

City & County of San Francisco

MEMORANDUM OF UNDERSTANDING

BETWEEN AND FOR

THE SAN FRANCISCO HOUSING AUTHORITY (SFHA)

&

THE SAN FRANCISCO DEPARTMENT OF BUILDING INSPECTION (DBI)

FOR JOINT RESPONSE TO

SFHA PUBLIC HOUSING TENANT COMPLAINTS

This Memorandum of Understanding ("MOU") is entered into by the City and County of San Francisco Department of Building Inspection ("DBI") and the San Francisco Housing Authority ("SFHA"). It is agreed between the parties that this MOU will promote the most efficient, effective, and timely use of joint agency response to tenant complaints in SFHA public housing buildings. The parties to this MOU recognize that its terms establish mutual obligations of the parties within their respective roles and responsibilities as defined below (See Health and Safety Code Section 34326).

The purpose of this MOU is to establish a mutually agreed upon protocol for DBI and SFHA to utilize regarding tenant complaints that DBI receives and other substandard conditions in SFHA public housing. To the extent that DBI undertakes inspection or reinspection pursuant to this MOU, such action shall be in conformance with DBI's code enforcement procedures set forth in the San Francisco Housing, Building, and Administrative Codes.

The protocols delineated herein are divided into two categories: complaints without life hazards and complaints with life hazards, sections I and II of this MOU, respectively. These sections establish joint procedures related to such complaints. Furthermore, this MOU shall apply to non-life hazards and life hazard complaints in individual units and common areas. San Francisco Housing Code Section 401 defines life hazards. A copy of this Code Section is attached to this MOU as Appendix A. A copy of DBI's informational maintenance checklist is attached as Appendix B.

STEP 3 SFHA

SFHA COMPLAINT RESPONSE WITHIN 10 DAYS

SFHA will respond to DBI within 10 calendar days of the receipt of the complaint forwarded by DBI, through transmittal of a notice to the Chief Housing Inspector, assigned Senior/ Housing Inspector, and Division Administrative Analyst via email delineating the SFHA action taken related to the complaint.

This response will include one of the following: 1) the date and time of the scheduled SFHA repair appointment and occupant notification; 2) the date and time SFHA has scheduled repairs; 3) the status of findings regarding SFHA review of the premises or on-going repairs; 4) the date SFHA has completed all necessary repairs to abate the San Francisco Housing Code violations; or 5) a written response as to why none of the above actions could be taken, including a proposed abatement plan which specifies when all violations are to be corrected.

STEP 4 DBI

DBI VERIFIES NECESSARY CODE ABATEMENT HAS BEEN COMPLETED

Upon SFHA notification that all repairs are completed, DBI schedules an inspection with the SFHA staff delineated in Step 1 above by email within 5 calendar days of SFHA indication that code abatement work is completed.

STEP 5 DBI

DBI INSPECTS COMPLAINT IF SFHA FAILS TO RESPOND WITHIN 10 DAYS:

If SFHA fails to respond to the DBI email referenced in step 1 above, DBI will schedule an inspection with the complainant, and issue a Notice of Violation to the SFHA if San Francisco Housing Code violations are detected.

If the Notice of Violation is issued to SFHA, the Notice will set forth:

- The property address, & unit # if applicable,
- A description of the SF Housing Code Violations verified by inspection,
- Citation of applicable Code sections,
- Instructions whether permits are needed to complete repairs,
- The amount of time SFHA has to complete repairs. (SFHA may request additional time through the submittal of an abatement plan per the notification procedures in Step 3 above.)
- The date and time for the DBI reinspection. If the SFHA wishes to reschedule the DBI reinspection it will secure a new date and time with the assigned Housing Inspector, Senior Inspector, and Chief Inspector by email, and inform the complainant of the new date and time for the reinspection and provide notice to the residential tenant (if applicable) per Section 1954 of the California Civil Code and SFHA procedures.

