



Code Enforcement for Healthier Homes

Leader Guide

Code Enforcement for Healthier Homes

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Acknowledgements

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Getting Started

About This Guide

What's the purpose of this guide?

This facilitator guide provides a master reference document to help you prepare for and deliver the *Code Enforcement for Healthier Homes* program.

What will I find in the guide?

This facilitator guide is a comprehensive package that contains

- the workshop delivery sequence
- checklists of necessary materials and equipment
- presentation scripts and key points to cover, and
- instructions for managing exercises, case studies, and other instructional activities.

How is this guide organized?

This section, “Getting Started,” contains all of the preparation information for the *Code Enforcement for Healthier Homes* program, such as learning objectives, pre-work, required materials, and room set-up.

Following this section is the “Training At A Glance” table. This table can serve as your overview reference, showing the module names, timings, and process descriptions for the entire program.

Finally, the program itself is divided into *modules*, each of which is comprised of one or more *lessons*. A module is a self-contained portion of the program, usually lasting anywhere from 20 to 90 minutes, while a lesson is a shorter (typically 5-20 minute) topic area. Each module begins with a one-page summary showing the Purpose, Time, Process, and Materials for the module. Use these summary pages to get an overview of the module that follows.

About This Guide, continued



How is the text laid out in this guide?

Every action in the program is described in this guide by a text block like this one, with a margin icon, a title line, and the actual text. The icons are designed to help catch your eye and draw quick attention to “what to do and how to do it.” For example, the icon to the left indicates that you, the instructor, say something next. The title line gives a brief description of what to do, and is followed by the actual script, instruction set, key points, etc. that are needed to complete the action.

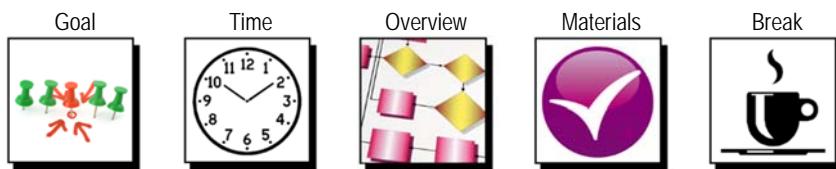
A complete list of the margin icons used in this guide is provided on the following page.

IMPORTANT NOTE

You may also occasionally find important notes such as this one in the text of this guide. These shaded boxes provide particularly important information in an attention-getting format.

Graphic Cues

Module Blocks



Lesson Blocks



The Program in Perspective



Why a *Code Enforcement for Healthier Homes* program?

The goal of this course is to provide code inspectors with the knowledge and skills to incorporate a focus on healthy homes into their work.



Learning Outcomes

After completing this program, participants will be able to:

- Evaluate his or her jurisdiction's code inspection program and his or her code inspection practice.
- Identify changes that can be made to the jurisdiction's program and to his or her practice to support healthier homes.



Learning Objectives

After completing this program, participants will be able to:

- Describe the importance of a holistic code inspection to identify hazards
- Identify three types of codes that can be used to address health concerns
- Identify the extent of exterior physical problems for housing in the United States
- Identify the IPMC requirements related to moisture
- Identify the IPMC requirements related to cleanliness
- Identify the IPMC requirements related to pests
- Identify the IPMC requirements related to ventilation
- Identify what code inspectors can do related to these issues
- Describe the legal aid referral process and how to refer clients to other agencies for assistance and resources
- Recognize that an occupant may not have complete control over their housing situation and hazards in the house may be due to factors other than the occupant's behavior.
- Recognize that a landlord's circumstances may have an impact on his/her ability to abate a hazardous condition.

The Program in Perspective

Program Timing

This is a one-day course with a suggested start time of 8:30 and suggested end time of 4:00.

Number of Participants

The minimum number of students for this course is 8. Trainers should use their judgment on the maximum number of students.

Program Preparation

Required Materials

- Student manuals
 - Powerpoints
 - Exercises
 - Exercise #1 form – Making the Connections
 - Exercise #2 form – Identify the Code Violations
 - Exercise #3 form – Report back from pairs on changes – identification of common themes
 - Change form (for students to list changes he/she can make to their code practice)
 - References
 - Same as Essentials course
 - Flip charts (for Exercise #1 – Making the Connection, and for other exercises)
 - American Housing Survey local data
 - Key provisions of local health and housing codes
 - Assessment checklist that local code inspectors use (if applicable)
-

Room Set-Up

Trainers can use their discretion for room and equipment set-up.

Program Preparation

Instructor Preparation

- Prepare a summary of the local code inspection process.
 - Identify a local code official to provide expert advice during the course on local codes and practices.
 - Bring a condensed or summary version of local health and housing codes.
 - Determine if the locality the inspectors are representing have a formal assessment form they use. If so, bring a copy to the course. If not, bring a sample from another locality.
 - Identify a legal services representative to provide expert advice during the course on legal aid services and landlord/tenant laws (if applicable).
 - Provide several copies of the state's landlord/tenant laws.
 - Collect information on the top 5 code violations in the jurisdiction.
 - Collect pictures of local homes with code violations. You can ask a local organization if they can provide pictures from actual homes in their areas that have been cited for code violations. You should obtain 6-7 interior and 3-4 exterior for a total of 10 pictures. Make copies of the sets of pictures so you have enough for small groups of 4 - 5 students each. Then, the instructor would have the code inspectors identify the potential code violations by using the local codes when applicable.
 - Photos should include as many code violations as possible.
-

Training At A Glance

Welcome/Introductions/Expectations	8:30 – 9:00
Making the Connection <ul style="list-style-type: none"> Exercise #1 - Making the Connection The connection between codes and healthy housing Holistic approach to code inspections Evaluation of current code inspection practices 	9:00 – 10:00
Break	10:00 – 10:15
Codes and Healthy Housing <ul style="list-style-type: none"> Key provisions of codes Model codes for housing Top five code violations here Exercise #2: Identify the code violations and responsible party American Housing Survey (AHS) - comparison to local conditions How does the AHS compare to the top five code violations here? 	10:30 – 11:30
Healthy Housing and Code Enforcement Strategies <ul style="list-style-type: none"> Keep it dry Keep it clean 	11:30 – 12:00
Lunch	12:00 – 1:00
Healthy Housing and Code Enforcement Strategies (continued) <ul style="list-style-type: none"> Keep it pest-free Keep it ventilated Additional Issues – Lead Paint, Asbestos, CO and Radon 	1:00 – 2:00
Exercise #3: Report back from pairs on changes – identification of common themes	2:00 – 2:30
Break	2:30 – 2:45
Landlord-Tenant Laws and Issues <ul style="list-style-type: none"> Landlord-Tenant Laws Rights and responsibilities Other Issues Legal Aid Resident behavior 	2:45 – 3:45
Wrap-up, Review, Course Evaluation, Adjourn	3:45 – 4:00

Making the Connection



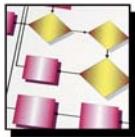
Goal

The purpose of this module is introduce the connection between health and housing and link that connection to the guiding principle of codes.



Time

1 hour



Overview

Lessons include: 1. Making the Connection exercise, 2. The Connection between Codes and Healthy Housing, 3. The Holistic Approach, 4. Evaluation of Current Code Inspection Practices. You will also introduce the Change form that students will use later in the day to list possible changes to their code inspection practice.



Materials and Preparation Needed

Prepare flip charts with headings for Making the Connection exercise. Put five flip chart pages up so they look like the chart below. Don't forget the one lower sheet because there are many hazards to list. If possible, offset the lower sheet about 6" to the left so it overlaps with the "Health Impacts" sheet. Tape the bottom corners to avoid drawing on the wall.

Health Impacts	Hazards	Fixes	Resources

Making the Connection

Facilitator

Slide 1



CODE INSPECTION FOR HEALTHIER HOMES

National Healthy Homes
Training Center
and Network



Slide 2



ORIGIN & EVOLUTION OF HOUSING CODES



Why?

Where/when?

How?

What is the main reason?

HEALTH and SAFETY



Making the Connection

Facilitator



Why do we (as a society) even have building codes and minimum housing codes? Where did codes originate and when? How have codes evolved over time? What is the main reason for these codes and has this focus changed over time?

(answer: No – the health and safety of others has always been constant.)

Slide 3



ORIGIN & EVOLUTION OF HOUSING CODES

Code of Hammurabi 1700 BC <ul style="list-style-type: none">Code 229. If a builder builds a house for someone and does not construct it properly, and the house which he built falls in and kills its owner, then that builder shall be put to death.	Chicago Fire of 1871 <ul style="list-style-type: none">resulted in rewritten and strengthened fire and building codes
--	--

Making the Connection

Facilitator



The oldest recorded form of housing code(s) or standard(s) are found in the Code of Hammurabi. Hammurabi was the 6th King of Babylon and he set forth a “law code” for the Babylonians around 1700 BC. This Code is one of the oldest deciphered writings of significant length in the world. In the code of Hammurabi were 2 codes referencing construction requirements for housing.

Code 229. If a builder builds a house for someone, and does not construct it properly, and the house which he built falls in and kills its owner, then that builder shall be put to death.

Code 233. If a builder builds a house for someone, even though he has not yet completed it, if the walls seem toppling, the builder must make the wall solid from his own means.

This early work sets forth the requirements for human safety in their homes and also establishes who is responsible for the occupants’ safety.

In America codes have been written and strengthened over time, usually as a result of an event that caused injury or death to others. For example, the great Chicago Fire of 1871, resulted in rewritten and strengthened fire and building codes. Again the main focus was to protect the health and lives of the public.

The purpose for all codes has always been Public Health, Safety and Life. The course will provide the reason and proof that structures with minimum housing code violations can and will impact the public’s health.

Slide 4



LEARNING OBJECTIVES

Describe the importance of a holistic code inspection to identify hazards

Identify three types of codes that can be used to address health concerns

Describe the legal aid referral process and how to refer clients to other agencies for assistance and resources



Making the Connection

Facilitator



Note that legal aid may not be an option in every jurisdiction so there could be other agencies that can provide legal resources.

The Connection Between Codes and Healthy Housing

Facilitator

Slide 5



CODE INSPECTION COURSE OUTLINE

Overview: A holistic approach to healthier homes

Using Codes to Address Housing Hazards

Code Enforcement Strategies to Handle Legal Concerns



Slide 6



EXERCISE #1 MAKING THE CONNECTION

Health Impacts	Housing Hazards	Corrective Action	Resources



The Connection Between Codes and Healthy Housing

Facilitator



Refer students to the Exercise #1 form in their manual. Walk them through Exercise #1.

Optional: You could have each student write out two answers for each column, then fill in the rest with the answers people share with the group. The instructor will write the answers on the white board or large post its placed on the wall in the shape of a T, as long as they are allowed to put the post its on the wall and use sharpies.

Slide 7



WHAT IS HEALTHY HOUSING?

Healthy Housing is:

- Designed,
- Constructed,
- Maintained, and
- Rehabilitated

In a manner that is conducive to good occupant health, safety and sense of well-being.



This is the definition of healthy housing that the National Center for Healthy Housing uses. There are no statutory or regulatory definitions. Note that the definition brings in occupant health – starting with people.

It is very important to mention the guiding principle (purpose) of codes...to ensure public health, and safety with regard to occupancy of structures.

Good time to connect the dots for the students and have them discuss how the two guiding principles go hand-in-hand!

