



## Pre-Inspection Checklist

Homes are required to be fully prepared for their annual health, safety, and management reviews. Please review the coalition membership requirements prior to the inspection. If the inspector must re-inspect your home, you are required to pay the inspector directly, on the day of inspection, a \$50.00 re-inspection fee. This fee must be paid each time a re-inspection is required.

- 1) Property address must be clearly visible from the street.
- 2) Entire home must be clean, neat, well maintained, and free of pest infestation. No piles of newspaper, clothes, or other stored materials in any location that could create a fire, health, or safety hazard.
- 3) Kitchens must have sufficient refrigerators, stove, and food storage space. The standard is at least one refrigerator for every 4 guests. Refrigerator thermometer must be present in fridge and freezer areas and should read 36–44°F and freezer -9–0°F.
- 4) Bathrooms must be clean and maintained. The standard is at least one bathroom for every 6 guests.
- 5) Smoke detectors must always function. Ensure smoke detectors are installed in every sleeping room and hallway. Carbon monoxide detectors should be mounted in hallways near sleeping rooms.
- 6) Water heaters must be strapped in accordance with recommended earthquake safety standards.
- 7) A wrench should be available near the gas shut-off valve at the meter or in a location marked and known to all occupants.
- 8) Mounted 5lb. fire extinguishers must be 6–8 feet from the stove and 4–6 feet from the floor. Fire extinguishers must be current and at least one must be on the second-floor hallway.
- 9) Egress is required in sleeping rooms near windows for emergency fire escape and comply with local/state building code. There must be fire escape ladders/devices for all second story sleeping rooms.
- 10) Post the home address, emergency numbers, and utility company emergency contact info near each desk or wall phone available to guests. Also post the coalition grievance policy.
- 11) Safety disposal containers must be provided in designated smoking areas. For health and safety reasons, smoking or open flames (e.g., candles, sterno cans, portable gas units) are not allowed in sleeping areas.
- 12) No more than two electrical appliances or pieces of equipment should be connected to a single outlet. Use power strips with circuit breakers for multiple connections. GFI outlets must be installed in bathrooms and kitchens.
- 13) The Head of House must conduct a monthly health, safety, and fire prevention inspection and maintain a log to be made available to the inspector
- 14) Maintain a copy of guest agreements and house rules, along with a copy of the insurance liability declaration page.