



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 Department Website: www.sfdbi.org

RESIDENTIAL HABITABILITY INFORMATION SAN FRANCISCO HOUSING CODE REQUIREMENTS (PROPERTY OWNER MAINTENANCE CHECKLIST) REVISED FEBRUARY 26, 2014

FOR ONE & TWO FAMILY DWELLINGS, APARTMENT HOUSES (3 OR MORE DWELLING UNITS) & RESIDENTIAL/TOURIST HOTELS

1. SEC. 605. PROHIBITION ON WOODEN FIXED UTILITY LADDERS

Wooden Fixed Utility Ladders shall be prohibited on buildings which contain R-1, R-2, and R-3 Occupancies (hotels and apartment house [and dwellings]), as defined by Chapter 4 of this Code. "Fixed Utility Ladder" shall mean any ladder permanently attached to the exterior of a structure or building, but shall not include ladders required by the California Division of Occupational Safety and Health for workplace safety that have been installed with a proper permit, or ladders expressly authorized by the Department of Building Inspection for Building Code or Fire Code compliance purposes. Wooden Fixed Utility Ladders shall be removed or replaced with metal ladders that comply with applicable Building, Fire, and Housing Code requirements.

2. 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.

3. 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.

4. 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 on 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.

5. 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).

6. MAINTAIN ALL WOOD DECKS, EXIT CORRIDORS, STAIRS, GUARD RAILS, AND HAND RAILS: You should have all of these existing items 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.

7. 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.

8. ***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.
9. ***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.
10. ***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.
11. ***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.
12. ***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.
13. ***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.
14. ***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.
15. ***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.

16. **MAINTAIN ADEQUATE LIGHTING IN ALL PUBLIC AREAS:** Provide adequate lighting to all stairs, public hallways, exit corridors and fire escapes.
17. **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.
18. **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.
19. **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.
20. **MAINTAIN ALL LIGHT WELLS:** Keep all light wells clean and free from the accumulation of debris. Keep all light well drains clean and operational.
21. **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.
22. **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.
23. **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.
24. **MAINTAIN ALL HANDRAILS & GUARDRAILS:** All interior and exterior handrails and guardrails shall be properly secured and maintained in a functional manner.
25. **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.
26. **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.
27. **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.

28. **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.
29. **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.
30. **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.
31. **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.
32. **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.
33. **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.
34. **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.
35. **CARBON MONOXIDE ALARMS:** State Fire Marshal approved alarms and detection systems are required in the common areas, and sleeping rooms of existing residential buildings that contain fuel-burning appliances, such as heaters or gas appliances, fireplaces, etc., as delineated in the San Francisco Building Code.
36. **LOSS OF DWELLING UNITS:** The Planning Department, and Department of Building Inspection will review the proposed loss of any dwelling units in a building greater than two units (legal or illegal) pursuant to Executive Directive 13-01, issued by Mayor Lee on December 18, 2013.

NOTE: This informational checklist is provided for the general use of residential occupants, property owners, operators, managers, and the public. This criterion does not address all potential Code violations that may be detected during an on-site inspection and is subject to change without notice. Please contact the Housing Inspection Services Division at (415) 558-6220 during business hours if you require further information.



**Notice Requiring Compliance Of San Francisco Housing Code Section 604
For Apartment Buildings/Residential Condos (3 or more units) and Hotels
(Affidavit is on Reverse Side)**

On September 17, 2003, the Board of Supervisors passed Ordinance # 192-02 which added Section 604 to the San Francisco Housing Code. The pertinent part of the Code Section is provided below for your reference. The following information has been enclosed in this information package to assist your submittal of the required affidavit **due now and every 5 years hereafter**. This requirement is separate and will cycle independently from the periodic health & safety (routine) inspections required by Chapter 3 of the Housing Code. This information is being distributed with the routine inspection request letters to give property owners the opportunity to ask the field inspectors questions about the affidavit process.

SEC. 604. STRUCTURAL MAINTENANCE.

- (a) Affidavit Required. All wood and metal decks, balconies, landings, exit corridors, stairway systems, guard rails, hand rails, fire escapes, or any parts thereof in weather-exposed areas of apartment buildings and hotels shall be inspected by a licensed general contractor, or a structural pest control licensee, or a licensed professional architect or engineer, verifying that the exit system, corridor, balcony, deck or any part thereof is in general safe condition, in adequate working order, and free from hazardous dry rot, fungus, deterioration, decay, or improper alteration. Property owners shall provide proof of compliance with this section by submitting an affidavit form (provided by the Department) signed by the responsible inspector to the Housing Inspection Services Division every five years. For purposes of this section, weather-exposed areas means those areas which are not interior building areas.