The Holistic Approach

Facilitator

Slide 8



GUIDING PRINCIPLE OF CODES

- To preserve health, safety and sanitation of buildings.
- How does this tie into the purpose of healthy homes? Make the connection.

Engage them here by tying the definition of healthy housing back to the guiding principle of code enforcement



Slide 9



DIFFERENT APPROACHES

- Primary Prevention
- Secondary Prevention
- Epidemiologic Triangle

- Well constructed
- Well maintained
- Comfortable
- Affordable
- Clean
- Sanitary
- Safe

- Lead
- Radon
- Allergens/asthma
- Combustion products
- Unintentional Injuries
- Insects & Rodents
- Mold & Moisture
- Chemicals & Pesticides
- Asbestos

The Holistic Approach

Facilitator

Health and housing - why is it together? This slide shows the amount of overlap between health and housing, illustrating why bringing the two disciplines together is essential. Understanding the landscape can help you navigate your public agencies providing health and housing services.

Health in this slide refers to public health, as well as environmental health. Often environmental health is a department within the department of public health. However, it may also be a stand-alone department.

Slide 10

HOLISTIC APPROACH

Integrated approach that considers:

- People living in the home
- The structure
- Potential health hazards



Today we are introducing a different way of thinking about the home environment. We are proposing that instead of using a categorical approach, we should be using a holistic approach. This is an integrated approach that considers the people living in the home, the structure, and the potential health hazards. Considering health and housing problems together in a coordinated way is more efficient and prevention-effective.

Healthy Homes programs offer a comprehensive and coordinated approach by promoting interagency collaboration, community participation, and cross training.

You should ask yourself 2 questions during every housing inspection:

1. How does this house affect the occupants?
2. How does the occupant's behavior affect the performance and function of the house?

The Holistic Approach

Facilitator

Slide 11



Let's look at this concept in greater detail.



Deb Millette of CDC developed these charts to emphasize the connections between the problems. Asthma exacerbation means to trigger an asthma attack in a sensitized person. The next charts develop the connections.

Use these slides to reaffirm the connections developed from Exercise #1 and why a holistic approach is necessary.

Writing citations may help the code inspectors take a proactive approach to creating and maintaining healthy homes. For example, if you start with a moisture issue and the inspector issues a code citations, this may prevent the other issues from developing such as asthma symptoms, pests, lead deterioration, etc and promote better occupant health.

This is fine, but what are the exceptions, limitations, etc. of writing citations? We've heard a number of them mentioned such as citing a landlord versus an elderly person on a fixed income. Also, code inspectors have indicated that often times the person responsible for the violations won't respond until legal action begins, which often prolongs the process unnecessarily.

Instructors should be able to address this during exercise #3 (case studies) when they are determining who is responsible and what are the barriers for that individual. They could include exceptions, limitations for the code enforcement officials as well.

The Holistic Approach

Facilitator

Slide 12



Illustrate that one thing leads to other deteriorating conditions.



Slide 13

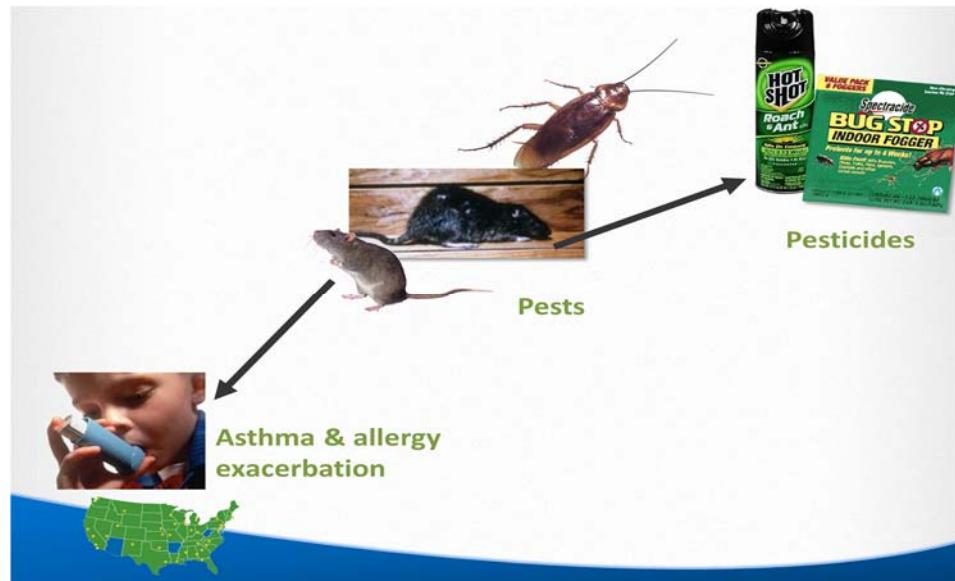


The Holistic Approach

Facilitator

One thing leads to another...and another...and another...eventually to building failure.

Has anyone ever heard of the TV series...Life after people? Explain it to the students. It is a TV series where people are suddenly removed from the earth leaving everything behind such as pets and livestock to fend for themselves. What may occur when people discontinue the maintenance of buildings and urban infrastructure. Each episodes contains a segment in which they have looked at real locations that have been abandoned by people, ghost towns and the deterioration that results.

Slide 14

Continue with the discussion that one thing leads to another. Here we have the presence of pests as a result of structural damage. With the presence of pests, pesticides are commonly used.

The Holistic Approach

Facilitator

Slide 15

Continue with the discussion that one thing leads to another. Because of the pests issue, pesticides may be used and lead to food contamination. The sprays in the photo would not typically be associated with Integrated Pest Management (IPM) because of the potential health and safety implications to occupants. We will discuss IPM in greater detail later.

Slide 16

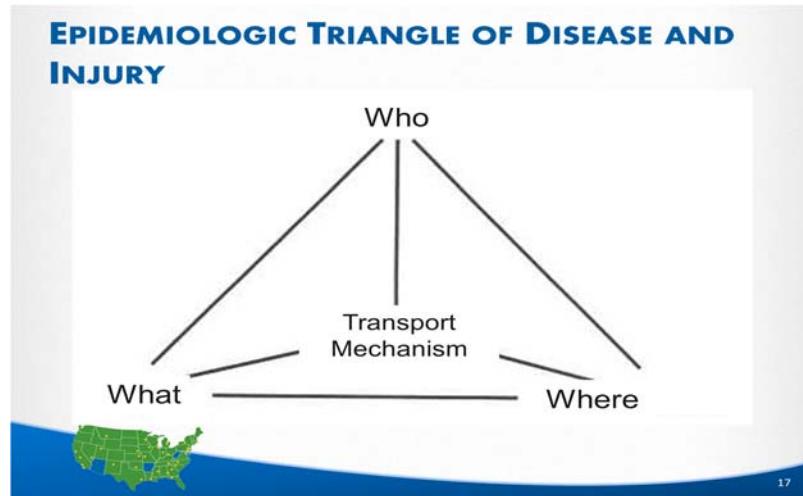
The Holistic Approach

Facilitator



This chart is the summary of the previous slides. It is designed to be confusing – to show the interconnections from one particular hazard leading to many others – this results in a web of problems.

Slide 17



The Holistic Approach

Facilitator



This triangle is to help students understand the connection to health and how their practices could intervene in the transport mechanism and minimize or eliminate exposure to the occupants. We have removed the word "epidemiologic" to make it less formal and confusing and changed it to the who, what, where triangle of disease and injury.

Most public and environmental health professionals think of disease in terms of a triangle. This model is an excellent tool that professionals use to analyze a complex situation. It identifies three elements that combine to cause an adverse health affect (disease or injury). You might also think of this as the who, what, and where triangle of disease.

The PERSON is the who. The SOURCE is the what, that can bring about changes in a person's health: Sources of disease and injury can be biological, chemical, and physical. The ENVIRONMENT is where one lives – the home environment. Environmental factors we will consider include geography, climate, type of community and factors of the home itself. The TRANSPORT MECHANISM is any means, direct or indirect, by which a source (what) is spread from the environment (where) to the person (who). Transport mechanisms are either 1) an insect or any living carrier which transports a pathogenic microorganism from the sick to the well or 2) an inanimate object that transports the source to the person. A transport mechanism ties the three pieces of the triangle together.

In this course, we do not rely heavily on the triangle because the person is usually the resident and the environment is the home. With two legs of the triangle established, it is simpler approach.



Hand out and introduce the Change form so that throughout the day, students can list changes he/she can make to their code practice. Form will have an algorithm type summary of the local code inspection process from beginning to end, student should list changes he/she can make for each step in their practice. Review the code inspection process with students.

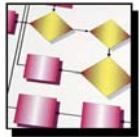
Codes and Healthy Housing

**Goal**

The purpose of this module is to introduce codes related to healthy housing and have students begin to think about code violations in their own communities.

**Time**

1 hour

**Overview**

Lessons include: 1. Key Provisions of Codes, 2. Model Codes, 3. Local Code Violations, and 4. Using the American Housing Survey. You will also facilitate a discussion on the top code violations in the students' communities and conduct exercise 2 (Identify the Code Violations).

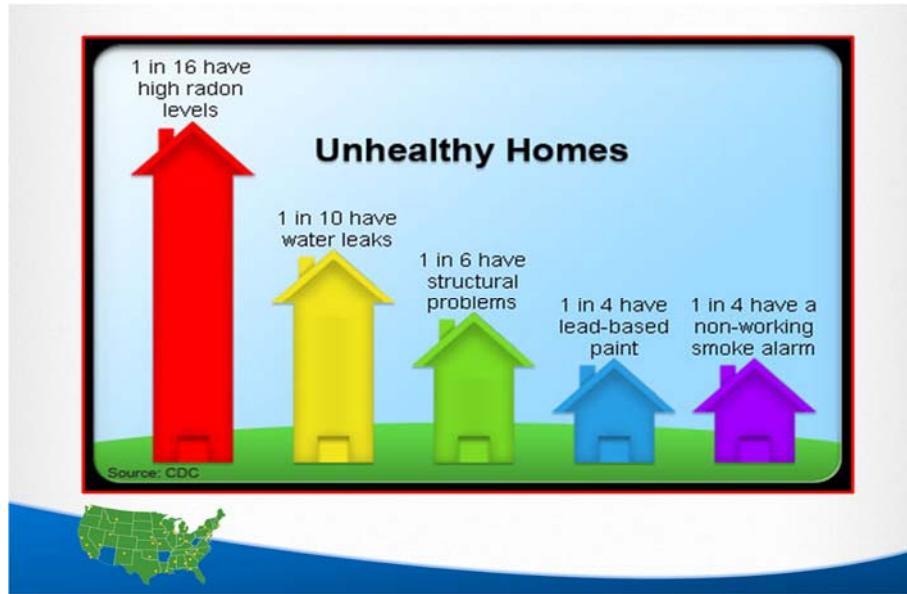
**Materials Needed**

- Powerpoint
- IPMC materials in binder
- Exercise 2 form in student binder
- AHS materials in binder and handout

Key Provisions of Codes

Facilitator

Slide 18



According to the CDC, 1 in 16 homes have high radon levels; 1 in 10 homes have water leaks; 1 in 6 have structural problems; 1 in 4 have lead-based paint and 1 in 4 have a non-working smoke alarm.

