



RENTAL HOUSING SAFETY PROGRAM (RHSP) CERTIFICATION CHECKLIST SCHEDULE A

www.cityofberkeley.info/housing/RHSP

PART A: UNIT IDENTIFICATION

Address of Unit:

Unit Number:

PART B: DOOR LOCKS

Note: Double cylinder deadbolts that use a key on both sides are prohibited by ordinance on all doors.

- | Verified | N/A | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Exterior entry doors have working deadbolts. |
| <input type="checkbox"/> | <input type="checkbox"/> | All individual apartment entry doors have working deadbolts and entry knobs with dead locking latches. |
| <input type="checkbox"/> | <input type="checkbox"/> | All exterior doors open and close properly, and lock and unlock easily. |

PART C: ELECTRICAL WIRING

- | Verified | N/A | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | All accessible electrical outlets and light switches are secure and installed completely behind cover plates. |
| <input type="checkbox"/> | <input type="checkbox"/> | All electrical outlets and light switches are functional. |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the unit free from exposed/bare live wires? |

Buildings constructed in 1960 or earlier:

- | Verified | N/A | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Are the fuses in the panel box that serve each unit rated at 15 amps or less? |
| <input type="checkbox"/> | <input type="checkbox"/> | If the fuses are rated larger than 15 amps, has there been an electrical upgrade so that the size of each wire is greater than #14? |

Note: If the fuses are greater than 15 amps and the unit was built in 1960 or before, an electrical danger is present unless the wiring has been updated OR been load tested by a licensed electrician and is capable of handling the increased load. The City strongly recommends you contact a licensed electrician if you are unsure about the proper fuses for the building or units.

PART D: ELECTRICAL HEATING

- | Verified | N/A | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Are the permanently installed electrical heaters unobstructed, free of built-up dust, and properly functioning? |

PART E: GAS HEATING SYSTEMS

- | Verified | N/A | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Gas heater is operating normally and is provided with minimum combustion air in accordance with CA Mechanical Code Ch. 7. |
| <input type="checkbox"/> | <input type="checkbox"/> | If there is a high-pressure gas boiler system (Not a hot water heater) is it operating in a standard manner? |

Note: If system provides steam at pressures exceeding 15PSI or hot water temperature exceeding 240°F; the RHSP staff recommends having the system inspected by a state licensed mechanical contractor annually.

PART F: APPLIANCES

- | Verified | N/A | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Do stove burners and oven/s work safely with functioning door/s and knobs that turn completely off and on? |
| <input type="checkbox"/> | <input type="checkbox"/> | If there is a gas stove, is it free of gaseous odors indicating a gas leak? |
- Note: Immediately report gas leaks or gaseous odors to PG&E and Owner/Manager.*
- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | For stoves that are not self-vented, is there a working stove vent? |
|--------------------------|--------------------------|---|
- Note: Some older model gas stoves are designed to be vented through a vent or flue for safety purposes. If designed as such, the appliance must be properly vented through a vent or flue.*

- | Verified | N/A | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Water heater is in working order, and provides water at a minimum 110°F. |
| <input type="checkbox"/> | <input type="checkbox"/> | Water heater has a working temperature and pressure relief valve. |
| <input type="checkbox"/> | <input type="checkbox"/> | The gas water heater is vented per code. |

Note: As an important earthquake safety precaution the City recommends water heaters be earthquake strapped.

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | If installed in a bedroom or bathroom: are water heaters installed in accordance with CA Plumbing Code, Ch. 5, § 505.1? |
|--------------------------|--------------------------|---|

PART G: HANDRAIL & GUARDRAIL CONDITION

- | Verified | N/A | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Handrails and guardrails are tightly fastened, sound, without movement and in good condition. |

PART H: ELEVATED EXPOSED DECKS, BALCONIES OR WALKWAYS

- | Verified | N/A | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | All elevated exterior decks, balconies and/ or walkways that are located more than 6 feet above grade & exposed to the weather appear structurally sound and show no visible signs of sagging, leaning, cracking, or other defects that may permit moisture intrusion and potentially lead to structural deterioration. |

PART I: INTERIOR AND EXTERIOR

Staircase & Stairway Condition

- | Verified | N/A | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Stair treads, risers and landings are sound, in good condition, without movement and have no missing, broken or loose parts. |

PART J: ROOF CONDITIONS

- | Verified | N/A | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Are ceilings and walls free from roof leaks? |

PART K: DRAIN/WASTE/VENT, PLUMBING AND GAS LINES

Verified N/A

Are all service gas lines in the unit free of leaks and any gaseous odors?

