Multi-Family Workshop 2019

- Keys to a Successful Inspection
 - Presented By:
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City Ordinance Required Postings and Certificates

- Current Certificate of Occupancy
- Pool Operating Permit
- TPO/CPO Certificates
- Boiler Certificates
- Fire Safety Equipment Certificates, inspection reports and tags

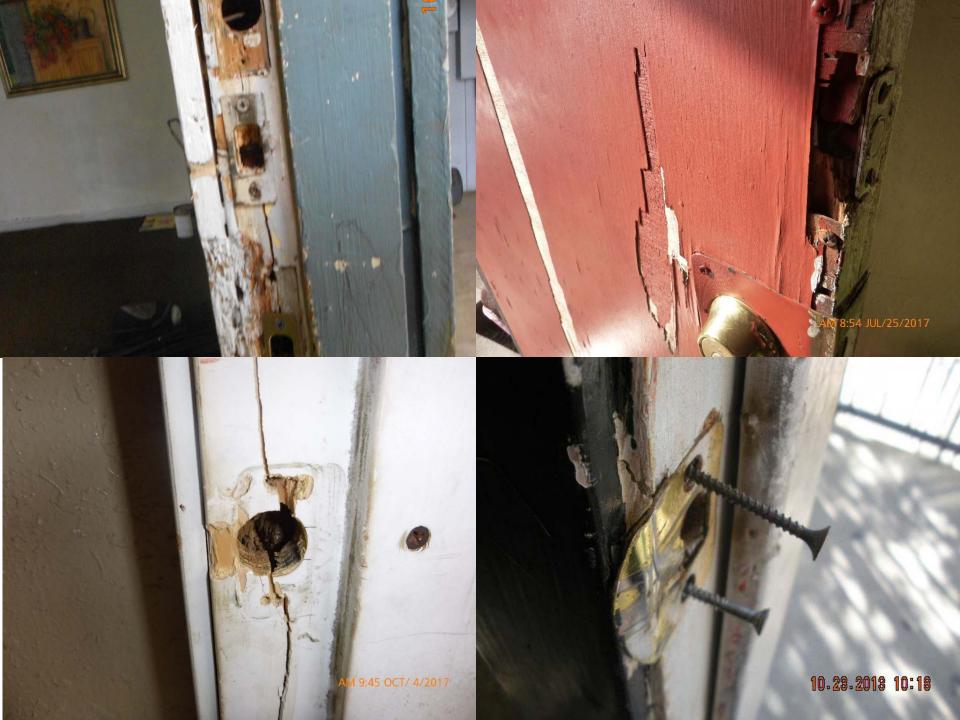
Required Accessories

- 3-inch screws, metal strike plate, dead bolt
- Window latches
- Peepholes
- Pin locks
- Disposal clamps



3-Inch Screws in Metal Strike Plate of Deadbolt

- UNIFORM HOUSING CODE, ARTICLE XIII, SECTION 1302.A.1–3.
- Section 1301. Definitions "Deadbolt lock" shall mean a lock in a door operated from the exterior with a key and from the interior without a key, by knob or lever; which is mounted at a height not to exceed forty-eight inches (48") above the finished floor; which has a bolt which automatically locks into place when fully thrown; which has no springs to extend or retract it; and which has a bolt throw that is no less than one inch (1") in length.
- Section 1302. Preventive Measures
 - A. Deadbolts Required.
 - 1. Each exterior door of a dwelling unit within a multi-family dwelling shall be equipped with a deadbolt lock. Sliding glass doors, screen doors and garage doors are exempt from this requirement. Doors between the living area of a dwelling unit and its garage are included.
 - 2. Each strike plate of a required deadbolt lock shall be metal and secured by two (2) or more metal screws of a minimum length of three inches (3").
 - 3. Each deadbolt lock and door knob lock shall be rekeyed between tenant occupancies.
- Section 1305. Offenses
 - A. A landlord commits an offense if he knowingly fails to install or maintain deadbolt locks, in accordance with the requirements of this article, in a dwelling unit of a multifamily dwelling complex.