Think about the connections you just saw and how they all relate back to one hazard. The things we identified in the examples are basically your core healthy home principles

Think about the conditions or behaviors that may lead to these hazards in homes. Taking a proactive, holistic approach will allow the code enforcement officer to act on certain issues as soon as possible, eliminating other hazards from occurring in the first place. Which leads to the discussion of the core principles to healthy housing, keeping the home dry, clean, ventilated, pest-free, safe, contaminant-free, and maintained.

Model Codes

Facilitator

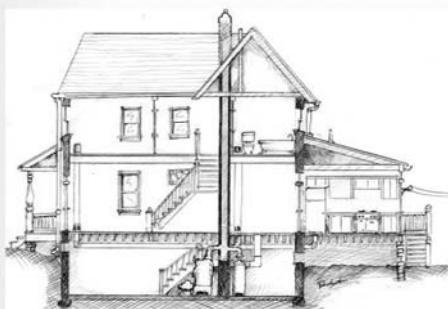
Slide 19



HEALTHY HOMES PRINCIPLES

Keep It:

1. Dry
2. Clean
3. Ventilated
4. Pest-Free
5. Safe
6. Contaminant-Free
7. Maintained



19

Healthy homes is a systems level approach. We have few programs that look at the whole home environment and the total needs of a family. In this training, we are introducing a new way of thinking about the home environment – an integrated approach that considers the people living in the home, the structure, and the potential health hazards. Considering health and housing problems together in a coordinated way is more efficient and prevention-effective. Many of the core healthy homes principles are captured in the codes and regulations designed to protect residents.

HH programs offer a comprehensive and coordinated approach by promoting interagency collaboration, community participation, and cross training.

What codes would help keep the home dry? What codes would help keep the home clean? Ventilated? Pest-free? Safe? Contaminant-free? Maintained? This is an opportunity for discussion with the participants. Possible codes are the IPMC, IRC, plumbing, electrical and energy codes.

Model Codes

Facilitator

Slide 20



KEY PROVISIONS OF CODES

- Structural Integrity
- Weatherproof
- Maintained
- Cracks & Holes
- Loose or Rotting Materials
- Dampness & Deterioration
- Peeling Paint
- Ventilation / Windows
- Infestation
- Sanitation & Trash
- Cleanability
- Clothes Dryer
- Space Heater



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The code inspectors will most likely mention most of these provisions in the discussion on the previous slide. These are common provisions in a housing or a health code. Review the local code (if any) that NCHH gave you to give to students. You may have to do a little research to find the local code and to apply it to the course.

You must have a condensed or summary version of local codes as a requirement of each training.



Local Code Violations

Facilitator

Slide 21



MODEL CODES FOR HOUSING

- Building Construction – Int'l Building Code
- Residential Construction – Int'l Residential Code
- Rehab – Int'l Existing Building Code
- Electrical – ICC Electrical Code
- Fire – Int'l Fire Code and National Fire Protection Association
- Ventilation – Int'l Mechanical Code
- Plumbing – Int'l Plumbing Code
- Sewage – Int'l Private Sewage Disposal Code
- All Existing Buildings – Int'l Property Maintenance Code



21

These are the nation's model codes as adopted by the International Code Council. See www.iccsafe.org. The IPMC is the most important one because it applies to all buildings, most importantly it applies to existing buildings. When a state or community adopt a model code, they often modify it – adding, deleting or changing the requirements.



Local Code Violations

Facilitator

Slide 22



INT'L PROPERTY MAINTENANCE CODE (IPMC)

- Adopted in
 - ◆ More than 600 communities
 - ◆ Two states – New York & Virginia; but in use in 36 states and the District of Columbia
 - ◆ Several states including Georgia & Oklahoma recommend it as a model for local codes
- Applicability
 - ◆ Existing Buildings
 - ◆ Rental and Owner Occupied Homes
 - ◆ Local Variations
- Code Official Enforces



22

Int'l Property Maintenance Code = IPMC

If the local jurisdiction has adopted the IPMC, make sure you mention it at this time. So, more than 600 communities have adopted the IPMC, include (state the name of the jurisdiction here).



Slide 233



TOP FIVE CODE VIOLATIONS CITED

- What are the top five code violations cited by inspectors here?
- Who is generally cited for each violation?
- Local code violations - are they issue driven or holistic in nature?



Do any of the code inspectors use a current checklist when inspecting the home? Do they have a methodical process or are they using their eyes, ears, nose.

If they don't have an assessment process, how are they doing it, is it random, who taught them and why do they look for the things they are looking for? Are they only looking for the top 5 code violations? If so, they may be missing other issues.

If they currently have an assessment checklist, it would be good to introduce it here and see how it applies to healthy homes. If they don't have one, you can provide an example from another location.

Ask the participants what the top 5 violations are for their area? Open this up for discussion. Instructor is responsible for collecting information for the top 5 code violations in the city where training is taking place, if available, and trainer can ask the host organization for the information as well. Use these examples to compare to the answers provided by the CEOs to see if there are differences and discuss.

Depending on the nature of the code violation, the occupant or owner may be responsible.

If you are called due to an issue on the outside of the home, is CEO able to perform an interior inspection? If not, would the top 5 violations be the same because of your accessibility to the interior of the home?

Slide 24



EXERCISE #2: IDENTIFY THE IPMC CODE VIOLATIONS

Identify the Potential Code Violations in Photos

Area of Home	Nature of Violation / Code Sections Potentially Violated	Nature of Violation		Responsible Person	
		Definite	Potential	Owner	Occupant
Exterior					
Entryway					
Living Room					
Dining Room					
Kitchen					
Bedroom 1					
Bedroom 2					
Bathroom 1					
Basement					
Laundry Room					
Crawlspace					



Divide the class into small groups with no more than 4 – 5 students per group. Give each group a set of the photos you've prepared. Tell the students to use their Exercise #2 form from their binder and record the violations and other information needed to complete that form.

Tell the students to not focus on aspects of healthy housing that are not part of code enforcement. This includes neighbor complaints of use of the building (business, parking on lawn, late night parties, noise, etc), blocking neighbors' view of landscape, etc. These are zoning issues not property maintenance, so if the participants mention these, direct them to back to healthy housing aspects of the code.



American Housing Survey

Facilitator

Slide 25



The slide features a blue header bar with the text "AMERICAN HOUSING SURVEY" in white. Below the header is a logo for "The American Housing Survey" featuring a stylized house and lightbulb icon. A blue callout box contains the word "Conducted:" followed by a bulleted list: "• Every two years since the 1980s", "• Periodically for 46 Metropolitan Statistical Areas (MSA)", "• Consistent set of homes", and "• Phone survey since 1997". At the bottom of the slide is a map of the United States with green dots indicating survey locations.

American Housing Survey

Facilitator



An overview of the American Housing Survey. See www.census.gov/hhes/www/housing/ahs/ahs.html. If you can get local data, you can always use that for these slides and if not, the national data would be used. If the local AHS data is available, the code inspectors can see how it matches up with the top 5-10 code violations. Have a copy of the most current AHS for them to look through on a break, you don't have to provide a copy to each student. They will have the information if they want to visit the website and print it out for themselves.

Summary of AHS:

Page 1 - General Description of Housing (including year built and type of foundation)

Page 2 - Exterior Problems (including exterior water leakage)

Page 3 - Interior Problems (including interior water leakage, rodents, and electrical)

Page 4 - Sanitation/Water Problems & Safety Devices

Page 5 - Heating/Fuel (including main heating, water heating, clothes dryer, problems)

Page 6 - Selected Physical Problems & Overall Opinion of Structure

Page 7 - Overview and Key Definitions

Page 8 - More Definitions. Note the tests for holes in floors and open cracks at end

Page 9 - Rating System. Help the students understand what moderate and severe physical problems means. These homes have serious problems.

Page 10 - Potential Errors in AHS. Help the students understand that a high level of inconsistency means that they need to use caution using these numbers as being too precise.

Page 11 - Potential Errors in AHS (cont.). Note that people know whether their clothes dryer is gas or electric.

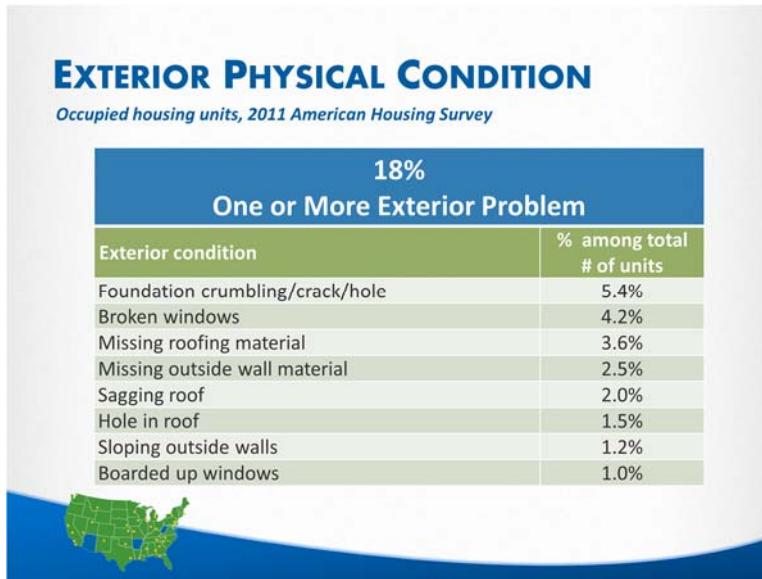
Page 12 - Table Showing Relationship Between Interior and Exterior Problems

Page 13 - Explanation of the Table.

American Housing Survey

Facilitator

Slide 26



As always, if you can get local data, use that for these slides and if not, use the national data. If local AHS data is available, students can see how it matches up with the top 5-10 code violations. Have a copy of the most current AHS for them to look through on a break, you don't have to provide a copy to each student. They will have the information if they want to visit the website and print it out for themselves.

Exterior physical condition of homes:

18% of homes have some physical condition contributing to leaks

Overall:

5.4% have foundation crumbling or has open crack or hole.

4.2% have broken windows

3.6% have missing roofing material

2.5% are missing bricks siding or other outside wall material

2.0% have sagging roof

1.5% have hole in roof

1.2% have sloping outside walls

1.0% have boarded up windows

From American Housing Survey - 2011

Note that this excludes multi-unit housing (so you have to subtract those homes from the denominator) and that since conditions are not mutually exclusive (e.g., one can have both broken windows and missing roofing material), the numbers in the table do not sum to 100%.

Healthy Housing and Code Enforcement Strategies



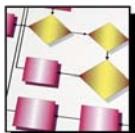
Goal

The purpose of this module is discuss codes related to moisture, cleaning, pest, ventilation and other healthy housing issues.



Time

90 minutes



Overview

Go through each of the healthy housing principles included (dry, clean, pest-free, ventilated and additional issues). After each principle, group the class into pairs for a 5 minute session. Have each pair discuss what changes may be needed for local codes to make enforcement of that principle result in healthier homes.



Materials Needed

- Powerpoint
- Change form in student manual

Keep it Dry

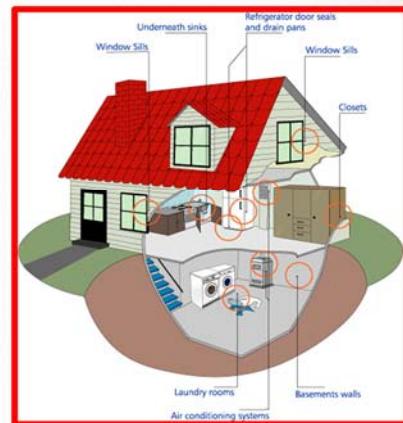
Facilitator

Slide 27



DAMPNESS AND MOLD

- Always focus on moisture issues rather than on mold (No moisture = no mold)
- What happens to callers who are concerned about or mention mold?
- Associated commonly with leaks or surface degradation, which are code violations
- Is this always a landlord citation, or can tenants be cited as well? Examples?