Note: Immediately report gas leaks or gaseous odors to PG&E and Owner/Manager.

All gas lines in the unit have shut-off valves and flex line at the appliance connection.

All gas heating appliance vent pipes have vent caps and terminate above the roofline.

Note: Direct vent heaters exempt.

House drain vents terminate above the roofline (Not in the walls or attic).

All the sinks & showers drain properly. (Including toilet & sewer line)

All sinks, bathtubs, showers and toilets are free of water leaks?

Note: Stains on walls, ceilings, and floors often indicate water damage and/or an ongoing leak(s) that needs to be repaired.

PART L: MECHANICAL VENTILATION

Verified N/A

If bathrooms have fixed windows or no windows, verify the required mechanical ventilation system is in working order.

If the kitchen has fixed windows or no windows is the required mechanical ventilation system in working order?

PART M: SMOKE DETECTORS/HALLWAYS AND BEDROOMS

Verified N/A

Smoke detectors are installed in the hallways on each floor and in each sleeping room.

All smoke detectors work properly and alarm sounds when tested.

Note: RHSP staff recommends replacing batteries bi-annually, or at a minimum annually.

PART N: Carbon Monoxide Devices Alarms & Detectors

If the dwelling unit contains a fossil fuel burning heater, appliance, fireplace or attached garage; carbon monoxide (CO) devices are required to be installed consistent with local building standards applicable to new construction or the manufacturer's installation instructions within existing housing.

Verified N/A

The CO devices in the single family dwelling are operational and installed accordingly.

The CO devices in the unit (within the multi-unit apartment building) are operational and installed accordingly.

Note: Installation of CO devices is currently required in all existing single family dwelling units and multi-unit residential buildings. See CA Health & Safety Code 17926.

PART O: WINDOW BARS

Verified N/A

If window bars are installed in sleeping rooms: they have a quick release mechanism that operates properly and is approved by the Berkeley Fire Dept.

PART P: WINDOW OPERATION AND REPAIR

Verified N/A

The windows required for egress in sleeping rooms are able to open completely and are fully operable.

Glass window panes are intact, unbroken and not cracked?

PART Q: EXITING

Verified N/A

The exits are kept clear and unobstructed all the way to the public right of way?

Are all "EXIT" signs and exit lighting in working order?

Is the area on and beneath exit stairs clear of any combustible materials?

PART R: FLOORS & TRIP HAZARDS

Verified N/A

Are all floors and floor coverings free of trip hazards due to deterioration, damage or structural defect?

PART S: FIRE EXTINGUISHER

(Buildings with 3 or more units only)

Verified N/A

Are fire extinguishers provided within a maximum travel distance of 75 feet from the unit's entry door?

Has each extinguisher been tagged and serviced by a state licensed contractor within the last year or if it was used within the last year?

ACKNOWLEDGEMENTS

I certify that I have inspected the aforementioned unit and the information above is true and correct. I acknowledge that I am required to provide a copy of this Schedule A Checklist to the tenant.

I certify that I was unable to inspect the aforementioned unit because the tenant refused to allow entry. I agree mail a copy of this Certification to:

RHSP | 1947 Center Street, 3rd Floor | Berkeley, CA 94704

OWNER OR OWNER'S AGENT INFORMATION (PRINT)

Owner/Agent Name:

Owner/Agent Address:

Owner/Agent Signature:

Date:

Phone:

Tenant Name (Optional):

Tenant Signature (Optional):

Date (Optional):

Phone (Optional):

- Please provide a copy of this completed checklist to your tenant and keep the original or a copy for your files.
- The City should only be provided a copy if the tenant has refused entry for the inspection or upon request by the City.
- If subject to a housing inspection, you will be required to provide a copy of the Schedule A or will be fined \$200.00.