Window Latches

- UNIFORM HOUSING CODE, ARTICLE XIII,
- **Section 1301. Definitions Latch"** shall mean a lock on a window which is operable without a key and only from the interior.
- Section 1302. Preventive Measures C. Latches Required. Each exterior vertically or horizontally opening window of a dwelling unit within a multifamily dwelling shall be equipped with an operative latch. Windows opening from a dwelling unit into a garage shall be included under this requirement.
- **Section 1305. Offenses** D. A landlord commits an offense if he knowingly fails to install or maintain window latches, in accordance with the requirements of this article, in a dwelling unit of a multi-family dwelling complex.
- ALL WINDOWS ARE REQUIRED TO HAVE A WORKING LATCH



Peepholes

- UNIFORM HOUSING CODE, ARTICLE XIII, SECTION 1302.D.
- Section 1301. Definitions <u>"Peephole" shall mean a permanently installed device in a door that provides clear one-way viewing and identification of persons</u> or objects on the exterior side and which is made of a metal barrel with a lens of glass, acrylic, or other durable clear substance with an angle view of not less than 160 degrees.
- Section 1302. Preventive Measures D. Peepholes Required. 1. Each exterior door of a dwelling unit within a multi-family dwelling shall be equipped with a peephole. Sliding glass doors, screen doors, garage doors, and doors between the living area of a dwelling unit and its garage are exempt from this requirement. A door with a vision panel that provides clear viewing and identification of persons and objects on the exterior side is exempt. 2.

 Peepholes shall be installed centrally on the door, at a height not greater than sixty-six inches (66") from the finished floor.
- Section 1305. Offenses E. A landlord commits an offense if he knowingly fails to install or maintain peepholes, in accordance with the requirements of this article, in a dwelling unit of a multi-family dwelling complex.



Pin Locks

- UNIFORM HOUSING CODE, ARTICLE XIII, SECTION 1302.B.
- Each exterior sliding glass door of a dwelling unit within a multifamily dwelling shall be equipped with a pin lock.
- Pin locks that are installed after the effective date of this ordinance shall comply with the requirements of
- Subsection (B)(3).
- Pin locks shall be installed so that the pin passes through the frames of both the stationary and sliding halves of the door.
- A pin lock shall be installed not more than eighteen inches (18") from the bottom frame of the door.
- Charley bars are allowed with pin locks but not instead of.



Garbage Disposal Clamp

- UNIFORM HOUSING CODE, ARTICLE X, SECTION 1001.(E). <u>Hazardous Wiring</u>.
- All wiring except that which conformed with all applicable laws in effect at the time of installation and which has been maintained in good condition and is being used in a safe manner.
- Garbage disposal clamps are required per installation requirements



Fire Safety

- Fire Box/Panel
- Fire Extinguishers
- Smoke Detectors
- Draft Stops
- Egress
- Dryer Vents



Fire Protection Systems and Control Panel Tags

- 901.6.4 Certifications and Inspection Tags. It shall be the owner's or occupant's responsibility to maintain a copy of the fire alarm installation certificate at the protected premises.
- It shall also be the owner's responsibility to maintain upon the door of the fire alarm control panel an inspection tag of the type provided by a State certified fire alarm company, as approved by the Chief or authorized representative, showing the date the fire alarm system was tested and the results of the test.



DO NOT REMOVE BY ORDER OF DO NOT REMOVE BY ORDER OF TEXAS STATE FIRE MARSHAL TEXAS STATE FIRE MARSHAL (for at least five years) (for at least two years) INSPECTION/TEST RECORD SERVICE RECORD Southwest Fire & Security LLC SOUTHWEST FIRE & SECURITY, LLC 400 Industrial Boulevard 204 400 INDUSTRIAL BLVD # 204 Mansfield, Texas 76063 MANSFIELD, TX 76063 (817) 477-4355 ACR-(2517) Date Licensee Signature License # Licensee Signature Type of Inspection/Test Performed - NFPA 72 Replaced buttery • New Installation • Quarterly • Semiannual • Annual List Services: Last Date of Sensitivity Test, if known Status After inspection/Test General service listed above Performed Red Label Acceptable Yellow Label RED label dated (attached) Corrected (attached) YELLOW label dated