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This illustration is to discuss the common locations where mold is found. It is important to mention that mold is the end result of a moisture issue or may be due to inadequate ventilation. The prior two are examples of code violations, unfortunately mold is NOT. It is simply the health hazard caused by the code violation. We cannot call it a code violation any more than we could call fire a code violation.

If it hasn't already been discussed, you can talk about how "mold" calls are passed around and who (what department) ultimately handles these types of issues. As mentioned above, it should always be referred to as a moisture-related issue.

Keep it Dry

Facilitator

Slide 28



IPMC REQUIREMENTS RELATED TO MOISTURE

- **302.2 Grading and drainage.** All premises shall be graded and maintained to prevent the erosion of soil and to prevent the accumulation of stagnant water thereon, or within any structure located thereon.
- **304.7 Roofs and drainage.**
 - The roof and flashing shall be sound, tight and not have defects that admit rain.
 - Roof drainage shall be adequate to prevent dampness or deterioration in the walls or interior portion of the structure.
 - Roof drains, gutters and downspouts shall be maintained in good repair and free from obstructions.
 - Roofwater shall not be discharged in a manner that creates a public nuisance.



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If local codes are available, the instructor would used the local codes applicable to moisture in these slides. Ask the students what would cause a code inspector to condemn a property or deem it uninhabitable until structural evaluation and repairs are made?

Keep it Dry

Facilitator

Slide 29



The green discoloring on brick may not be mold but moss. Moss is a very simple plant that lacks conventional roots, stems, and leaves. Because of its lack of these traditional components, its growth is limited to moist locations. But if this criteria is met, you'll find that moss is very capable of growing anywhere it pleases. Mold is a fungus that is made up of multiple cells and gets energy from the organic matter it lives on. Mold reproduces in spores, which can be airborne and are not visible to the naked eye. When you can see mold on a house or sidewalk, you are seeing a "colony." A colony is a single organism that grows in long branching cells called hyphae.

We mention a number of other things taking place in the slide as well:

Visible mold on inside wall

Lack of weep holes or that they are covered up

Disconnected extension tube on the downspout

Large tree adjacent to building foundation (footings)

Keep it Dry

Facilitator

Slide 30



IPMC REQUIREMENTS RELATED TO MOISTURE

- **304.6 Exterior walls.** All exterior walls shall be free from holes, breaks, and loose or rotting materials; and maintained weatherproof and properly surface coated where required to prevent deterioration.
- **304.2 Protective treatment.**
 - All exterior surfaces, including but not limited to, doors, door and window frames, cornices, porches, trim, balconies, decks and fences shall be maintained in good condition.
 - Exterior wood surfaces, other than decay-resistant woods, shall be protected from the elements and decay by painting or other protective covering or treatment. . . .
 - All siding and masonry joints as well as those between the building envelope and the perimeter of windows, doors, and skylights shall be maintained weather resistant and water tight.



If local codes are available, the instructor would use the local codes applicable to moisture in these slides.

Keep it Dry

Facilitator

Slide 31



What violation(s) are present in this photo?

Again, if we could use local pictures, that would be even better.

Issues in the picture:

Flat roof draining onto pitched roof surface (where the blue tarp is located) may be increasing deterioration of roof surface

Cannot see flashing to the left of the tarp adjacent to the exterior dormer wall

Where is the drainage for the small, flat roof that appears to cover a porch

Vegetation and brush adjacent to and in contact with building exterior

Can students identify any damaged surfaces on the exterior or any with flaking paint?



Keep it Dry

Facilitator

Slide 32



32



The through-the-wall air conditioner tilts towards the wall. Condensate water from the cooling coil runs into the building rather than out of the building.

Keep it Dry

Facilitator

Slide 33



INTERIOR WATER LEAKAGE

Sources of interior water leakage, 2011 American Housing Survey

8.5 % Interior Water Leak

Source of interior leak	% among total # of units
Leaking pipes	3.6%
Fixtures	1.9%
Broken water heater	0.8%
Other or unknown	2.4%



Keep it Dry

Facilitator



Again, if you can get local data, you can always use that for these slides and if not, the national data would be used. If the local AHS data is available, the CEOs can see how it matches up with the top 5-10 code violations. Have a copy of the most current AHS for them to look through on a break, you don't have to provide a copy to each student. They will have the information if they want to visit the website and print it out for themselves.

Ask a question - What % of homes had interior water leakage in a 12 month period? Answer: 8.5% (of 114.9 million homes) had interior water leakage in a 12 month period.

Note that: Worse for renters (11.2%) and those living below poverty (11.0%).

From American Housing Survey – 2011

Ask another question: How many homes does that 8.5% represent? Answer: Remind people that there were 114.9 million homes in 2011. 8.5% is 9.8 million homes.

Among the total number of occupied housing units:

3.6% had leaking pipes

1.9% had leaks associated with fixtures

0.8% had a broken water heater

2.4% had another problem or an unknown problem

Keep it Dry

Facilitator

Slide 34



IPMC REQUIREMENTS RELATED TO INTERIOR MOISTURE

- **305.1 General** The interior of the structure and equipment therein shall be maintained in good repair, structurally sound and in a sanitary condition.
 - Occupants shall keep that part of the structure which they occupy or control in a clean and sanitary condition.
 - Every owner of a structure containing two or more units shall maintain in a clean and sanitary condition, the shared or public areas of the structure and exterior of the property
- **305.3 All interior surfaces**, including windows and doors, shall be maintained in good, clean, and sanitary condition.
 - Peeling, chipping, flaking or abraded paint shall be repaired, removed, or covered.
 - Cracked or loose plaster, decayed wood and other defective surface conditions shall be corrected.



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This is applicable to the next photo of the deteriorating bathroom floor. Note that section 305.4 of the IPMC could also be used for the deteriorating bathroom floor photo. Section 305.4 refers to stairs and walking surfaces.



Keep it Dry

Facilitator

Slide 35



How often are code inspectors inside the home vs. performing inspections from the outside? What prompts a code inspection for the inside of a home? If a code inspector isn't able to get inside a property, how would they ever know these type of structurally unsafe

Would this situation cause the codes inspector to condemn the property or deem it uninhabitable until structural evaluation and repairs are made?

What appears to be the primary source of the moisture that has caused flooring deterioration (wax ring, supply line, or lack of caulking at base of tub/shower)?

Keep it Dry

Facilitator

Slide 36



If this is in a basement or ground floor, look for root causes of the moisture issue...where is water coming from? Could it be that the other side of the concrete block wall was not water-proofed or sealed properly? Is the earthen side of the wall protected but there is inadequate drainage at the base of the wall? Is water building up at the base on the other side? How could you fix this problem? Could you drill holes through walls and floor and collect with a sump pump?

What about an explanation for why the water stains only extend a certain height and how the moisture migrates to this height?

The water is “wicked” up the block wall via capillary action and can only travel so high up the wall before the weight of the water column and gravity prevent it from going any higher.

Also, are the stains biological, mineral or something else?

The dark-colored stains present near the floor are most likely biological in nature (mold, algae, bacteria, or some combination of the three), while the white, chalky substance located a little higher on the wall is called effluourescence, which is mineral residue that results when the water evaporates and leaves mineral deposits behind.

Keep it Dry

Facilitator

Group the class into pairs for a 5 minute session. Have each pair discuss what changes may be needed for local codes to make enforcement of that principle result in healthier homes. They should record the information on their Change form.

Keep it Clean

Facilitator

Slide 37



SAFE AND HEALTHY CLEANING

- Pesticides, allergens, and general chemicals in the home can cause allergic reactions, asthma and asthma exacerbation, and toxic exposure effects.
- Potential sources of allergens and contaminants in the home come from outdoor and indoor sources.
- Keeping a home clean includes controlling the source, creating smooth and cleanable surfaces, reducing clutter, and using effective cleaning methods.



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Keep it Clean

Facilitator



In this module emphasize that cleaning is important. But an essential aspect of Keeping It Clean is that it be cleanable. Many surfaces are tough to clean. And corners and cubbyholes are tough to clean too. You could say that the goal is to keep it clean AND CLEANABLE.

These are steps to reduce household hazards. People are not born knowing that they must brush their teeth to prevent decay, they must learn it. So with household hazards, they must learn how to take care of themselves. Occupants know things about the building and themselves that can be learned nowhere else. Start with the people.

The second step is to keep the household in a certain condition:

- limit moisture related problems,
- limit dust and allergens,
- limit pest borne disease,
- provide local exhaust ventilation and general dilution ventilation to control unavoidable air contaminants,
- provide a comfortable space by limiting hazards like slips, falls, electric shock, drowning and poisons.

Third, limit sources of contaminants like lead, asbestos, combustion fumes, VOCs (Volatile organic compounds) and radon.

Fourth, maintain the house so it continues to provide dry, clean, comfortable and safe conditions.

Keep it Clean

Slide 388



Facilitator

HEALTHY CLEANING

Don't dry dust or dry sweep

Vacuuming:

- Low-emission vacuum with beater bar
- Very slowly (or use vacuum with dirt finder)

Wet cleaning:

- Use "elbow grease"
- Frequently change water



It is best to avoid dry dusting or sweeping. You should use a damp cloth for dusting and mist the floor for broom sweeping.

When vacuuming, it is best to use a low-emission vacuum that has a beater bar and vacuum slowly.

It is often better to use wet cleaning methods than dry dusting. It is important to use good technique and "elbow grease" when wet cleaning. In fact it may be more important than what type of product you use. Make sure that you do not contaminate the wash water and frequently change the rinse water and cleaning rags. The two bucket system for cleaning is the best option as it utilizes one bucket for cleaning and another for rinsing.



Keep it Clean

Facilitator

Slide 39



MAKE BUILDINGS MORE CLEANABLE

- Dust walk-off systems at entryways
- Dust-creating activities away from people.
- Smooth, cleanable surfaces
- Effective storage space
- Flooring that is easy to clean
- Vacuums with good filtration and easy to use



Here is a list of what we can do to make buildings more cleanable.

- Install dust walk-off systems at entryways
- Keep activities which create dust away from people.
- Provide smooth, cleanable surfaces
- Provide effective storage space (to help avoid clutter)
- Choose flooring that is easy to clean
- Use vacuums that have good filtration and can be emptied quickly and thoroughly



Keep it Clean

Facilitator

Slide 40



CODE REQUIREMENTS

Code requirements related to cleanliness

305.1

- General

302.1

- Sanitation

307.1

- Accumulation
of rubbish or
garbage

503.4

- Floor
surface



Keep it Clean

Facilitator



From the International Property Maintenance Code. Review quickly but raise the question about different interpretations of clean and sanitary.

305.1 General.

The interior of a structure and equipment therein shall be maintained in good repair, structurally sound and in a sanitary condition.

Occupants shall keep that part of the structure which they occupy or control in a clean and sanitary condition.

Every owner of a structure containing a rooming house, housekeeping units, a hotel, a dormitory, two or more dwelling units or two or more nonresidential occupancies, shall maintain, in a clean and sanitary condition, the shared or public areas of the structure and exterior property.