San Francisco Housing Code Requirements: Section 604 requires apartment house (including residential condominium buildings of 3 dwellings or more) and hotel (6 guest rooms or more) owners to have all building appendages to be inspected by a licensed general contractor, or structural pest control licensee, or licensed professional architect or engineer, verifying that the exit system, corridor, balcony, deck, or any part thereof (that exists within the subject building as identified above) is in general safe condition, in adequate working order, and free from hazardous dry rot, fungus, deterioration, decay, or improper alteration. Appendages are described as all wood and metal decks, balconies, landings, exit corridors, stairway systems, guardrails, handrails, fire escapes, or any parts thereof in weather-exposed areas (excluding interior building areas).

Note for Residential Condominiums: The San Francisco Housing Code defines residential condominiums (of three dwellings or more) to be apartment houses and therefore subject to this requirement. Residential condominium owners should have their home owner's association complete the enclosed affidavit if the building appendages described above are in the common or public areas of the building. If they are not part of the common area, but related to a specific dwelling/condo, then that residential condominium owner must complete the affidavit and return it to the Department of Building Inspection per the instructions indicated below.

Proof of Compliance & Mailing Instructions: Property owners shall provide proof of compliance with this Section by submitting the enclosed affidavit, with verification (if applicable) completed and signed by the licensed professional who inspected the subject building. Completed affidavits must be submitted to the Housing Inspection Services Division as indicated below, every 5 years. Please send completed and signed affidavits to the:

San Francisco Department of Building Inspection
Housing Inspection Services Division
Attn: Section 604 H.C. Affidavit Filing
1660 Mission Street, 6th Floor
San Francisco, CA 94103-2414

Code Enforcement for Failure to File: Code enforcement proceedings as required by the San Francisco Housing Code will be initiated against those property owners who do not file completed and signed affidavits to the Department of Building Inspection. If you have any questions on this matter please call the Housing Inspection Services Division at (415) 558-6220.

Housing Inspection Division
1660 Mission Street– San Francisco CA 94103
Office (415) 558-6220 – FAX (415) 558-6249 – www.sfgov.org/dbi



HOUSING INSPECTION SERVICES REQUEST FOR INSPECTION APPOINTMENT

Date: 03/20/2015

Property Address:

Block: Lot:

Inspector:

Type of ROUTINE INSPECTION

Inspection:

Dear Property Owner:

As in previous years, your cooperation is now being requested to facilitate a required periodic health and safety inspection of the building referenced above. Our records show that this property is due for this inspection, and your assistance is necessary to provide the Housing Inspector entry. Chapters 1, 2, and 3 of the San Francisco Housing Code require that the Department of Building Inspection perform periodic health and safety inspections of the common and public areas of apartment houses (3 or more dwellings) and hotels (6 or more guest rooms). Common and public areas include, but are not limited to, common hallways, required means of egress, fire escapes, roofs accessible by stairways, garages, basements, storage rooms/areas, boiler/utility rooms, common bath rooms, community kitchens, laundry rooms, garbage rooms/areas, court yards, light wells, and rear yards. Please note that the interior of apartment units or guest rooms are not part of this review unless requested by an occupant at the time of inspection.

An inspection of your property as referenced above has been scheduled for _____. Please attend, or have your representative attend, to provide the Department inspector access as described above. Please confirm this by appointment by contacting the Housing Inspector whose name and phone number appears in the lower right hand corner. The Inspector may be contacted by phone, email, or in person at 1660 Mission Street, 6th Floor between 8:00 to 9:00 a.m. and 4:00 to 5:00 p.m., Monday through Friday. You may also leave a voice mail message. If the subject property is a residential condominium building, please provide the contact information of the pertinent home owner's association officer. Also, providing property manager contact information is very helpful in saving you valuable time. Please note that the Inspectors cannot return calls to blocked phone numbers unless you have enabled this feature.

If you or your representative fail to attend this inspection, or you do not make arrangements for another inspection time, the Department will attempt to gain entry to your building as required by Chapter 3 of the Housing Code through an inspection warrant. All costs associated with an inspection warrant will be the responsibility of the property owner.

Your timely cooperation is important to facilitate this inspection which will survey maintenance, egress, fire protection, security, proper rodent abatement, and other health and safety features required by the Housing Code that promote public welfare. Please review the attached information, and/or contact your Housing Inspector for more information. Thank you for your assistance.