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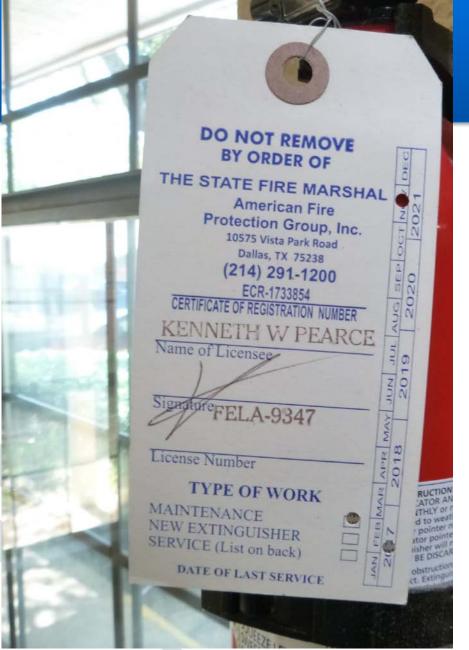


Fire Extinguishers

- In areas where flammable or combustible liquids are stored, shops, laundry rooms, office, kitchen areas, fitness gyms, or day cares
- All fire extinguishers throughout each property shall be properly tagged and inspected each year. Even newly purchased devices are required to be tagged and inspected by State certified fire prevention service company, approved by the Chief or authorized representative agent.







Smoke Detectors

- 2009 INTERNATIONAL FIRE CODE® 907.2.11.2
- At least one Smoke detector/alarm is required in each separate bedroom, each corridor leading to multiple bedrooms, in each level of the unit and in any multi-use common rooms of a unit.
- Smoke detector/alarms should typically be mounted on the ceiling no closer than 6" from the wall;
- Smoke detector/alarms mounted on walls should be no closer than 6" to the ceiling and no lower than 12" down.
- Do not install within 3ft of any draft areas or blowing register.
- Smoke detector/alarms should always be maintained in good working order.
- Please call the Arlington Fire Department if you are unsure about placement.



Draft Stops

- A material, device or construction installed to restrict the movement of air within open spaces of concealed areas of building components such as crawl spaces, floor/ceiling assemblies, roof/ceiling assemblies and attics. Draft stopping is installed to restrict air movement.
- Ensure Draft stops are Properly maintained at all times.



Maintain Egress

- UNIFORM HOUSING CODE 801 (IFC Ch. 10)
- Every sleeping room below the fourth (4th) story shall have at least one (1) operable window or exterior door approved for emergency egress or rescue.
- The window shall be operable from the inside to provide a full clear opening without the use of separate tools.
- Do not block windows needed for rescue/exit.
- Maintain a minimum of <u>36 inches at unit entry, exits and balcony walk areas for foot traffic/rescue equipment</u>.

Maintain Egress

- Uniform Housing Code 801 (IFC Ch.10)
- Every sleeping room below the fourth (4th) story shall have at least one (1) operable window or exterior door approved for emergency egress or rescue.
- The window shall be operable from the inside to provided a full clear opening without the use of separate tools.
- Do not block windows needed for rescue/exits.
- Maintain a minimum of 36 inches at unit entry, exits and balcony walk areas for foot traffic/rescue equipment.