STEP 6 DBI

DBI CODE ENFORCEMENT PROCESS:

If: 1) SFHA fails to correct SF Housing Code violations within the time frame specified in the Notice of Violation(s); 2) does not submit an abatement plan to DBI no later than 10 days prior to the expiration of a 30-day Notice of Violation; or 3) does not submit an abatement plan to DBI no later than 24 hours prior to the expiration of a Notice of Violation of less than 30 days, DBI will schedule the code enforcement case for a Director's Hearing. DBI shall follow the abatement and enforcement procedures provided by Section 103 of the SF Building Code and 204 of the San Francisco Housing Code.

SECTION II.
PROTOCOL FOR LIFE HAZARD COMPLAINTS:

STEP	RESPONSIBLE AGENCY	ACTION TO BE TAKEN
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STEP 1	DBI	DBI TRANSMITS COMPLAINT TO SFHA WITHIN 1 BUSINESS DAY AND SETS APPOINTMENT TO INSPECT:
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DBI receives oral, written, electronic, or telephonic complaint. DBI will enter the complaint in the Department Complaint Tracking System (CTS), assign a Complaint Tracking Number (CTS #), and notify SFHA (by email to the Director of Maintenance, Maintenance Manager, and Assistant General Counsel, E-mail Addresses are as follows: 1.) Larsent@sfha.org, 2.) Fazzior@sfha.org, 3.) chancoa@sfha.org) within 1 business day of the receipt of the complaint.

- The notification will include the property address and unit # if applicable, the name and contact information of the complainant if the alleged violations are within the interior of a dwelling unit instead of the common areas, the CTS #, a description of the alleged violations, and the name of the Senior and Housing Inspectors assigned to track/respond to the complaint.

STEP	RESPONSIBLE AGENCY	ACTION TO BE TAKEN
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STEP 2

DBI

DBI SCHEDULES & INSPECTS COMPLAINT

DBI will schedule an appointment with the complainant, notify SFHA of the date & time, and perform a site inspection.

STEP	RESPONSIBLE AGENCY	ACTION TO BE TAKEN
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STEP 3

DBI

DBI WILL ISSUE A NOTICE OF VIOLATION TO SFHA IF SF HOUSING CODE VIOLATIONS ARE DETECTED.

If a Notice of Violation is issued to SFHA, the Notice will set forth:

- The property address, & unit # if applicable,
- A description of the SF Housing Code Violations verified by inspection,
- Citation of applicable Code sections,
- Instructions whether permits are needed to complete repairs,
- The amount of time SFHA has to complete repairs. (SFHA may request additional time through the submittal of an abatement plan per the notification procedures in Step 3 above.)
- The date and time for the DBI reinspection. If the SFHA wishes to reschedule the DBI reinspection it will secure a new date and time with the assigned Housing Inspector, Senior Inspector, and Chief Inspector by email, and inform the complainant of the new date and time for the reinspection and provide notice to the residential tenant (if applicable) per Section 1954 of the California Civil Code and SFHA procedures.

STEP	RESPONSIBLE AGENCY	ACTION TO BE TAKEN
STEP 4	SFHA	SFHA RESPONDS WITHIN NOTICE OF VIOLATION COMPLIANCE DEADLINE

SFHA will respond to the Notice of Violation by correcting the violations within the time frame specified or by submitting an action plan 10 days prior to the expiration of a 30-day Notice of Violation, or by submitting an abatement plan to DBI no later than 24 hours prior to the expiration of a Notice of Violation of less than 30 days through transmittal of a notice to the Chief Housing Inspector, assigned Senior/ Housing Inspector, and Division Administrative Analyst via email indicating the following: 1) the date and time of the scheduled SFHA repair appointment and occupant notification; 2) the date and time SFHA has scheduled repairs; 3) the status of findings regarding SFHA review of the premises or on-going repairs; 4) the date SFHA will complete all necessary repairs to abate the San Francisco Housing Code violations; or 5) a written response as to why none of the above actions could be taken, including in the abatement plan when all violations are to be corrected.