Very truly yours,

A handwritten signature in black ink that reads "Rosemary Bosque".

Rosemary Bosque
Chief Housing Inspector

By
Email:
Phone:

Enclosures: *Informational Maintenance Checklist*
SFHC Section 604 Notice & Affidavit
Affidavit-Self-Certification of Carbon Monoxide and Smoke Alarms



COMPLIANCE AFFIDAVIT
SECTION 604 OF THE SAN FRANCISCO HOUSING CODE
(Requirements are described in the Notice on the reverse side)

Building Location:

Building Address: _____

Assessors Block/Lot: _____

Building Type :(select one)

- Apartment House
 Hotel
 Residential Condo Building (Apartment House with 3 or more dwellings - building appendage in common areas)
 Individual Residential Condo (Individual Dwelling Unit with building appendages in private area)

Property Owner Information :(select one & complete)

Name of Property Owner: _____

Name of Residential Condominium Association Representative: _____

Mailing Address for building contact (owner or condo association): _____

Phone # of Contact Person: _____

Licensed Professional Information :(select type of professional & complete)

Name of Licensed Professional that reviewed building: _____

Mailing Address of Licensed Professional: _____

Phone # of Licensed Professional: _____

License #: _____

Type of professional: General Contractor

Architect

Civil Engineer

Structural Engineer

Structural Pest Control Inspector

Affidavit Verification: (select one, if first square selected verification is not necessary).

Exterior building appendages (see reverse for description) do not exist at the subject building.

Exterior building appendages do exist at the subject building.(Complete verification below)

I, _____, hereby verify to the best of my knowledge that at the time of my inspection on _____, all wood and metal decks, balconies, landings, exit corridors, stairway systems, guardrails, handrails, fire escapes, or any parts thereof in weather-exposed areas, (that exist at the subject building identified above) are in general safe condition, adequate working order, and free from deterioration, decay, or improper alteration that could cause a safety hazard.

Signature of Licensed Professional indicated above

Date Signed

Please make a copy of this Affidavit for your records prior to submittal to the Department of Building Inspection. If you have any questions, please contact the Housing Inspection Services Division at (415) 558-6220. **Please submit completed & signed affidavit to the Department of Building Inspection addressed as follows:**

San Francisco Department of Building Inspection
Housing Inspection Services
Attn: Section 604 H.C. Affidavit Filing
1660 Mission Street, 6th Floor
San Francisco, CA 94103-2414

Housing Inspection Division
1660 Mission Street– San Francisco CA 94103
Office (415) 558-6220 – FAX (415) 558-6249 – www.sfgov.org/dbi



DEPARTMENT OF BUILDING INSPECTION

City & County of San Francisco
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**AFFIDAVIT - SELF CERTIFICATION FOR
SMOKE DETECTORS & CARBON MONOXIDE ALARMS**

FOR COMPLIANCE WITH SECTIONS 420.4, 907.2.11 & 3401.6.1 OF THE SAN FRANCISCO BUILDING CODE
PLEASE COMPLETE ONE AFFIDAVIT FOR EACH BUILDING.

PROPERTY ADDRESS: _____

BLOCK: _____ LOT: _____

- One Family Dwelling Two-Family Dwelling (Group R-3)
- Apartment Building (3 or more dwellings) Hotel (6 or more Guest Rooms) (Group R-1 & R-2)

NO. OF CARBON MONOXIDE ALARMS INSTALLED: () LOCATION(S) _____

NO. OF SMOKE ALARMS INSTALLED: () LOCATION(S) _____

NO. OF MULTI-PURPOSE ALARMS INSTALLED: () LOCATION(S) _____

I, as owner of, or authorized agent for the property listed above, do hereby certify that the smoke detectors and/or carbon monoxide alarms are installed and operative in all apartment units and/or guest rooms and other areas as required by the code sections cited above.

I declare under penalty of perjury that the foregoing statements are true and correct.

NAME (please print): _____ [] Owner - [] Agent

SIGNATURE: _____ DATE: _____

NOTES: You must return this affidavit within ten (10) days of completion of all work to:

Affidavit Certification
Housing Inspection Services
Department of Building Inspection
1660 Mission Street - 6th Floor
San Francisco, California 94103-2414

S.F. BUILDING CODE SECTIONS:	CODE REQUIREMENTS
420.4	Carbon monoxide alarms: [HCD 1, HCD 2 & HCD 1-AC]
907.2.11	Groups: R-2, R-2.1, R-3, R-3.1 and R-4
3401.6.1	Addition, alteration to Group R Occupancy exceeding \$1,000