that a single outlet be used instead of a duplex outlet if the outlet is within 6 feet of a plumbing fixture.

Sleeping Rooms

Every sleeping room must have a second means of egress in case of an emergency, unless the building has other approved safety features (i.e. sprinkler system). For a second story sleeping room that is below 20 feet from the ground, a window will suffice as a second egress. This window must meet the state of Maine Life Safety Code egress window size requirements*. For any sleeping room above a second story or above 20 feet, a fire escape ladder or second staircase must be in place.

*Egress windows in buildings constructed **after** 1976 shall be required to provide 5.7 sq. ft. of net clear opening (when the window is completely opened) with a minimum width of 20" and minimum height of 24". Any building constructed **before** 1976 shall be required to provide 3.3 sq. ft. of net clear opening (when the window is completely opened) with a minimum width of 20" and minimum height of 24", and also an overall window sash size of a minimum of 5.0 sq. ft.

Basements/Utility Rooms

The basement/utility room for every unit will be inspected, even if it was recently inspected during an inspection of another unit in the same building.

Mold-like Substances

Any mold-like substance visually confirmed in a unit during an annual HQS inspection or a special HQS inspection is considered an inspection fail item (due to the safe indoor air quality standard) that must be addressed within 30 days of the inspection. For any believed (i.e. due to

smell or client-reported health effects), but **NOT** visually confirmed mold-like substance in the unit, it will be recommended that the landlord have mold testing completed by certified professionals. However, this testing will be optional and will **NOT** be considered an inspection fail item.

Fuel Gas Detectors (effective January 1/1/2022)

Per Maine Law, a Fuel gas detector required. The building owner shall install, or cause to be installed, in accordance with the manufacturer's requirements at least one approved fuel gas detector in every room containing an appliance fueled by propane, natural gas or any liquified petroleum gas in:

24 and 72 Hour Fail Items

For annual inspections of units, certain deficiencies that are believed to pose an increased health threat have been categorized as 24 hour or 72 hour inspection fail items based on their threat level. If the deficiencies have not been corrected and re-inspected within the corresponding 24 hour or 72 hour time-frame, the unit will be placed under abatement. If the deficiency is deemed to be an emergency, local authorities (local code enforcement, etc.) will be notified immediately.

24 Hour Fail Items:

- Propane and/or natural gas leak. Immediately notify utility provider, and advise tenant (and possibly others in the building) to leave the building.
- Lack of proper plumbing (such as a missing gas trap, leaking sewage, etc.)
- Lack of functioning toilet
- Exposed, live electrical wiring
- Inadequate ventilation of combustibles
- Water leak from above the unit that is entering into the unit
- Inability to maintain heat at 68 degrees in living areas (excluding bedrooms) when the landlord is supplying the heat for the unit
- Lack of hot water when the landlord is supplying the hot water for the unit
- Malfunctioning appliance or device capable of causing a fire
- Standing water/flooding in the basement capable of affecting the electrical system or utilities
- A hole or holes leading directly to the inside of the unit allowing for insects, animals, water, etc., to enter into the unit
- Anything impeding the client from entering and exiting the unit safely (blocked door due to snow drifts, etc.)

72 Hour Fail Items:

- Missing or non-functioning smoke detector, **if that smoke detector serves as the only detector for that floor level (including basements)**
- Missing or non-functioning carbon monoxide detector within 15 feet of the sleeping room
- Electrical outlets within 6 feet of a plumbing fixture that are not ground fault charge interrupted (GFCI)
- Missing electrical outlet and light switch covers that are in the living area of the unit
- Missing or broken locks on the doors into and out of the unit that create safety concerns for the unit
- Malfunctioning landlord-supplied refrigerator or stove

II. Inspection Safety Protocol

In performing inspections for both the Bridging Rental Assistance Program (BRAB) and Shelter Plus Care (SPC) program, Shalom House, Inc. inspectors must be cognizant of their safety due to the potential negative health risks in the environments that they enter in to. In order to help minimize these potential health risks, the following guidelines should be adhered to as closely as possible:

- When scheduling and preparing a housing inspection for a client, refer to the client “notes” section and look for any “essential notes” that indicate any witnessed aggressive client behavior. If the client has a history of aggressive behavior, a second inspector must be scheduled as a back-up to the primary inspector. “Essential notes” will also indicate special circumstances such as, client is deaf, does not speak English, etc.
- When performing an inspection, it is strongly suggested that the building owner or property manager is present with the inspector at all times (inside the unit and other building areas). If this is not possible, the housing inspector may choose to perform the inspection alone only after assessing the following for safety: the present mental/emotional state of the client and any family members or guests inside of their home; knowledge of any current or past history of criminal/illegal behavior inside the building; past or present knowledge of the physical condition of the building.

III. Lead Based Paint Inspection Procedure

1. During a move-in inspection, annual inspection, or special inspection, any cracked or chipping/peeling paint found in a unit that meets **both** conditions of having children under 6 years of age and that was built before 1978 is considered a failed inspection.
2. If the cracked or chipping/peeling paint is **either** below or above De Minimis levels (deteriorated area more than 20 square feet on total exterior surfaces, more than 2 square feet per room on interior surfaces, or 10 percent of small interior/exterior components), it should be requested of the landlord to have certified lead abatement professionals use safe work practices when repairing the surfaces found to have deteriorated paint. (Attach page 2 to the landlord deficiency letter for a unit that is found to be below De Minimis levels, and attach

page 3 to the landlord deficiency letter for a unit that is found to be above De Minimis levels.)