STEP 5 DBI

DBI CODE ENFORCEMENT PROCESS:

If: 1) SFHA fails to correct SF Housing Code violations within the time frame specified in the Notice of Violation(s); 2) does not submit an abatement plan to DBI no later than 10 days prior to the expiration of a 30-day Notice of Violation; or 3) does not submit an abatement plan to DBI no later than 24 hours prior to the expiration of a Notice of Violation of less than 30 days, DBI will schedule the code enforcement case for a Director's Hearing. DBI shall follow the abatement and enforcement procedures provided by Section 103 of the SF Building Code and 204 of the San Francisco Housing Code.

SECTION III. MISCELLANEOUS PROVISIONS.

(a) The parties to this MOU recognize that DBI will track all costs it incurs related to any and all actions in takes in furtherance of this MOU. Such records shall be available to the public and DBI shall provide annual reports of such records to the SFHA, Building Inspection Commission, Board of Supervisors, and the City's Budget Analyst.

(b) In order to ensure that the terms and conditions of the MOU continue to serve the purpose for the MOU, the DBI Director, or his or her designee, and the SFHA Executive Director, or his or her designee, agree to meet at least once a year during the term of the MOU to discuss whether the MOU adequately addresses the concerns of both parties or requires amendments.

(c) The parties hereto also agree to meet and confer if one of the parties fails to perform a material part of this MOU.

(d) Any notice or other correspondence related to the general implementation of this MOU shall be in writing and mailed or delivered to the DBI Director, 6th Floor, 1660 Mission Street, San Francisco, CA 94103 and the SFHA Executive Director, at 440 Turk Street, San Francisco, CA 94102.

SECTION IV. AMENDMENT AND DURATION OF THE MOU.

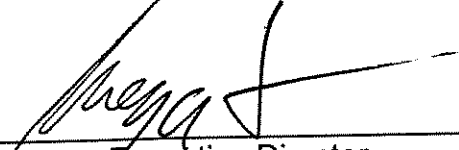
(a) This MOU sets forth the full and entire understanding of the parties regarding the matters herein. This MOU may be modified or amended only by mutual consent of the parties in writing. Either party may terminate this MOU at any time by giving 30-day written notice of termination to the other party.

(b) The MOU will remain in full force and effect from the date executed by the parties until modified, amended, or terminated as described above.

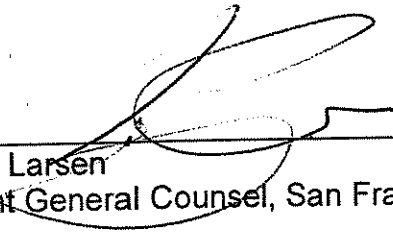
IN WITNESS HEREOF, the parties hereto have executed this MOU on this day _____, 2007.



Amy Lee, Acting Director
San Francisco Department of Building Inspection



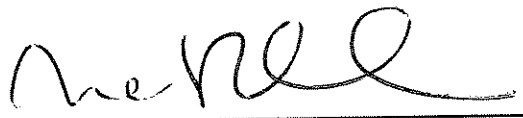
Gregg Fortner, Executive Director
San Francisco Housing Authority



Timquin Larsen
Assistant General Counsel, San Francisco Housing Authority

APPROVED AS TO FORM:

DENNIS J. HERRERA
City Attorney

By 

Neli Palma
Deputy City Attorney

By

Appendix A: Definition of Life Hazard in San Francisco Housing Code
Appendix B: DBI Informational Maintenance Checklist

APPENDIX A

401 - 401

2001 SAN FRANCISCO HOUSING CODE

Height of Building. Height of building shall be determined in accordance with Section 209 of the Building Code.

Hotel. "Hotel" is any building containing six or more guest rooms, or guest room suites, intended or designed to be used, or which are used, rented or hired out to be occupied, or which are occupied for sleeping purposes by guests.