302.1 Sanitation.

All exterior property and premises shall be maintained in a clean, safe and sanitary condition.

The occupant shall keep that part of the exterior property which such occupant occupies or controls in a clean and sanitary condition.

307.1 Accumulation of rubbish or garbage. All exterior property and premises, and the interior of every structure, shall be free from any accumulation of rubbish or garbage.

503.4 Floor surface. In other than dwelling units, every toilet room floor shall be maintained to be a smooth, hard, nonabsorbent surface to permit such floor to be easily kept in a clean and sanitary condition.



Group the class into pairs for a 5 minute session. Have each pair discuss what changes may be needed for local codes to make enforcement of that principle result in healthier homes. They should record the information on their Change form.

Keep it Pest-free

Facilitator

Slide 40



PESTS AND PESTICIDES

- Pests/pesticides associated with variety of illnesses/diseases
- Pests are a common (and contentious) issue in public housing
 - ◆ Who's responsible for what?
- Codes may include; insect screens, solid waste management, responsibility for pest management and control, etc.
- Misapplication or application of pesticides by non-licensed professional is violation of the law



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Keep it Pest-free

Facilitator



Go over the main causes of insect accumulation...available food and water and living conditions.

Pests/pesticides associated with variety of illnesses/diseases-have the students name illnesses/diseases at this point or refer back to exercise #1 and the illnesses/diseases that were discussed.

Malaria. The foremost disease carried by insects is malaria.

Arboviruses. These diseases are caused by viruses that are biologically transmitted by the bite of mosquitoes.

Plague. Fleas are the vector for the plague (or black death), which infects man as well as rats and other rodents.

Enteric diseases. There are many bacterial diseases that are transmitted by some form of fecal contamination of food or water, either directly or indirectly.

Lyme disease. This disease is caused by an arachnid, the deer tick, which carries a bacterium called Borrelia bugdorferi.

Sleeping Sickness.

American Trypanosomiasis. This disease is also known as Chagas' Disease and invades the muscle cells of the digestive tract and heart, and sometimes also the skeletal muscle.

Who's responsible for what? The code places responsibility on the tenant for maintaining conditions that do not attract vermin but with the owner to establish rules requiring tenant to maintain sanitary living conditions. Ask your students to think about who is responsible for public places vs. private places and who is responsible for the interior of a building vs. the exterior of it.

Keep it Pest-free

Facilitator

Slide 41



Does this violate any codes? If so, which one(s)? What primary hazards need to be addressed? Safety and rodent hazards.



Is there a local code for wood storage? If so, how high off the ground do local codes state wood should be stored off the ground? What document cites 18" as the minimum height off the ground wood must be stored? Confirm the code for the area in which you are teaching as it seems to be different depending on the location.

Keep it Pest-free

Facilitator

Slide 42



IPMC REQUIREMENTS RELATED TO PESTS

- **EXTERMINATION.** The control and elimination of insects, rats or other pests
 - by eliminating their harborage places;
 - by removing or making inaccessible materials that serve as their food;
 - by poison spraying, fumigating, trapping or by any other approved pest elimination methods.
- **INFESTATION.** The presence, within or contiguous to, a structure or premises of insects, rats, vermin or other pests.
- **308.1 Infestation.**
 - All structures shall be kept free from insect and rodent infestation.
 - All structures in which insects or rodents are found shall be promptly exterminated by approved processes that will not be injurious to human health.
 - After extermination, proper precautions shall be taken to prevent reinfestation.



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Keep it Pest-free



Facilitator

Emphasize to students that Integrated Pest Management (IPM) is the preferred method of reducing or eliminating pests in a facility and that we are eliminating, generally not exterminating, pests in residences as this is safer and healthier for the occupants and has unintended benefits (moisture reduction, increasing energy efficiency). Exterminating generally implies the use of pesticides to kill such as poisons, foggers, sprays which can have unintended consequences to human occupants and pets. Pesticides can be an ineffective option because they only reach a small number of pests in a home and pests can become resistant to them.

Integrated Pest Management consists of:

- Eliminating harborage sites (both inside and outside)
- Sealing up any gaps, cracks, or other openings where pest can enter/exit the premises
- Eliminate any food and water sources (primarily referring to inside the residence, however could involve the outside as well)
- Targeted usage of baits, traps, and gels to minimize pests

Note: If infestation is severe, a pest management professional (PMP) may be required to knock down populations initially)

Keep it Pest-free

Facilitator

Slide 43



What may be causing cockroaches to infest this area?



Insects like dark places out of the way. They are always there just out of our sight. Look behind furniture, inside cabinets, in crawl spaces, attics and basements.

Keep it Pest-free

Facilitator

Slide 44



IPMC REQUIREMENTS RELATED TO PESTS

- **302.5 Rodent harborage.**
 - All structures and exterior property shall be kept free from rodent harborage and infestation.
 - Where rodents are found, they shall be promptly exterminated by approved processes which will not be injurious to human health.
 - After extermination, proper precautions shall be taken to eliminate rodent harborage and prevent reinfestation.
- **304.14 Insect screens.**
 - During the period from [DATE] to [DATE], every door, window and other outside opening required for ventilation of habitable rooms, food preparation areas, food service areas or any areas where products to be included or utilized in food for human consumption are processed, manufactured, packaged or stored, shall be supplied with approved tightly fitting screens of not less than 16 mesh per inch (16 mesh per 25 mm) and every swinging door shall have a self-closing device in good working condition.



45

This focuses on one of the principles of Integrated Pest Management (IPM)...eliminating harborage sites for pests.



Keep it Pest-free

Facilitator

Slide 45



Why is seeing a cockroach running across the floor during the daytime such a concern? What does it mean?

The photo of the dirty kitchen emphasizes the importance of daily cleaning, especially in areas where food is stored, prepared, or eaten to prevent pest infestations from occurring.



Keep it Pest-free

Facilitator

Slide 46



IPMC REQUIREMENTS RELATED TO PESTS

- **308.2 Owner.** The owner of any structure shall be responsible for extermination within the structure prior to renting or leasing the structure.
- **308.3 Single occupant.** The occupant of a one-family dwelling or of a single-tenant nonresidential structure shall be responsible for extermination on the premises.
- **308.4 Multiple occupancy.** The owner of a structure containing two or more dwelling units, a multiple occupancy, a rooming house or a nonresidential structure shall be responsible for extermination in the public or shared areas of the structure and exterior property. If infestation is caused by failure of an occupant to prevent such infestation in the area occupied, the occupant shall be responsible for extermination.
- **308.5 Occupant.** The occupant of any structure shall be responsible for the continued rodent and pest-free condition of the structure.
 - **Exception:** Where the infestations are caused by defects in the structure, the owner shall be responsible for extermination.



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Ask attendees to describe any difficult or confusing situations regarding owner/occupant situations involving pests and how issue(s) was ultimately resolved?

This can be a very volatile issue and one may also be difficult to determine responsibility.

Keep it Pest-free

Facilitator

Slide 47



What are the health and safety codes from a local perspective being violated in this photo? How is this situation pest related?



Group the class into pairs for a 5 minute session. Have each pair discuss what changes may be needed for local codes to make enforcement of that principle result in healthier homes. They should record the information on their Change form.

Keep it Ventilated

Facilitator

Slide 48



VENTILATION: WHAT ARE WE LOOKING FOR?

- Bath, dryer, and range exhaust fans?
- Gas stove used as heater?
- Windows work?
- Smoke alarm goes off?
- Unvented gas or kerosene heaters?
- Vented hot water heater?
- Furnaces, boilers, fireplaces vented?
- Rooms without windows?
- Lingering odors?
- Stale air?
- Windows fog?



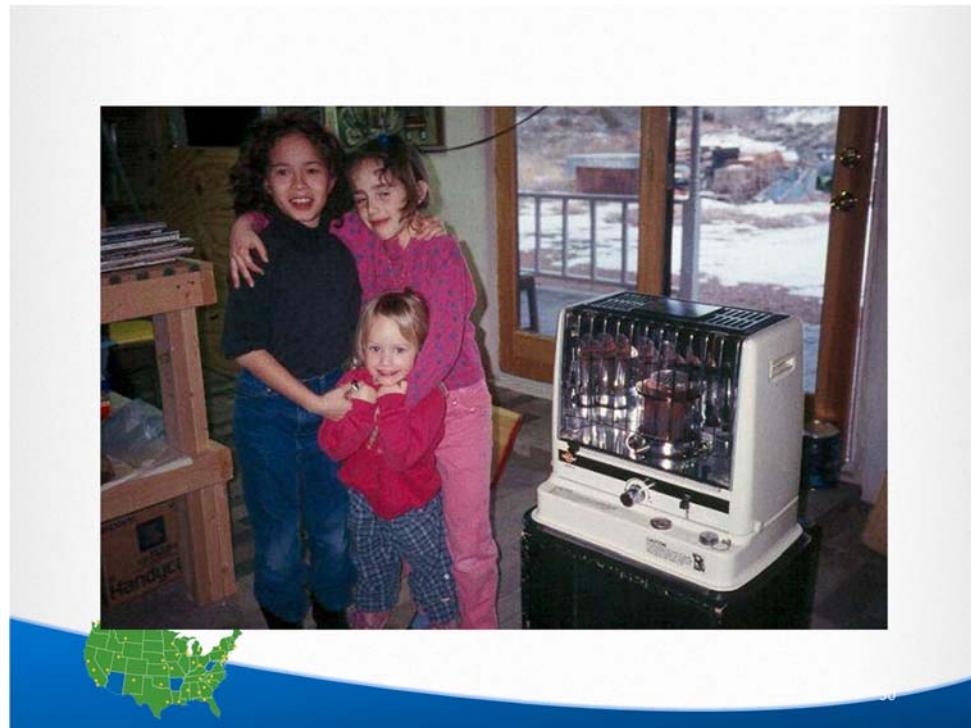
Local exhausts are easy enough to check – are they there, do they work? Because most residential buildings assume that operation of the local exhausts, wind and stack driven air flows, and operable windows provide enough general ventilation, it is more difficult to assess general ventilation. The simplest way to get an idea is to ask the occupant whether odors linger, windows fog during cold weather, or does the air seem stale?

Refer back to the conversation about checklists and what they are using to inspect the home (this is in the notes section of the top 5 citations).

Keep it Ventilated

Facilitator

Slide 49



Ask the code inspectors what are their community's codes related to operating a "ventless" combustion appliance inside a residence?

What are the primary health and safety concerns that can be identified in the photo?

Keep it Ventilated

Facilitator

Slide 50



Keep it Ventilated

Facilitator



Ask what violations may exist in this photo? Again, what if the codes inspectors don't have the opportunity to inspect the interior of a residence?

Asking whether or not the issue started at the top of the loose tiles or at the bottom, where the tile meets the tub usually stimulates good discussion. What might happen if this problem is left unchecked? What health problems could be a result?

What do students think about a shower being installed above the faucet? There may not be a shower installed above because of the window framing, which would make it difficult to install plumbing.

Why is window in the bathroom? Because it qualifies as ventilation under code. Will residents open this window in the winter to let steam out?

It may actually be a code violation to have the window this close to a water source.