3. Additionally, if the cracked or chipping/peeling paint is **above** De Minimis levels, the landlord must have a lead clearance examination performed by an independent, certified lead inspector or certified risk assessor after the repairs have been made that includes a visual assessment of the areas/surfaces, collection of dust wipe samples, and laboratory test results of the samples. The test results of the samples must be provided to Shalom House for verification. (Attach page 3 to the landlord deficiency letter for a unit that is found to be above De Minimis levels.). A list of current certified lead inspectors or certified risk assessors in Maine can be found at:
<http://www.maine.gov/dep/waste/lead/findalp.html>

Possible Lead-Based Paint that Is below De Minimis Levels

The unit which you own/manage was found to have cracked or chipping/peeling paint. Because the unit was built before 1978 and there is a child under the age of 6 living in the unit, caution must be used to avoid potential negative health effects on children from lead that was added to paint prior to 1978.

The amount of cracked or chipping/peeling paint found during the inspection was minimal and is below the Housing Quality Standards (HQS) De Minimis levels. However, it is **strongly suggested** that you have certified lead abatement professionals use safe work practices when repairing the surfaces found to have deteriorated paint. This will

help prevent further child exposure to lead paint chips/dust that could be generated when making the repairs.

Possible Lead-Based Paint that Is above De Minimis Levels

The unit which you own/manage was found to have cracked or chipping/peeling paint. Because the unit was built before 1978 and there is a child under the age of 6 living in

the unit, caution must be used to avoid potential negative health effects on children from lead that was added to paint prior to 1978.

The amount of cracked or chipping/peeling paint found during the inspection was above the Housing Quality Standards (HQS) De Minimis levels (deteriorated area greater than 20 square feet total on exterior surfaces, greater than 2 square feet per rood on interior surfaces, or greater than 10 percent of small interior/exterior components) set by the Department of Housing and Urban Development (HUD). It is **strongly suggested** that you have certified lead abatement professionals use safe work practices when repairing the surfaces found to have deteriorated paint. This will help prevent further child exposure to lead paint chips/dust that could be generated when making the repairs.

Additionally, it is **required** that you have a lead clearance examination performed by an independent, certified lead inspector or certified risk assessor after the repairs have been made that includes a visual assessment of the areas/surfaces, collection of dust wipe samples, and laboratory test results of the samples. The test results of the samples taken must be provided to Shalom House for verification before the unit can pass inspection. A list of current certified lead inspectors or certified risk assessors in Maine can be found at: <http://www.maine.gov/dep/waste/lead/findalp.html>

IV. Mold-Like Substance Procedure

1. Any mold-like substance visually confirmed in a unit during an annual HQS inspection or a special HQS inspection is considered an inspection fail item (due to the safe indoor air quality standard) that must be addressed within 30 days of the inspection. For any believed (i.e. due to smell or client-reported

health effects), but **NOT** visually confirmed mold-like substance in the unit, it will be recommended that the landlord have mold testing completed by certified professionals. However, this testing will be optional and will **NOT** be considered an inspection fail item.

2. For mold-like substances found that are believed by the inspector to result from the unsanitary/improper living conditions of the client in the unit (i.e. unsanitary shower or toilet conditions), the client will be directed to remove the mold-like substance using soap and water (Attach Client Doc. (pg. 11) to the deficiency letter sent after the inspection). If the client is unsuccessful at removing the mold-like substance, it will be requested that the property-manager do so.

3. For mold-like substances found that are believed to **NOT** result from the unsanitary/improper living conditions of the client in the unit, it will be requested that the landlord remove the mold using safe practices based on its size and place of growth (Attach Landlord Doc. (Pg. 12) to the deficiency letter sent after the inspection).

Mold-Like Substance Removal for Clients

The apartment where you live was found to have a mold-like substance inside of it. In order to keep your home healthy, it is asked that you remove the substance. The best way to remove the mold-like substance is to simply use soap and water and a scrubbing sponge. Bleach solution does not have to be used. If after using this method

you are still unable to remove the mold-like substance, please contact your landlord for assistance with its removal.

There are several things that you can do in order to keep mold-like substances from growing inside of your apartment in the future. These include:

- Turning on your bathroom fan **or** opening a bathroom window during and after showering.
- Cleaning your shower, bathtub, and area around the toilet regularly.
- Cleaning up spills immediately, especially around the tub, sink, and toilet.
- Dry wetted areas such as carpets and furniture quickly and thoroughly.

For more information about Mold and how to clean it and prevent it from reoccurring please visit <http://www.maineindoorair.org/mold>.

Client Doc.

Mold-Like Substance Removal for Landlords

It was visually confirmed during our inspection that the unit where our client resides has a mold-like substance in it. In order to maintain healthy indoor air quality inside of the unit, it is asked that you remove the mold-like substance from the unit.

It is first asked that you repair the water leak in the unit that is causing the mold-like substance growth. After stopping the water leak, it is asked that you remove the mold-like substance from the property. If the mold-like substance is on the surface level of a material (such as wood or drywall), it is suggested that you use soap and water to remove it. Bleach solution does not have to be used.

If the mold-like substance does not wipe away from the surface, it is rot that must be cut out and removed. It is suggested the rot be cut out beyond the waterline in order to prevent future mold growth. It is also suggested that safe practices be used when removing large amounts of the mold-like substance in order to prevent spreading mold spores into the indoor air. Safe removal practices should include using plastic sheets to contain the area, removing the cut out areas in plastic bags, turning off air circulation systems, and cleaning using a vacuum with a HEPA filter.

Landlord Doc.

V. Pests