Guest rooms with cooking facilities as defined in Section 310.2.4.2 of the Building Code located therein are permitted. Hotel does not include any jail, hospital, asylum, sanitarium, orphanage, prison, detention home or other institution in which human beings are housed and detained under legal restraint.

Housekeeping Room/Unit with Cooking Facilities. Housekeeping unit or room containing one guestroom with electric cooking facilities, in existence and legalized by permit prior to 1969 in a residential building built before 1960.

Kitchen. Any room used, or intended or designed to be used, for cooking, preserving and preparing food.

Kitchen, Community. See Section 310.2.4 of the Building Code.

Life Hazard. "Life hazard" is any act, condition, or omission or lack of construction, equipment, material or maintenance, that increases or may cause an increase in the menace to life to occupants within a building or structure from fire, explosion, earthquake, panic or structural failure above the level of safety established in this Code.

Lodging House. "Lodging house" is any building or portion thereof, containing not more than five guest rooms where rent is paid in money, goods, labor or otherwise.

Main Entrance or Exit. "Main entrance or exit" is that entrance from a street, alley or other open space serving as a way of approach to a building to which is apportioned the greater aggregate of the required outside exit width.

Mechanical Code. The San Francisco Mechanical Code Part II, Chapter XIV, of the San Francisco Municipal Code.

Mechanical Ventilation. The ventilation of any area or space by mechanical means.

Mold and Mildew. Any visible or otherwise demonstrable growth of microscopic organisms or fungi (mold or mildew) that feeds on damp conditions in the interior of a residential building, sufficiently

chronic or severe to cause a health hazard or damage a residential structure or part thereof, excluding the presence of mold or mildew which is minor in nature caused by inappropriate housekeeping practices or the improper use of natural or mechanical ventilation.

Motel. "Motel" shall mean "hotel" as defined in this Code.

Municipal Code. The Municipal Code of the City and County of San Francisco.

Nuisance. The following shall be defined as nuisances:

- (1) Any public nuisance known at common law or in equity jurisprudence;
- (2) Any attractive nuisance which may prove detrimental to children, whether in a building or on the premises of a building. This includes open wells, abandoned basements, or excavations; abandoned iceboxes, refrigerators and motor vehicles, or any structurally unsound fences or structures, or lumber, trash, fences, debris, or vegetation which may prove a hazard for inquisitive minors;
- (3) Whatever is dangerous to human life or is detrimental to health;
- (4) Overcrowding a room with occupants;
- (5) Insufficient ventilation or illumination;
- (6) Inadequate or insanitary sewage or plumbing facilities;
- (7) Insanitary conditions or anything offensive to the senses or dangerous to health;
- (8) Whatever renders air, food or drink unwholesome or detrimental to the health of human beings;
- (9) Fire hazard;
- (10) Substandard building;
- (11) Any "apartment," "dwelling unit," "habitable space" or "building" as defined in this Code, which is the subject of a final hazard reduction order under Section 1628 of the San Francisco Health Code, or an emergency order under Section 1630 of the San Francisco Health Code;
- (12) Mold and mildew as defined by this chapter.

Openable Window Area. That portion of a window opening left clear and unobstructed when the window is in an open position.

Overcrowding. Use of occupancy of a room, dwelling unit, guest room or guestroom suite in excess of that permitted by this Code.

DEPARTMENT OF BUILDING INSPECTION

Housing Inspection Services

City and County of San Francisco

1660 Mission Street, 6th Floor, San Francisco, California 94103-2414

Phone: (415) 558-6220 Fax : (415) 558-6249 Email:

**SFHA & DBI MOU
APPENDIX B**

**INFORMATIONAL MAINTENANCE CHECKLIST
FOR ONE & TWO FAMILY DWELLINGS,
APARTMENT HOUSES (3 OR MORE DWELLING UNITS) AND HOTELS
(6 OR MORE GUEST ROOMS)
Revised June 2, 2006**