Keep it Ventilated

Facilitator

Slide 51



REQUIREMENTS RELATED TO VENTILATION

- **403.1 Habitable spaces.**
 - Every habitable space shall have at least one openable window.
 - The total openable area of the window in every room shall be equal to at least 45 percent of the minimum glazed area required in Section 402.1.
- **403.2 Bathrooms and toilet rooms.**
 - Every bathroom and toilet room shall comply with the ventilation requirements for habitable spaces as required by Section 403.1, except that a window shall not be required in such spaces equipped with a mechanical ventilation system.
 - Air exhausted by a mechanical ventilation system from a bathroom or toilet room shall discharge to the outdoors and shall not be recirculated.



Version 2.2

52

How do the above ventilation codes relate specifically to the previous slide?



Keep it Ventilated

Facilitator

Slide 52



Why does this violate codes and what code(s) are being violated?

Explain how and why the furnace exhaust (right) may overpower and prevent hot water heater exhaust from exiting the appliance/home. There may be a lot of discussion about this one. Both the water heater runs and furnace exhaust have flat runs (no rise to run ratio which should be 1 inch rise per 12 inch run).

Keep it Ventilated

Facilitator

Slide 53



Why does this violate codes and what codes are violated?

What could this homeowner/landlord be cited for?

Gas water heater is starved for combustion air, and when this make-up air is unavailable, it tries to pull air down the exhaust vent, which is called back-drafting or flameout.

Two primary causes why hot water heater is starved for air: closet doors are closed and dryer being located in the same closet

Could relocate washer and dryer

Could add vents or louvers to closet doors or could always leave doors open

Could install an electric water heater as it does not need air for combustion.

Could provide filtered, passive, fresh air vent with internal damper piped to the exterior.

Keep it Ventilated

Facilitator

Slide 54



CODE REQUIREMENTS RELATED TO VENTILATION

- **607.1 General.** Duct systems shall be maintained free of obstructions and shall be capable of performing the required function.
- **505.4 Water heating facilities.**
 - Water heating facilities shall be properly installed, maintained and capable of providing an adequate amount of water to be drawn at every required sink, lavatory, bathtub, shower and laundry facility at a temperature of not less than 110°F (43°C).
 - A gas-burning water heater shall not be located in any bathroom, toilet room, bedroom or other occupied room normally kept closed, unless adequate combustion air is provided.
 - An approved combination temperature and pressure-relief valve and relief valve discharge pipe shall be properly installed and maintained on water heaters.
- **603.5 Combustion air.** A supply of air for complete combustion of the fuel and for ventilation of the space containing the fuel-burning equipment shall be provided for the fuel-burning equipment.



Version 2.2

55



Certainly applies to the prior slide, the water heater and dryer are located in a place that does not have adequate combustion air when the door is closed.

Keep it Ventilated

Facilitator

Slide 55



Does this violate code and if so, what code is violated? Mention that you can see evidence of microbial/fungal growth on the concrete wall due to the lint from the dryer.

What are some of the reasons why you may see this situation in home? Why may it be OK for this device to be installed and used in a property? What stipulations do the manufacturer state must be followed to ensure "safe" operation of the dryer?

If these devices are in use, what conditions will routinely be observed in the area?

Keep it Ventilated

Facilitator

Slide 56



CODE REQUIREMENTS RELATED TO VENTILATION

- **302.6 Exhaust vents.** Pipes, ducts, conductors, fans or blowers shall not discharge gases, steam, vapor, hot air, grease, smoke, odors or other gaseous or particulate wastes directly upon abutting or adjacent public or private property or that of another tenant.
- **403.4 Process ventilation.** Where injurious, toxic, irritating or noxious fumes, gases, dusts or mists are generated, a local exhaust ventilation system shall be provided to remove the contaminating agent at the source. Air shall be exhausted to the exterior and not be recirculated to any space.
- **403.5 Clothes dryer exhaust.** Clothes dryer exhaust systems shall be independent of all other systems and shall be exhausted in accordance with the manufacturer's instructions.
- **603.2 Removal of combustion products.** All fuel-burning equipment and appliances shall be connected to an approved chimney or vent.
 - **Exception:** Fuel-burning equipment and appliances which are labeled for unvented operation.



Version 2.2

5

What do your local codes state about the situation exemplified in the prior example?

IPMC code 403.5 addresses clothes dryer exhaust, read 403.5 above.

IPMC code 403.4 refers to process ventilation and the next slide with the exhaust venting to the attic.



Group the class into pairs for a 5 minute session. Have each pair discuss what changes may be needed for local codes to make enforcement of that principle result in healthier homes. They should record the information on their Change form.

Keep it Ventilated

Facilitator

Slide 57



What does that dark staining around the vent indicate? Is it mold? If it is, what is the mold growing on? (Remember that fiberglass is inorganic). Make sure they mention the dust on the insulation that would obviously be present, this is the mold food. If this is a vent from the kitchen, the dark staining could also be grease.

Lead Paint, Asbestos, CO and Radon

Facilitator

Slide 58



KEEP IT SAFE

The infographic features a central title "KEEP IT SAFE" in blue. Below it are three icons: a blue square with white handrails and stairs, a white circle with a blue plug, and a blue triangle with a white exclamation mark. To the right of each icon is a blue box containing text: "Handrails and Stair Railings - IPMC 307.1", "Bathroom outlet(s) - IPMC 605.2", and "Trip Hazards - IPMC 305.3". At the bottom left is a small map of the United States.



There are several safety related items often encountered during many inspections which are not clearly visible. Often they are not visible because they are required, yet they are missing. It's hard to see something that isn't there or that isn't so obvious.

- Handrails and stair railings - many are missing in older pre-1960 housing stock especially exterior stairs with only 5 steps - IPMC 307.1
- Bathroom outlet(s) - if missing, occupants will often use extension cords from outside the bathroom. This too is common in pre-1960 housing stock - IPMC 605.2
- Trip Hazards - changes in floor elevations/height especially between rooms - IPMC 305.3

Lead Paint, Asbestos, CO and Radon

Facilitator

Slide 59



AWARENESS OF ADDITIONAL ISSUES

- Lead-Based Paint
- Asbestos
- Carbon Monoxide
- Radon
- Chemical and biological contaminants
- Clutter/unsanitary conditions
- Hoarding



60



For this section, we are not specifically talking about how the hazard affects health, but rather what role the code inspector plays as far as addressing these issues. Once these issues are discussed, it would be good to mention that these issues lead, CO, radon, chemicals, clutter and hoarding are examples of the core healthy home principles discussed early and in other healthy home courses.

What are considered special issues in the area that the training is being delivered in? For example...are chemical contaminants a “special issue”?

Lead Paint, Asbestos, CO and Radon

Facilitator

Slide 60



LEAD-BASED PAINT

- Flaking paint is a code violation...is there additional urgency when children are in home?
- Why is it a code violation?
- EPA's Renovation, Repair, and Painting Rule
 - Have local code inspectors been asked to enforce EPA's RRP Rule?



61



Mention why flaking and peeling paint is a code violation: 1) allows rot of siding materials, 2) allows water penetration into structure, 3) allows vermin an access point into building, 4) if leaded, this is poisonous, especially to the brain and body of young children.

If children are in the home, what moral responsibility does the code inspector have to refer the family to the local health department who could follow up for case management?

RRP: While local code officials are not required to perform RRP enforcement unless it's locally adopted, they can take supportive action. They can inform contractors about the requirements and refer them to training. The permit application can require RRP firm and renovation certification numbers for work done on pre-1978 homes and child-occupied facilities. Unsafe practices can be stopped through local codes or referrals to EPA for federal enforcement.

Those enforcing the rule may be the state health department.

Lead Paint, Asbestos, CO and Radon

Facilitator

Slide 61



SUMMARY OF CHANGES FROM RRP

- “Certified Renovation Firm” Disturbs Paint
- “Certified Renovators” Supervise Work
- Mandatory Work Practices
- Post-renovation Cleaning Verification
- Documentation!



Lead Paint, Asbestos, CO and Radon

Facilitator



"Certified Renovation Firm" Disturbs Paint

- EPA or State Certification
- Fees and five-year renewal (1-3 years in some authorized states)

"Certified Renovators" Supervise Work

- One-day training by certified training provider
- Five-year renewal (three years in some authorized states)

Mandatory Work Practices

- Isolate work area
- Contain dust
- Thoroughly clean-up work area for debris and dust

Post-renovation Cleaning Verification Discuss who does the verification...what type of credentials? What type of equipment? What are the flaws/weaknesses to this rule?

Documentation!

Lead Paint, Asbestos, CO and Radon

Facilitator

Slide 62



Explain what is a problem in this picture. The friction of the door opening and closing has caused deterioration to the paint. Add that condition issues such as these are precursors to the inevitable decline in health, safety and sanitation for the overall building. Lack of maintenance such as this may be indicative of lack of maintenance overall throughout the building...especially those things you cannot see such as roof, siding, equipment, cleanliness, etc.

Lead Paint, Asbestos, CO and Radon

Facilitator

Slide 63



The slide features a large photograph of weathered wooden siding with peeling paint. Below it, the text "PEELING PAINT" is written in bold capital letters. Underneath that, the word "OUTSIDE" is also in bold capital letters. To the left of the main image, there is a smaller image of a house's exterior with a window and a trash can. At the bottom left, there is a green silhouette map of the United States with various locations marked. The slide has a blue decorative footer bar at the bottom right corner with the number "64".



We can see deteriorated paint. It can be peeling, flaking, chipping or chalking.

Chalking is when paint leaves a whitish film. You may have walked alongside a building and then noticed a white film on your clothing. This is chalking. The paint was designed to do this and help keep the exterior surfaces clean. Unfortunately, the chalking can contain lead and may be present in areas where children are playing.

Again, stress that while it is a relatively minor code violation, it can indicate the interior and hidden conditions overall. How often is lead based paint cited? So, if you can only cite for exterior code violations and don't have the ability to get into the building, what you see outside will help you to determine what may be going on inside the home.

Lead Paint, Asbestos, CO and Radon

Facilitator

Slide 64



LEAD-BASED PAINT

- Is there any way to verify landlords have provided lead disclosure information to tenants in pre-1978 homes?
- Can you cite landlords for lack of lead disclosure?



65

Make sure students are aware of the lead disclosure laws



Lead Paint, Asbestos, CO and Radon

Facilitator

Slide 65



ASBESTOS

- Asbestos is an inorganic fiber that causes a variety of severe health issues and is present in many older building materials
- As a code inspector, it may be difficult to determine what materials contain asbestos without having the materials tested
- Do not disturb any suspect asbestos-containing materials, especially if friable



66

The severe health issues include mesothelioma, asbestosis, respiratory/breathing problems, lung cancer, etc.

What experiences have you had in dealing with asbestos? Note that common places for asbestos is insulation, siding and floors.

Are there code requirements related to asbestos and if so, how often are they cited?

While a health issue for long term exposure, asbestos is largely exempted by the Federal rules for a single family home. There would be no code violation in finding friable asbestos. In fact, even disposal of friable asbestos is exempted from the CFRs for single family homes.

Codes Inspectors inspect single family homes as well as multi-family dwellings? Is their responsibility different when it comes to multi-family dwellings? What is the law?

Lead Paint, Asbestos, CO and Radon

Facilitator

Slide 66



This slide illustrates the potential areas on the exterior of the home where asbestos may exist such as the siding of the home and the shingles.

Lead Paint, Asbestos, CO and Radon

Facilitator

Slide 67



Tell everyone what this is. The first picture is asbestos insulation for pipes, the next picture is 8x8 or 9x9 vinyl floor tiles where there is a high likelihood that asbestos may exist. Asbestos may also be found in mastic and adhesives.

