



RENTAL HOUSING SAFETY PROGRAM (RHSP) SELF-CERTIFICATION CHECKLIST

(Formerly Schedule A)

Website: www.berkeleyca.gov (Search: RHSP)

Property Address: (Please print legibly and use one form per address/unit.)	
Street Address:	Unit #:

	Pass	N/A
DOOR LOCKS		
All exterior doors open and close properly, latch and lock and unlock easily.		
All individual apartment entry doors have working deadbolts and entry knobs with dead locking latches.		
SMOKE DETECTORS		
Smoke alarms are installed in each sleeping room, outside of each separate sleeping area in the immediate vicinity of the bedroom(s), and on each occupiable story including basements and habitable attics.		
All smoke detectors work properly, are less than 10 years old, and the alarm sounds when tested.		
Hardwired smoke detectors have a functioning battery back-up.		
CARBON MONOXIDE ALARMS & DETECTORS		
<i>If the building contains a fossil fuel burning heater, appliance, fireplace or attached garage, carbon monoxide (CO) devices are required to be installed in accordance with local building standards and the manufacturer's installation instructions. See the floor plan in the notes for guidance on location.</i>		
Operational CO alarms are installed outside of all sleeping areas in the immediate vicinity of each bedroom, in a bedroom where a gas burning appliance is located and on each occupiable level inside the unit including basements and habitable attics. Alarms are current and have not expired per manufacturers date stamp on the unit.		
HEATING AND WATER HEATERS		
All heating equipment is operational, in safe working condition and properly maintained.		
The gas heater is operating normally and is provided with minimum combustion air.		
For buildings with a thermostat not under the control of the tenants, the temperature setting on the thermostat is set at 68°F minimum.		
All gas lines are free of leaks and any gaseous odors. (<i>Immediately report gas leaks or gaseous odors to PG&E and owner/manager</i>).		
All gas lines in the unit have accessible shut-off valves.		
Water heaters are installed correctly and meet the following requirements: (If the water heaters were installed prior to any of these code requirements, you may check N/A for those line items.)		
a) Earthquake straps are secured on the bottom 1/3 and the upper 1/3 portions;		
b) Water heater has a temperature and pressure relief valve. Rigid piping for the TPR valve is installed maintaining a downward slope terminating between 6 and 24 inches above grade;		
c) A drain pan is installed where damage from a leaking water heater may occur;		
d) The draft hood to the vent is secured with a minimum of 3 screws and the vent connector slopes upward maintaining a minimum slope of 1/4 inch per foot;		
e) A bond wire is connected between the metal hot and cold water supply lines and gas piping.		
VENTILATION / WINDOWS		
Windows open, close and lock easily and can remain open.		
The windows required for egress in sleeping rooms open completely.		
If there are security bars on the required emergency egress window, ensure there is an operable quick release mechanism on the inside.		
All window glass is in good condition, free of damage and properly sealed at the edges.		
If bathrooms have fixed windows or no windows, verify the mechanical ventilation system is in working order.		
APPLIANCES		
All built-in appliances are in good working condition.		
Gas stoves are free of odors indicating a gas leak and all indicator lights are working on electric stoves.		

RHSP Self-Certification Check List (Schedule A)

	Pass	N/A
ELECTRICAL WIRING		
Accessible electrical outlets, junction boxes and light switches are functional, secure and all have faceplates in good condition.		
There are no unprotected exposed electrical wires or electrical cables.		
All receptacles that have been replaced in the kitchen, bathroom, laundry, garage or in exterior weather-exposed locations, are Ground Fault Circuit Interrupter (GFCI) protected outlets.		
PLUMBING		
All faucets are in working condition and all handles, valves, diverters are free of leaks and visible damage.		
Hot and cold water have sufficient flow.		
All plumbing and sewer piping drain properly and are free of leaks.		
Toilets are secure in place, in good working condition and free of leaks.		
FIRE EXTINGUISHER (Building with 3 or more units only)		
Fire extinguishers are provided within a maximum travel distance of 75 feet.		
Each extinguisher has been tagged and serviced by a state licensed contractor within the last year.		
Each fire extinguisher is fully charged, operable and readily available for use.		
WEATHER PROTECTION		
Exterior walls, roofs and ceilings are free from leaks.		
HANDRAIL & GUARDRAIL CONDITION		
Handrails and guardrails are tightly fastened, sound and in good condition.		
INTERIOR STAIRWAY CONDITION		
Stairways, including treads, risers and landings, are in good condition, adequately fastened, with no damaged, missing or loose structural members.		
EXTERIOR ELEVATED DECKS, BALCONIES, STAIRWAYS OR WALKWAYS		
All elevated wood-framed and steel-framed decks, balconies, landings, stairway systems, walkways, terraces, guardrails, handrails, or any parts thereof in weather-exposed areas at the subject building did not exhibit signs of deterioration, decay, corrosion or similar damage that could pose a safety concern and there was no evidence of active water intrusion in concealed spaces of the inspected elements.		
WALKWAYS AND PATHWAYS		
All exit pathways and stairways are clear of open storage, trash and debris.		
All electrical fixtures providing lighting and directional signage for the common areas are in working condition.		
FLOORS & TRIP HAZARDS		
All floors and floor coverings are free of significant trip hazards due to damage or structural defect.		
The bathroom floor is finished with a non-absorbent material and is sealed to prevent moisture intrusion.		
ELECTRICAL PANELS WITH SCREW IN FUSES		
Are the fuses in the panel box that serve each unit rated at 15 amps or less?		
For fuse panels with 20 amps or larger fuses, the wiring is sized properly and is capable of handling the load or has been inspected by a licensed electrical contractor.		