Dryer Vents

- Please check regularly to ensure vents are properly covered to <u>prevent wildlife from</u> <u>entering and from making their nest.</u>
- Please ensure exterior dryer vent coverings open correctly when dryer is on.
- Inspect the venting system behind the dryer to ensure it is not damaged or restricted.
- Keep vents clear and clean



The Building

- Faulty Weather Protection
- Premise Identification
- Exterior Lighting
- Hot Water
- Infestation
- Hazardous Wiring
 - Disconnect Boxes
 - A/C Units
 - Breaker Boxes
 - GFCI



Faulty Weather Protection

- UNIFORM HOUSING 1001 ARTICLE X SUBSTANDARD BUILDINGS Section 1001. (h)
- Faulty Weather Protection, which shall include but not be limited to the following:
- 1. Deteriorated, crumbling or loose plaster.
- 2. Deterioration or ineffective waterproofing of exterior walls, roof, foundations or floors, including broken windows or doors.
- 3. Defective or lack of weather protection for exterior wall coverings, including lack of paint or weathering due to lack of paint or other approved protective covering.
- 4. Severely peeling, flaking or chipped paint.
- 5. Missing, broken, rotted, split, dilapidated or buckled exterior wall coverings, roof coverings or garage doors.
- ALL EXTERIOR COVERING MATERIALS SHOULD BE WELL MAINTAINED.





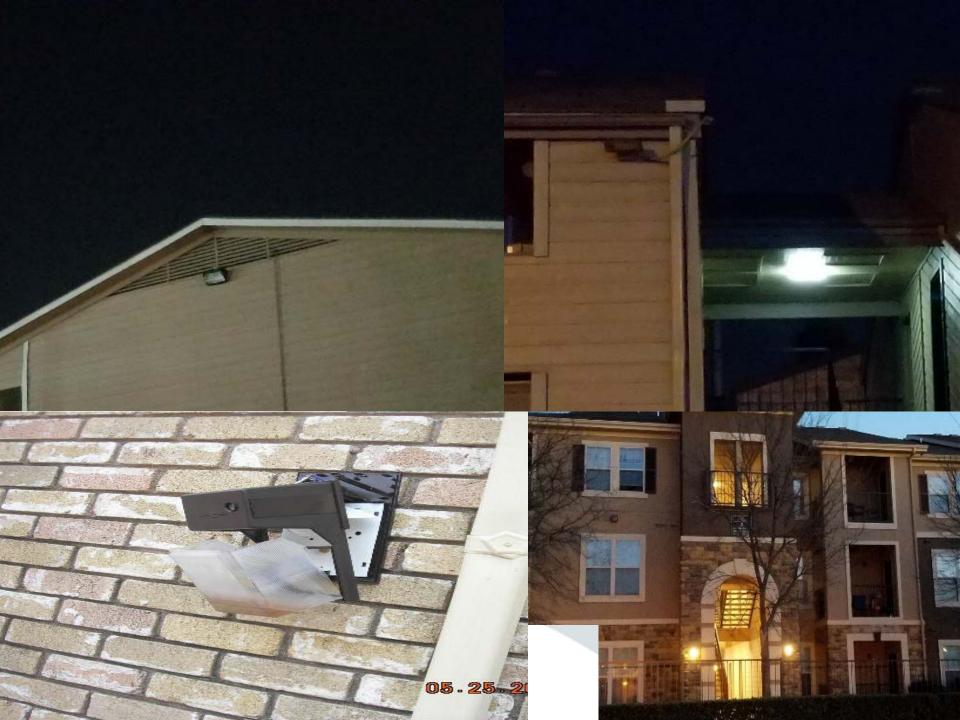
Premises Identification

- UNIFORM HOUSING CODE, ARTICLE XIII, SECTION 1303. Premises Identification
- A. On each building within a multi-family dwelling complex, a landlord shall install and maintain building numbers or addresses authorized by the City of Arlington, and so positioned as to be plainly readable from the public or private roadway fronting such building. Such numbers shall be of a color that contrasts with their background, and shall be a minimum of six inches (6") in height.
- B. Immediately below each building address or number, a landlord shall install and maintain the letters or numbers indicating the range of dwelling units within such building. Such numbers or letters shall be of a color that contrasts with their background, and shall be a minimum of four inches (4") in height.
- C. A landlord shall install and maintain the approved <u>number or address</u> for each dwelling unit at or upon the <u>front door</u> of such unit. Such number or address shall be of a <u>color that contrasts</u> with its background, and shall be a minimum of <u>two inches (2") in height</u>.