**ALL PROPERTY OWNERS OR MANAGERS OF THE RESIDENTIAL
BUILDINGS DESCRIBED ABOVE ARE REQUIRED BY THE SAN FRANCISCO
HOUSING CODE TO MAINTAIN THE FOLLOWING ITEMS AT ALL TIMES.**

- 1. MAINTAIN CLEAR & UNOBSTRUCTED MEANS OF EGRESS:** Please keep all means of egress, primary (front stairs, exit corridors), and secondary (rear stairs, fire escapes) free from encumbrances (such as storage, flower pots, household items, laundry lines, and any tripping hazards). These paths of travel are to be completely clear at all times for emergency exiting.
- 2. MAINTAIN FIRE ESCAPES:** Check all fire escape ladders to ensure that they are fully operational (in particular the cable and all moving parts) and that drop ladders are not obstructed. You should have an industry professional inspect and service your fire escapes annually.
- 3. MAINTAIN CENTRAL SMOKE/FIRE ALARM SYSTEMS & SMOKE DETECTORS:** In apartment houses and hotels maintain the central smoke/fire alarm system with the operational light indicating **Aon@** within the supervision panel box, and annual Fire Department certification clearly posted in those buildings where applicable. In all residential occupancies check to confirm that all required smoke detectors are installed and fully operational in all sleeping or guest rooms, and at the top of every public stairway, and on every third floor below. Replace batteries annually. Do not paint over smoke detectors.
- 4. MAINTAIN & RETAG FIRE EXTINGUISHERS:** In all apartment houses and hotels a Type 2A 10BC or equivalent Fire Extinguisher is required on every floor of all public hallways. Required Fire Extinguishers must be serviced and retagged by an industry professional annually (this includes recently purchased fire extinguishers)..
- 5. MAINTAIN ALL WOOD DECKS, EXIT CORRIDORS, STAIRS, GUARD RAILS & HAND RAILS:** You should have all these structures inspected annually for dry rot, fungus, deterioration or decay by a licensed professional pest control contractor, general building contractor, architect, or engineer to ensure their safety and stability. Have these professionals provide you with a written report of any recommended repairs. Obtain building permits for all structural repairs.

6. **MAINTAIN VISIBLE PROPERTY ADDRESS NUMBERING:** Your residential building must have the address numbers mounted at the front of the building at a minimum size of 4 inches in a color contrasting from the building. The address numbers should be clearly visible from the street by emergency vehicles. In addition, all guestrooms should be clearly identified by name, letter, or number.
7. **MAINTAIN GARAGES & STORAGE AREAS:** In all apartment houses of 5 units or more and all hotels, remove combustible storage from all storage areas that do not have fire sprinklers. Absolutely no combustible storage may be kept under stairwells without a proper fire sprinkler system. Garages are only to be used for the vehicle storage incidental to the apartment house or hotel use.
8. **MAINTAIN GARBAGE ROOMS & GARBAGE RECEPTACLES:** All garbage rooms shall have 26 gauge sheet metal walls and ceilings or approved alternative, fire sprinklers and must be kept clean of debris and vermin with self-closing tight fitting doors. All garbage receptacles must be tightly covered, with a sufficient number to serve the building.
9. **PROPERLY MAINTAIN SECURITY PROVISIONS SUCH AS SECURITY BARS, GATES, ENTRANCE/EXIT DOORS & DOOR SELF CLOSING DEVICES:** All security bars in sleeping rooms must be openable from the inside with a fully operational manual release (no keys, combination locks, or special knowledge is allowed to open security bars or gates). Absolutely no double cylinder locks (which require a key from the inside and outside) are allowed on any apartment unit or building entry or exit doors. Maintain 135-degree viewers at all apartment unit entry doors mounted no higher than 58 inches above the floor. All entrance and exit doors shall be tight fitting, self closing, and self-locking. In all apartment houses and hotels, all public bathroom, community kitchen, garbage room, roof penthouse, guest room, and dwelling unit entry doors shall be tight fitting and self-closing. No padlocks or padlock hasps are allowed on guest room or dwelling unit entry or exit doors.
10. **MAINTAIN SHUTOFF TOOL NEAR GAS METER:** In all apartment houses and hotels keep a shutoff tool near the gas meter and post the instructional diagram provided by the Department of Building Inspection in a public area near the gas meter.
11. **MAINTAIN HEAT & HOT WATER:** If your apartment house or hotel has a central heat source such as a boiler or furnace system, your heat system time clock must be set to provide heat from 5:00 am to 11:00 am and from 3:00 pm to 10:00 pm. (13 hours daily). Maintain all habitable rooms at 68 degrees Fahrenheit during these time periods. Your central source heat system must have a locking thermostat to initiate the heat system located in a habitable room other than an owner or manager's unit (except for an all owner occupied residential condo building). Hot water to all units must be between 105 to 120 degrees Fahrenheit. For boiler heat systems, obtain annual certification per the San Francisco Plumbing Code. Radiators must be in good working order with pressure valves operational and valve shut-off handles in place.