Asbestos becomes a concern in single and multi-family dwellings when the materials containing asbestos are damaged and become friable. Friable means airborne. When these materials are disturbed, fibers are released that can be inhaled which creates the health threat.

Code inspectors should be able to notify the occupants and/or landlords of the suspect material that may contain asbestos and provide educational materials and recommend a professional to inspect the material.

Lead Paint, Asbestos, CO and Radon

Facilitator

Slide 68



CARBON MONOXIDE

- Significantly fewer CO detectors in residences than smoke/fire extinguishers, why?
- Statewide residential CO legislation in STATE?
- How often are residences/properties missing operational CO detectors?



69

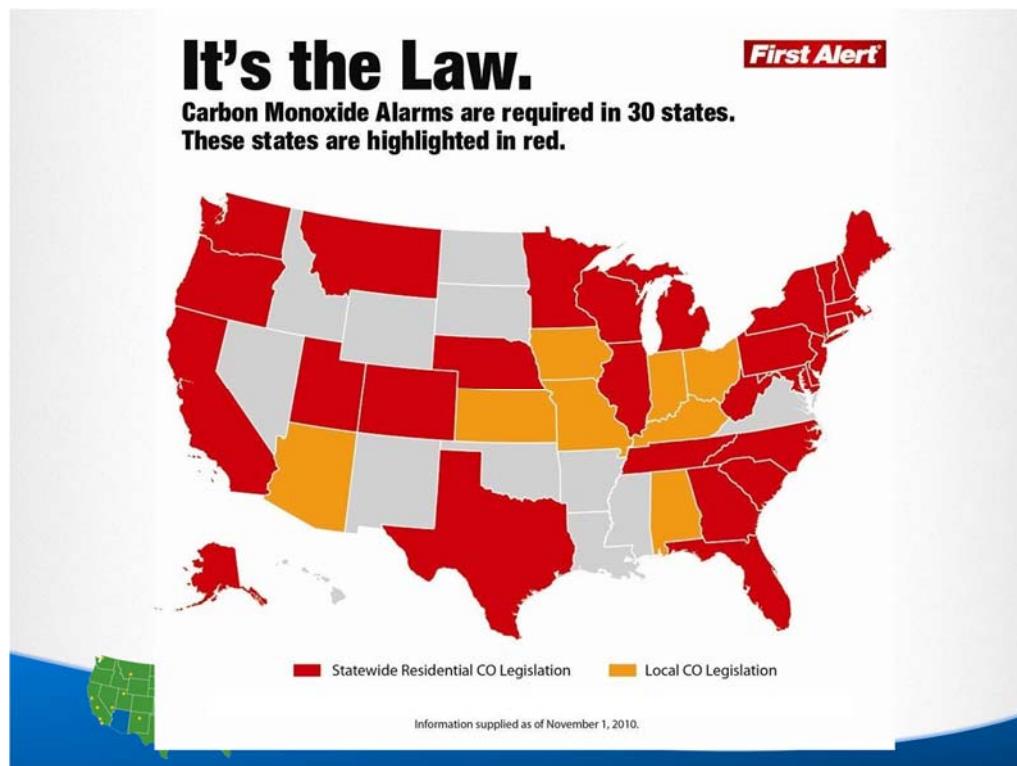


Known as "the silent killer," Carbon Monoxide (CO) is a colorless, tasteless, odorless gas that comes from the incomplete burning of fuel. Just about anything you might burn in or around your home -- whether it's gasoline, wood, coal, propane, natural gas or oil -- can produce carbon monoxide in the right conditions. Without enough ventilation, the gas can build up to deadly levels. And it doesn't take much fuel to be dangerous: Even small tools like chainsaws can release enough CO to make you sick.

Lead Paint, Asbestos, CO and Radon

Facilitator

Slide 69



Trainers should always verify if the state they are teaching in requires CO alarms to be installed. If it is the state law, is the law retroactive for existing homes or does it apply to new homes only? Ask if local codes call for hard wiring of CO alarms.

Make sure map is updated

Lead Paint, Asbestos, CO and Radon

Facilitator

Slide 70

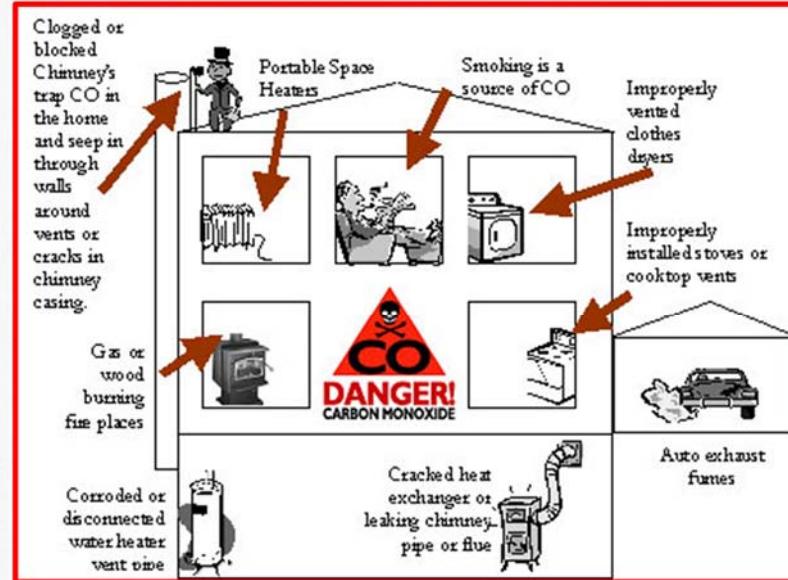


Diagram illustrates the variety of potential sources for carbon monoxide in the home.



Lead Paint, Asbestos, CO and Radon

Facilitator

Slide 71



This is an example of a range hood with a re-circulating fan rather than exhausting to the outside. The inspector should open the cabinet to verify there is not a duct venting to the outside. Also, the range hood does not extend over all the burners, which may present a problem in exhausting gases from this gas stove if an exhaust to the outside was installed.

Lead Paint, Asbestos, CO and Radon

Facilitator

Slide 72



This could be a good time to mention several things in addition to the possibility of CO...lack of ventilation and draft for incomplete combustion of gas fuel exhaust, faulty equipment, build up of rust in water heater that is transferred to domestic water supply, etc. I see several code violations here that could be fairly serious:

Does the local jurisdiction require: 1. Gas shut off valves for one or both pieces of equipment 2) A method of collecting and draining water that would come from discharge of the Temperature/Pressure relief valve?

You may want to mention the dangers of having sleeping areas next to utilities or garages.

Lead Paint, Asbestos, CO and Radon

Facilitator

Slide 73



CARBON MONOXIDE ALARMS

Consumer Product Safety
Commission (CPSC) recommends:

- Place near sleeping area
- Put on every level of a home to provide extra protection
- Do not install directly above or beside fuel-burning appliances



*Combination smoke
and CO alarm*



Lead Paint, Asbestos, CO and Radon

Facilitator



Proper placement of a carbon monoxide detector is important. If you are installing only one carbon monoxide detector, the Consumer Product Safety Commission (CPSC) recommends it be located near the sleeping area, where it can wake you if you are asleep. Additional detectors on every level and in every bedroom of a home provides extra protection.

Install a battery-operated CO detector in your home and check or replace the battery when you change the time on your clocks each spring and fall.

Homeowners should remember not to install carbon monoxide detectors directly above or beside fuel-burning appliances, as appliances may emit a small amount of carbon monoxide upon start-up. A detector should not be placed within fifteen feet of heating or cooking appliances or in or near very humid areas such as bathrooms.

Carbon Monoxide Detectors should not be thought of as *a REPLACEMENT* for proper use and maintenance of fuel-burning appliances. It is important for students to know that the technology of CO detectors is still developing, that there are several types on the market, and that they are not generally considered to be as reliable as the smoke detectors found in homes today. Some CO detectors have been laboratory-tested, and their performance varied. Some performed well, others failed to alarm even at very high CO levels, and still others alarmed even at very low levels that don't pose any immediate health risk. And unlike a smoke detector, where you can easily confirm the cause of the alarm, CO is invisible and odorless, so it's harder to tell if an alarm is false or a real emergency.

Lead Paint, Asbestos, CO and Radon

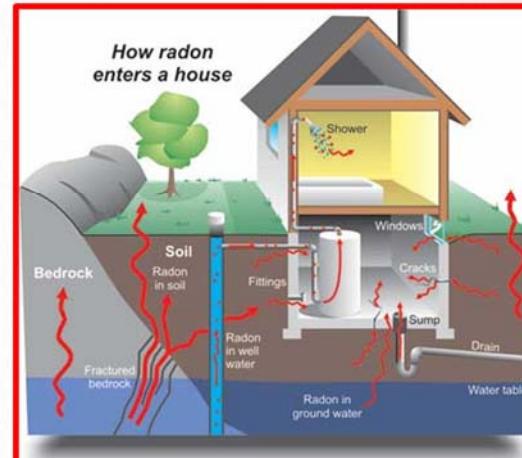
Facilitator

Slide 74



RADON

- May not be a housing code issue, but rather a building code issue
- Does the landlord have to notify tenants of elevated radon levels (if tested for)?



75



Ask if everyone is aware of what radon is and why it is harmful. Note how radon levels can vary from house to house and how bare soil and crawlspaces can increase levels.

Although it is a building code rather than property maintenance code, the CEO has a moral responsibility to handle radon issues.

This illustration is useful to an inspector to help he/she understand the mitigation process rather than focus on legal issues.

Lead Paint, Asbestos, CO and Radon

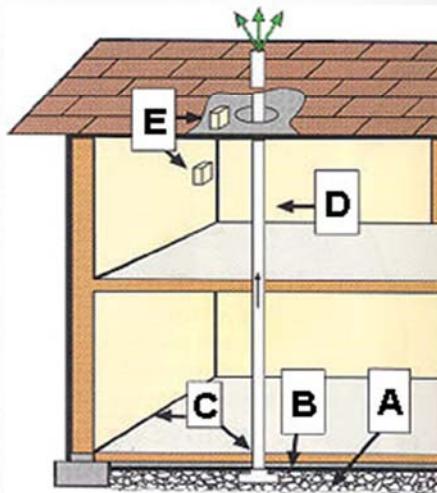
Facilitator

Slide 75



PASSIVE SUB-SLAB DEPRESSURIZATION SYSTEM (NEW CONSTRUCTION)

- A. • Gas-Permeable Layer
- B. • Plastic Sheeting
- C. • Seal and Caulk
- D. • Vent Pipe
- E. • Junction Boxes



Lead Paint, Asbestos, CO and Radon

Facilitator



This slide is taken from EPA's webpage at www.epa.gov/radon/construc.html¹⁸

This system should be used for new construction. EPA does not recommend a passive system for existing sub-slab construction.

Five important steps in a passive system:

- A. Put a gas permeable layer beneath the slab or flooring system to allow soil gas to move freely underneath the house.
- B. On top of the gas permeable layer, put plastic sheeting to help prevent the soil gas from entering the home.
- C. Seal and caulk all below grade openings in the foundation and walls to reduce soil gas entry into the home.
- D. Install vent pipe – 4 inches preferred – from gas permeable layer to roof to safely vent radon and other soil gases to the outside.
- E. Install junction boxes to make wiring and installation of a vent fan for an active system easier. Active systems are recommended for existing homes.