Exterior Lighting

- UNIFORM HOUSING CODE, ARTICLE XIII, SECTION 1302.E. E. Exterior Lighting Required.
- 1. Each multi-family dwelling complex shall have exterior lighting in publicly accessible areas of the complex.
- 2. All such lighting shall be controlled by a photo cell or seasonally-adjusted timer switch, not operable by individual residents of the complex.
- 3. Lights shall be mounted at a height not less than nine feet (9') and not greater than thirty feet (30').
- 4. a. Light intensity shall be a minimum of 0.4 foot candle power.
- b. The light intensity value does not represent the initial illumination of a light, but shall represent the maximum level of acceptable darkness in any publicly accessible area of a complex, when measured at a height not greater than three feet (3') from the ground.
- c. Lighting fixtures that have been identified as non-operable shall be repaired to an operable state within seventy-two (72) hours of written notice.
- F. Premises Identification Lighting Required.
- 1. Each building contained within a multi-family dwelling complex shall have exterior lighting that provides clear viewing and identification of the building numbers or addresses as required by Subsections 1303(A) and (B).
- 2. All such lighting shall be controlled by a photo cell or seasonally adjusted timer switch, not operable by individual residents of the complex.



Hot Water

- UNIFORM HOUSING CODE, ARTICLE X, SECTION 1001.(b)
- Inadequate sanitation shall include but not be limited to the following:
- 5. Lack of hot and cold running water to plumbing fixtures in a dwelling unit as described in Section 505.
- HOT WATER is hot water supplied to plumbing fixtures at a temperature of not less than 110 degrees F.





Infestation

- UNIFORM HOUSING CODE, ARTICLE X, SECTION 1001.(b)
- Inadequate Sanitation shall include but not be limited to the following:
- 12. <u>Infestation of insects, vermin or rodents</u> as determined by the Health Officer.
- Requires Treatment from a Professional Licensed
 Pest Control Company.



Hazardous Wiring

- UNIFORM HOUSING CODE, ARTICLE X, SECTION 1001.(e).
- All wiring except that which conformed with all applicable laws in effect at the time of installation and which has been maintained in good condition and is being used in a safe manner.
- Disconnect boxes
- Breaker box/panels
- A/C Units and Air handler
- Incorrect wiring/GFCI



























Grounds

- Parking lot stripping
- Pot Holes
- Overhanging Tree limbs
- Unclean Premises/ Overflowing Dumpsters
- Nuisance Outside Storage
- Clean Out Covers/Leaking Water Spouts
- Dilapidated Fences



Parking Spaces, Fire Lane Striping and Pot Holes

- ORDINANCE: Unified Development Code Chapter, Article 5 Failure to Maintain Parking Facilities
- Section 5.4.9.B.4 Failure to Maintain Parking Facilities Parking facilities and loading berths shall be maintained and kept in a state of good repair at all times by the owner or the person in control of the premises.
- Section 5.4.9.G Parking Lot Striping For all multi-family and non-residential uses, parking spaces shall be striped or otherwise clearly designated on the parking facility surface.
- Section 5.4.9.B.1.a Parking Prohibited in Public Rights-of-Way No off-street parking facility shall be located, in whole or in part, in a public street or sidewalk, parkway, alley, or other public right-of-way.
- Section 5.4.9.B.1.b Parking Prohibited in Drive Lanes No off-street parking or loading space shall be located, either in whole or in part, within any fire lane required by ordinance of the City or within aisles, driveways, or maneuvering areas necessary to provide reasonable access to any parking space.



Overhanging Tree Limbs

- Section 9.04 <u>Tree Overhang of Sidewalks and Streets</u>
- 1. No branch or growth which overhangs a street is less than fourteen feet (14') above the surface of such street;
- 2. No branch or growth which overhangs a sidewalk is less than seven feet (7') above the surface of such sidewalk;
- Trees should not obstruct the view of premise identification.