12. **MAINTAIN ALL FIREPROOFING, GLAZING, WEATHER PROOFING, EXTERIOR STUCCO, EXTERIOR SIDING, INTERIOR WALLS/ CEILINGS, and CHIMNEYS & FLUES:** Maintain these areas free from holes, decay, missing materials and peeling paint.
13. **MAINTAIN EXIT SIGNAGE:** Common hallway doors & windows leading to fire escapes or exits must have the appropriate signage, with lettering 6 inches in height on contrasting background.
14. **MAINTAIN ALL ROOF AREAS:** In all apartment houses or hotels, keep all wires/ropes 8 feet above the roof. Remove all tripping hazards. All doors to roof areas must be tight fitting and self-closing and openable from inside the penthouse door leading to the roof. This door must be lockable from inside the stairway to the roof if the roof is accessible from an adjacent roof. Keep the roof area free from combustible storage. Nothing should obstruct access to a roof-mounted fire escape.
15. **MAINTAIN ADEQUATE LIGHTING IN ALL PUBLIC AREAS:** Provide adequate lighting to all stairs, public hallways, exit corridors and fire escapes.
16. **MAINTAIN PROPER VENTILATION:** In garages, penthouses, public halls, furnace and boiler rooms, gas meter rooms, garbage rooms, and all other rooms with gas appliances, maintain the proper ventilation and vent systems.
17. **MAINTAIN SMOKE BARRIER DOORS:** All front entry doors to the apartment house or hotel, doors that separate the garage from the public hallway or lobby, hallway doors between floors and stairways (stairway enclosure doors), boiler/furnace room doors, garbage room doors, and penthouse doors must have self closing devices and remain closed to be effective smoke barriers.
18. **MAINTAIN FIRE SPRINKLERS IN GARBAGE & LINEN CHUTES:** In apartment houses and hotels, maintain fire sprinklers at top and bottom of chutes, and as required by the Housing Code. Do not paint over any sprinkler heads.
19. **MAINTAIN ALL LIGHT WELLS:** Keep all light wells clean and free from the accumulation of debris. Keep all light well drains clean and operational.
20. **MAINTAIN ALL ROOMS (VACANT OR OCCUPIED):** In all residential buildings, all dwelling units and guest rooms shall be maintained in a clean and functional manner. Walls, ceilings, floors, windows, doors, lavatory sinks, and private bathrooms shall be properly maintained, weather proofed and free from severe wear, moisture retention, plumbing fixture or roof leakage, chronic and severe mold and mildew or other dilapidated conditions.
21. **MAINTAIN ALL PUBLIC BATH ROOMS:** In all hotels, public bathrooms must be maintained in a clean and functional manner. The San Francisco Housing Code requires a minimum of 2 operational public bathrooms per floor when all guest rooms do not have private bathrooms. This number increases by one for every additional 10-guest rooms (or increment of 10) greater than 20 guest rooms per floor. Mechanical ventilation must be capable of delivering 5 air changes per hour. Windows that provide natural ventilation shall be well maintained and fully operational.

