

Annual Apartment Inspections Policy and Procedures Egress, Fire and Health Concerns

Policy

It is the intent of Island Elderly Housing, Inc. to provide an environment that supports the health and safety of IEH tenants and to protect the rights of all residents to the peaceful enjoyment of their premises and the project facilities.

To that end, Island Elderly Housing, Inc. (IEH) is required by HUD and USDA to complete an annual inspection of each apartment. Annual apartment inspections will evaluate if fire, safety, and health standards are met and also will assist the Maintenance Department in determining any repairs or changes that need to be made to ensure that the apartment is in working order and/or whether there are any hazards to the resident or other residents in the building.

Standards for Apartments

Egress:

1. 36" minimum clear to and from all apartment exits (this includes doors and one window in the bedroom)
2. Clear access to all rooms for fire and medical personnel

Fire:

1. No flammable materials stored in apartment
2. Kitchen: no flammable materials on stove top or stored in oven

Health:

1. Other than daily trash, no excess trash stored in apartment
2. No spoiled food in apartment or in appliances (e.g., refrigerator or stove)

Procedures

1. The Maintenance Department will give one week's notice (preferred) or a minimum of 48 hours notice to residents of an Annual Apartment Inspection. Residents are given the option of being in attendance at the inspection. The Maintenance Department will arrange the schedule for the inspection with the resident during the regular business week (Monday – Friday between 8am to 3pm).
2. A Property Management staff person will attend all Annual Apartment Inspections with the Maintenance Director.
3. The Maintenance Director will complete an Inspection Report at the time of the inspection. The Report will note any broken, non-functioning, or damaged apartment equipment and/or conditions that need attention. Maintenance Director will review report with resident and have resident sign the Report.
4. The Maintenance Director will schedule the priority of repairs and/or replacements with resident.
5. The Maintenance Director and Property Management Staff will discuss any egress, fire, health safety concerns with resident and offer suggestions to resolve concern.
6. A follow-up site visit by the Property Management Staff will be set with the resident. Generally 30 days is set for follow-up visit.



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