Overflowing Dumpsters and Unclean Premises

- ORDINANCE: Health Chapter, Article II Section 2.10 E
- Overflowing Dumpster Commercial-type containers with open tops shall not be filled with garbage or trash above the top flange of such container.
- ORDINANCE: Nuisance Chapter, Article II, Section 2.02 (B)
- Unclean Premises Any public or private property, any yards, lots, alleys, stables, animal pens or enclosures for animals which become offensive to persons of ordinary sensibilities due to objectionable odors or accumulation of waste and fecal matter, cellars, vaults, drains, pools, wells, cisterns, privies, sewers, grounds, premises, or buildings of any character, containing accumulations of litter, limbs, unsanitary matter of any kind, refuse, garbage, rubbish, junk, dead carcasses, decaying flesh, fish, fowls, vegetables, stagnant water or other stagnant or unsanitary liquids or unsanitary water on the ground or in a vessel, flammable liquids, slops, trash, or other deposits or substances of any and every character, which are likely to or do become unwholesome, filthy, unsightly, offensive, or unsanitary or likely to create or engender disease. Unclean Premises shall also be areas or conditions that harbor rodents or parasitic insects, or promotes mosquito breeding; or with dilapidated fences, or poison oak or poison ivy or other poisonous plant within 50 feet of a structure or fence line.













Nuisance Outside Storage

- NUISANCE CHAPTER, ARTICLE II, SECTION 2.02.M.
- Storage or accumulation outside of an enclosed structure including the storage or accumulation under a carport or covered patio or other projecting overhang on any lot, tract or parcel of land or portion thereof of any objectionable, impure, unwholesome, filthy, or unsanitary matter including the storage or accumulation of the following items that present health or safety hazards:
- 1. Broken, inoperable, deteriorated, dismantled or discarded indoor (non-weather resistant) furniture, appliances, machines, tools, boxes, and cartons, and lawn maintenance equipment;
- 2. Used, deteriorated or discarded building materials or supplies;
- 3. Wet, broken or leaking barrels, casks, or boxes;
- 4. Used, discarded, or broken <u>automotive parts</u> or equipment including engines, transmissions, electrical parts, suspension parts, vehicle body parts, batteries, tires, wheels, hubcaps and other motor vehicle parts;
- 5. Firewood that is not stacked a minimum of twelve (12) inches off the ground;
- 6. Trash, garbage or other refuse; or
- 7. Any other material which tends to decay or become putrid or provides harborage for rodents and other vermin.













Clean Out Covers Water Faucets

- Uniform Housing Chapter, Article X, Section 1001 (f)
- Hazardous Plumbing All plumbing except that which conformed with all applicable laws in effect at the time of installation and which has been maintained in good condition and which is free of cross connections and siphonage between fixtures.
- Clean outs should always be properly covered
- Water Faucets should not be leaking





Dilapidated Fences

- Single-Family Residential Zoned Properties:
 Fences are not required by City Ordinance. They have the option to <u>Repair, Replace or Remove.</u>
- Multi-Family Zoned Properties: Are required by City Ordinance to have a fence when adjacent to Single-Family Residential Zoned Properties.















Multi-Family License

- UNIFORM HOUSING CODE, ARTICLE XIV, SECTION 1401.C— D. ANNUAL LICENSE, FAIL TO MAINTAIN
- C. Annual multi-family license required. No person shall own, manage, keep, maintain, rent, or otherwise make available for occupancy or use a multi-family structure without first obtaining a license from the Administrator. The owner or manager must annually license any multi-family location with the Administrator. Any person with more than one multi-family location shall obtain a license for each separate location. The fact that a person possesses other types of state or city permits, licenses or registrations does not exempt that person from the requirement of obtaining a multi-family license.
- D. A person commits an offense if the person operates or causes to operate a multi-family structure, building, complex or residence units without a valid license issued by the Administrator.