22. **MAINTAIN ALL COMMUNITY KITCHENS:** In hotels, all community kitchens shall be maintained in a clean and functional manner. Approved cooking facilities must have an electrical power source. Entry doors to the community kitchen shall be self-closing and tight fitting. Counters, flooring and sinks shall be of nonabsorbent/impervious materials. Institutional grade materials such as stainless steel counters and tiled floors are recommended.
23. **MAINTAIN ALL HANDRAILS & GUARDRAILS:** All interior and exterior handrails and guardrails shall be properly secured and maintained in a functional manner.
24. **MAINTAIN ELEVATORS REQUIRED BY THE FIRE CODE:** Hotels with a building height exceeding 50 feet (as calculated by the San Francisco Fire Department) shall have at least one operating elevator for the residential occupants' use that is well maintained and operates safely.
25. **MAINTAIN ADEQUATE GARBAGE PICK-UP:** All residential buildings shall maintain garbage pick-up services necessary to prevent the accumulation of garbage and debris that would result in rodent harborage and unsanitary conditions.
26. **MAINTAIN HOT WATER HEATERS:** All hot water heaters must be properly secured and double strapped. Pressure relief valves, shut off valves and vent connectors must be properly in place and operational. When located in a garage the appliance must be a minimum of 18 inches off the floor.
27. **MAINTAIN ALL WINDOWS:** All windows shall be well maintained, tight fitting and fully operational. Broken sash cords shall be replaced. No window shall be painted or nailed shut. Replacement windows must have sufficient weather-stripping and a minimum 20 inch width and 24 inch height if required for escape.
28. **MAINTAIN ALL FLOORING & CARPETING THROUGHOUT:** All carpeting or other floor covering shall be kept sanitized and free of extensive wear and tripping hazard. All floor coverings that cannot be sanitized shall be replaced in an appropriate manner to prevent a tripping hazard.
29. **MAINTAIN ALL MATTRESSES & LINEN:** In all hotels or guestrooms where the property owner or building operator provides mattresses and linen, these items shall be maintained in a sanitary condition and free from insect infestation.
30. **REPAIR OR REPLACE LEAKING WINDOWS, PLUMBING FIXTURES & ROOFS:** Investigate and repair leaks from windows, plumbing fixtures or the roof quickly to prevent moisture retention that can cause mold and mildew. Do not cover over leaking areas until the source of the leak is properly repaired.
31. **PROVIDE PROPER NOTIFICATION WHEN DISTURBING LEAD PAINT & OBSERVE REQUIRED REMOVAL PROTOCOLS:** Property owners need to provide residential occupants with proper notification when disturbing interior and exterior lead based paint, provide proper signage, protect interior floors/furnishings, and observe work protocols related to lead paint removal, debris containment and migration, clean-up, etc.

**Residential Building Owner/Operator
Informational Maintenance Checklist
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32. **PROPERLY VENT ALL CLOTHES DRYERS:** Moisture exhaust ducts shall be properly maintained, be equipped with a back draft damper and terminate on the outside of the building.
33. **ON SITE CARETAKER:** Apartment houses of 16 or more dwellings or hotels of 12 or more guest rooms must have an onsite caretaker that can be contacted by the city in case of emergency. The name, unit #, and contact information of this individual must be posted at the front entrance to the building.

NOTE:

This maintenance checklist is provided for informational use only for the benefit of residential property owners, operators, managers, and residential occupants, and does not address all potential Housing Code violations that may be detected during an inspection.

Please contact the Housing Inspection Services Division if you have questions about how to comply with any of the items above.

The Department of Building Inspection greatly appreciates your efforts to properly maintain your building and preserve the safety of its occupants-- as we work together to sustain the unique housing stock of all San Francisco residential communities.