ACKNOWLEDGEMENTS

- I certify I have inspected the aforementioned unit and the information above is true and correct. I acknowledge I am required to provide a copy of this Self-Certification Checklist to the tenant(s).
- I certify I was unable to inspect the aforementioned unit because the tenant(s) refused to allow entry. I agree to send a copy of this checklist to RHSP@berkeleyca.gov or RHSP | 1947 Center Street, 3rd Floor | Berkeley, CA 94704.

Name of Certifier (Please print): _____ Relationship to Property: _____

Owner or Manager Name _____

Mailing Address and Phone #: _____

Signature and Date: _____

INSTRUCTIONS:

All owners of residential rental housing are required to certify annually, by July 1st of each year, that their units meet minimum housing safety standards by using the City's Rental Housing Safety Program (RHSP) Safety Certification Checklist (Schedule A form). Please complete both pages. Owners should recognize that the Self-Certification Checklist is not all inclusive and that in addition to the items listed, owners are responsible for ensuring their rental units and buildings are in compliance with the applicable provisions of the Berkeley Municipal Code, specifically Title 19: Buildings and Construction.

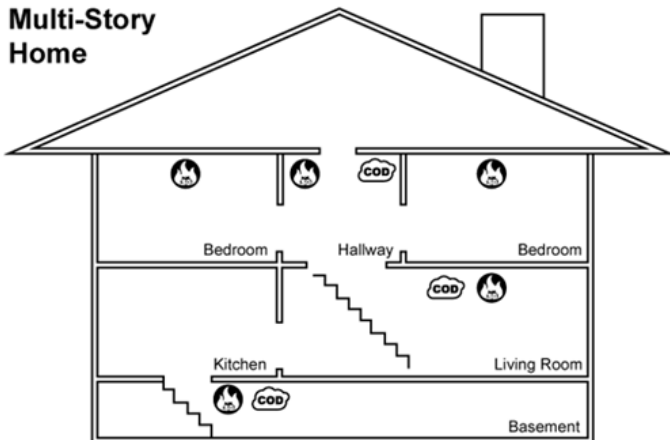
- Provide a copy of this completed checklist to your tenant and keep the checklist in your files.
- If subject to a housing inspection, you are required to provide a copy of the completed Schedule A form at the scheduled inspection. Failure to provide a copy of the form will result in a fine of \$200.
- Send copy of the form to the City only if the tenant has refused entry or upon request.
- Owners or tenants may request that the City to conduct an inspection in lieu of self-certification. However, if the City is unable to conduct this inspection, the owner is still required to self-certify.
- For additional information regarding the City's Rental Housing Safety Program:
 - Visit the website at www.berkeleyca.gov (search: RHSP)
 - Call (510) 981-5444; TDD (510) 981-7474
 - E-mail RHSP@berkeleyca.gov
 - Come into the Housing Code Enforcement office at 1947 Center Street, 3rd Floor in Berkeley.

RHSP NOTES:



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

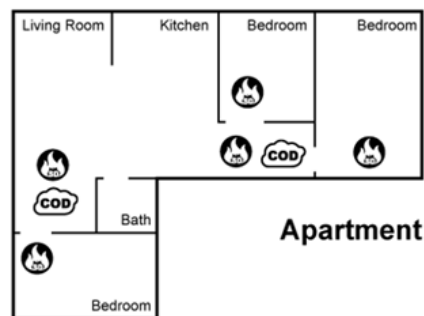
SMOKE AND CARBON MONOXIDE DETECTORS AND ALARMS: Smoke detectors that are replaced must have 10-year batteries and smoke alarms older than 10 years should be replaced with a 10-year battery life smoke detector. It is recommended to replace a carbon monoxide alarm upon expiration or after 10 years of service with a 10-year battery life carbon monoxide alarm.

Multi-Story Home



LEGEND

-  Carbon Monoxide Detector
-  Smoke Detector



Attics and Basements: If the attic is habitable, it should also have alarms in it.

Is my underfloor area a basement requiring an alarm?

The code requires a smoke and CO alarm in all basements. If there is an underfloor area in your building that has a finished floor surface, it qualifies as a basement. Areas that are strictly crawl spaces do not require an alarm. However, if the underfloor area is accessed through a door or stairway and could be used for storage, alarms should be installed.

HEATING: It is recommended that all heating equipment be inspected by a licensed HVAC contractor at least every 5 years.

PLUMBING:

- Stains on walls, ceilings, and floors often indicate water damage and/or an ongoing leak(s) that needs to be repaired.
- If the flow from the tap is less than the circumference of a #2 pencil (1/4 inch), it is not sufficient and may indicate a partially clogged pipe.

FIRE EXTINGUISHER: The date on the tag is the last inspection date and the unit is good for one year from this date.

ELECTRICAL PANELS WITH FUSES: If screw-based fuses greater than 15 amps are installed, an electrical danger may be present unless the wiring has been updated OR been evaluated by a licensed electrician and is capable of handling the current load. It is a potential fire hazard if the fuse size exceeds the limit of the associated wire size. The City strongly recommends you contact a licensed electrician if you are unsure about the proper fuses for the building or units.

BUILDINGS CONSTRUCTED IN 1960 OR EARLIER: If screw-based fuses greater than 15 amps are installed and the unit was built in 1960 or before, an electrical danger may be present unless the wiring has been updated OR been evaluated by a licensed electrician and is capable of handling the current load. The City strongly recommends you contact a licensed electrician if you are unsure about the proper fuses for the building or units.