Multi-Family Fees

- Annual Property Inspection Fees Pursuant to the Uniform Housing Chapter
- Standard annual property fees which include the initial inspection and the first re-inspection are as follows:
 - Multi-Family Apartment: \$13.80 per unit
 - Extended Stay: \$86.04 per unit
 - Or Fees Pursuant to Uniform Housing Chapter
- Multi-Family and Extended Stay property fees cover city expenses for each annual property inspection. Fees are divided into two payments per year, with billing cycles occurring in March and September.

Fees after Initial and Reinspection

- After the initial and first re-inspection,
 Violations that remain will require additional
 re-inspection(s) until the violation(s) has
 been corrected. Each re-inspection will result
 in an additional \$150 fee.
- Failure to pay billed amounts upon receipt may result in citation issuance and referral of account to the City Attorney for collections.

Pools and Spas

City of Arlington Code of Ordinances Chapter 7 Health and Sanitation www.arlingtontx.gov/codecompliance/publicpools_spas_piwf

Texas Administrative Code (TAC) Chapter 265 Standards for Swimming Pools and Spas

Texas Health and Safety Code Title 9 Chapter 757
Enclosures for Apartments, Condos, and Home Owners Associations



Water Quality

- Chlorine
- Cyanuric Acid
- PH
- Free of Debris
- Records Keeping
- DPD Kit

Safety Equipment

- Ring Buoy
- Rope and Float Transition Line
- Reaching Pole
- Backboards
- Telephone



Equipment Maintenance & Operation

- Filters Gages
- Pool Equipment
- Pool Interior
- Decking
- Circulation
- Skimmer Baskets
- Main Drain

- Turn Over Rate
- Back Flow
- AutomaticChlorinator
- Chemicals
- Back Wash
- Flow Meter
- Labeling



Gates & Fences

- Self Closing Latching
- Fence Height
- Pool Barrier
- Doors Into Pool Area
- Gate Latches

Electrical

- Wet Niche Fixture
- Panel Box
- Boilers

Depth Marking

- Deck and Walls Minimum 4 Inch and contrasting Color
- Feet and Inches
- 25 Feet
- Break point

Depth Marking No Diving

- No Diving Minimum 4 Inch and Contrasting Color
- International Symbol Minimum 4 Inch and Contrasting Color
- 25 Feet Apart

Reporting Signage

Every entry Into Pool Enclosure

All Violations
May Be Reported To
The City of Arlington
817-459-6777

Minimum 1 Inch Letters

Required Signage

- "Warning No Life Guard On Duty" 4 Inch Letters
- "Children Should Not Use Pool Spa Without an Adult Present" 2 Inch Letters
- "Emergency Phone Number 911" 1 Inch letters
- Location Of Nearest Phone
- Do Not Use Spa If Temperature Is Over 104°

No Diving Signage

- "No Diving" 4 Inch Letters
- International Symbol Minimum 4 Inch

New Construction

- Load Limits For Pool and Spa
- Drinking Water Provided
- Shower Available

General Information

- Permit Posted
- Pool Inspection Fee Paid
- TPO/CPO Certification
- Monthly Tests

CPO/TPO

CERTIFIED POOL OPERATORS – REQUIRED FOR PIWF's.

REQUIRMENTS DEFINED IN TAC 265.303(a)

TRAINED POOL OPERATOR

MUST ATTEND AN APPROVED CLASS

Pool/Spa Daily/Monthly Log for:	Property Address:
Month/Year:	Operator Name:

DAILY					MONTHLY								
Day	PH Level (7.0 – 7.8)	Chlorine Pool (1 – 8 ppm) Spa (2 – 8 ppm)	Bromine Pool (2.5- 12.0 ppm) Sps (4.5- 12.0ppm)	Cyanuric Acid (<100 ppm)	Chemicals Added	Main Drain Visible	Safety Equipment	Fence / Gate	Light / GFCI	SVRD / AVS	Main Drain Inspection	911 Phone	Actions Taken / Notes
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3													
4													
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Questions