For systems in crawl spaces, cover the floor with poly sheeting, lay a perforated collection pipe below the poly sheeting and connect the pipe to a radon vent riser. It is also important to close openings between the crawl space and basement or crawl space and the living areas. The recommended installation is a T- joint at the bottom of the stack with corrugated pipe running in both directions.

Please note that the pipe (stub up) must be connected to a vent pipe that goes through the interior of the house and vents to the outside. Otherwise, it is not a passive system and radon is vented in the house instead of outside or creating a situation where the pipe (stub up) could be misused for something else such as a commode. Vent pipes passing through the house are required to be labeled.

Lead Paint, Asbestos, CO and Radon

Facilitator

Slide 76



Radon pipes must be identified so they are not mistaken for drainage or vent pipes. Make sure occupants are aware of the 'U' gauge so they understand the pressure inside the radon pipe is different than the pressure in the room and it lets the occupants/landlords know the system is still operational.

Lead Paint, Asbestos, CO and Radon

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Slide 77



Lead Paint, Asbestos, CO and Radon

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Talk about this as the pipe that exhausts Radon from under the home to the atmosphere. Then ask why...if it so dangerous... it is safe to allow Radon into the atmosphere? The answer is that it is all around us right now. It is more harmful when trapped within the home (since our modern homes are very tight due to energy efficiency measures.)

Methods of Monitoring Radon-222 in the Environment (from <http://enhs.umn.edu/hazards/hazardssite/radon/radonmonitor.html>)

OUTDOOR AIR

- concentrations vary with soil type, meteorologic conditions and diurnally
 - average ambient outdoor radon levels are about 0.2 - 0.7 pCi/L
 - outdoor radon is a small health hazard (700 lung cancer deaths/year, US)
- 21,000 lung cancer deaths/year overall according to EPA

WATER

- highest concentrations in ground water compared to surface water
- radon gas emanating from a residential water source produces radon progeny
- inhaling/ingesting waterborne radon progeny is a very small health hazard

INDOOR AIR - RESIDENTIAL AND OCCUPATIONAL

- concentrations vary with underlying or surrounding rock or soil type
- occupational radon levels are highest for miners(uranium, iron and fluorospar)
- residential radon levels are highest in basements and ground floor rooms
- building type, construction, level of repair and ventilation effect levels
- average radon level in homes is about 1.25 pCi/L
- radon remediation recommended at residential levels above 4.0 pCi/L
- indoor radon is a significant health hazard(3 - 32,00 lung cancer deaths/year)



Group the class into pairs for a 5 minute session. Have each pair discuss what changes may be needed for local codes to make enforcement of that principle result in healthier homes. They should record the information on their Change form.

Lead Paint, Asbestos, CO and Radon

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Have each pair report back on the three changes they think are the most important. List each pair's changes on a flip chart. If a pair has the same suggested change as another pair, put a hash mark by that change rather than listing it twice. After all of the pairs have reported, identify the top changes.

Landlord-Tenant Laws and Issues



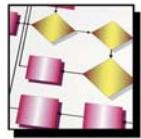
Goal

The purpose and goal of this module is introduce landlord/tenant rights and responsibilities and legal aid resources (if available).



Time

30 minutes



Overview

Go through the slides covering landlord / tenant issues.



Materials Needed

- Powerpoints

Landlord-Tenant Laws

Facilitator

Slide 78



LANDLORD-TENANT LAWS

Uniform Residential Landlord and Tenant Act (URLTA)

- Established in 1972
- Creates uniform standards for healthy and fair housing
- URLTA has been adopted by more than 20 states.

LEASE

BASIC RENTAL AGREEMENT OR RESIDENTIAL LEASE

This Rental Agreement or Residential Lease shall evidence the complete terms and conditions upon which the parties hereto agree to let and lease the premises described below. Landlord and Tenant(s) and all other capitalized words appearing in this document, shall be referred to as "OWNER" and "TENANT(s)" or "Lease".

RESIDENT and OWNER shall mean the person(s) named below. If there is more than one RESIDENT and OWNER agrees to assume from OWNER for use solely as a personal residence, the premises located at _____, the city of _____.

1. TERM. TENANT agrees to pay in advance \$____ per month on the ____ day of each month. This agreement shall commence on _____ and continue. (check one) A. For a period of months, or B. For a period of months, or C. For a period of months, or D. For a period of months, or E. For a period of months, or F. For a period of months, or G. until _____, or H. until _____ on a month-to-month tenancy until either party shall terminate the agreement by giving a written notice of termination to terminate at least 30 days prior to the date of termination.

2. PAYMENTS: Rent and/or other charges may be paid in such place or manner designated by the owner as follows: _____ All payments are to be made in advance. The lessor reserves the right to require payment in advance of any amount due under this agreement. OWNER will accept checks, money orders, cashier's checks, certified checks, bank drafts, or cashier's checks, or a combination of these, and a Security Deposit of \$_____ and additional charges fees for _____.

3. SECURITY DEPOSIT: The total of the above deposit shall secure compliance with the terms and conditions of this agreement and shall be refundable to TENANT within _____ days after the termination of this lease, provided that the lessor has given reasonable opportunity to pay OWNER: a) any unpaid rent; b) cleaning costs; c) key replacement costs; d) cost for repair of damage caused by the tenant or his/her guests, unless such damage was caused by other causes legally allowable under the terms of this agreement. A written accounting of all deductions made from the security deposit shall be furnished to TENANT. If damage does not cover such costs and damages, the RESIDENT shall immediately pay additional costs to OWNER.

4. RENT CHARGE: A late fee of \$____ must be exacted ____ % of the monthly rent shall be added and due the first of each month of the month. Any delinquent check shall be treated as unpaid and subject to an additional fee of \$____.

5. UTILITIES: RESIDENT agrees to pay all utilities and/or services based upon occupancy of the premises except _____.



The following slides are primarily based on the Uniform Residential Landlord and Tenant Act (URLTA).

URLTA was completed by the Uniform Law Commission (ULC) in 1972.

The complete text of the Uniform Residential Landlord and Tenant Act can be found [here](#):

<http://www.uniformlaws.org/shared/docs/residential%20landlord%20and%20tenant/urlta%201974.pdf>

Currently, URLTA has been adopted by 21 states; many other states have used URLTA for guidance in drafting their own landlord and tenant laws.

(See www.nchh.org/Portals/0/Uniform%20Law%20Commission%20-%20URLTA.pdf)

However, it is important to be aware of the state and local laws that actually govern landlord-tenant practices in your city, because they may vary importantly from the URLTA and may provide additional protections.

Landlord-Tenant Laws

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Slide 79



LANDLORD-TENANT LAWS

Rights and Responsibilities

- Landlords must:

- Comply with building and housing codes
 - Make repairs and keep premises in a fit and habitable condition
 - Keep common areas clean and safe
 - Maintain facilities and appliances in safe and working condition
 - Provide for removal of garbage and waste and maintain appropriate receptacles.
 - Provide running water, reasonable amounts of hot water and heat.

• URTLA § 2.104



to OWNER and the premises that, shall be free of all personal property and tools not belonging to OWNER. It is agreed that all doors, windows, locks, beams, fixtures, and signs of any nature or value, which are attached to the premises, shall remain with OWNER.

8. OCCUPANTS: OWNER is staying at the rental for more than 7 consecutive days, as a total waiver of rent, and is considered a guest. If done so, the rent will be waived.

As soon as possible after the expiration of the above time period, the lessee must leave the premises and return the keys to OWNER. The lessee shall be responsible for all damage to the premises caused by his/her occupancy.

9. RESIDENT AGREEMENT: As consideration for this agreement, OWNER agrees to lease to the RESIDENT the above described property under the following terms and conditions:

1. TERMS: RESIDENT agrees to pay an amount of \$____ per month on the ____ day of each month. This amount shall commence on _____ and continue (check one) A. until _____, as a leasehold. Therefore if it should become necessary to terminate this lease, RESIDENT shall be liable for all rent paid up to the date of termination of this lease, plus the fee for half a month for each month such that the Residence is occupied by an OWNER approved paying RESIDENT and if requested of and upon written notice, whenever in doubt.

2. PAYMENTS: Rent and other charges are to be paid at such place or method designated by OWNER. Payment may be made by cashier's check, money order, or cash. Payment may be made by check or money order and cash shall be acceptable. OWNER acknowledges receipt of the First Month's rent of \$____ and a Security Deposit of \$____.

RESIDENT agrees to pay a security deposit of \$____ for a total payment of \$____.

All persons are deemed to be liable for payment to OWNER.

3. SECURITY DEPOSITS: The total of the above deposits shall never comprise with the terms and conditions of this agreement and shall be refunded to RESIDENT within 30 days after the premises have been completely vacated less any amount necessary to pay OWNER for damages to the property or fixtures. If there is any damage to the property or fixtures, or damage to premises and common areas occur before lease is over, and, if not repaired by RESIDENT within 30 days of notice, the amount necessary to repair such damage and charges shall be imposed to RESIDENT within 30 days of notice over. If deposit amounts are not paid to OWNER, the RESIDENT shall immediately pay such additional amounts for damages to OWNER.

4. LATE CHARGE: A late fee of \$____ (not exceed _____ % of the monthly rent) shall be added and due for any payment of rent made after the _____ day of the month. Any delinquent check shall be treated as unpaid rent, and subject to an additional charge of \$____.

5. UTILITIES: RESIDENT agrees to pay all utilities and/or services based upon occupancy of the premises except _____.



Landlord-Tenant Laws

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Slide 80



LANDLORD-TENANT LAWS

Rights and Responsibilities

- Tenants must:**

- Comply with provisions of local building and housing codes that are *primarily imposed upon tenants*.
- Keep premises clean and safe
- Dispose of waste in a clean and safe manner
- Use facilities and appliances in a reasonable manner.
- Keep plumbing fixtures clear as condition permits
- Not disturb neighbors' peaceful enjoyment of premises
- URTLA § 3.101



True and you and the parties shall be free of all personal property and tools not belonging to OWNER. It is agreed that all dirt, debris, trash, boxes, materials of any size or amount or otherwise located on the property, dirt roads, paths, fences, and any other part of the premises, the are constitute

6. OCCUPANTS: Owner(s) reserves the rental for more than 1 consecutive day, as a result of which the occupancy of the premises by the parties will be considered a violation of this lease. If done so without the written consent of OWNER, the parties shall be considered a breach of this lease. ONLY the following individuals may reside in the premises during the term of this lease: _____ AND NO OTHERS shall occupy the premises during the term of this lease. The parties shall be responsible for all damages resulting from the occupancy of the premises by any individual other than the parties named at the time of this lease.

7. BASIC RENTAL AGREEMENT OR RESIDENTIAL LEASE: This Rental Agreement or Residential Lease shall evidence the complete terms and conditions under which the parties whose signatures appear below have agreed. Landlord & Tenant Agree: _____ shall be referred to as "OWNER" and _____ shall be referred to as "RENTER". This Rental Agreement or Residential Lease, together with the attached exhibits, shall be referred to as "Agreement". As consideration for this agreement, OWNER agrees to rent/lease to RENTER the premises located at _____, the city of _____.

1. TERM: RENTER agrees to pay an advance \$_____ per month on the _____ day of each month, starting _____, and thereafter, _____ and _____ shall be referred to as "A... and _____" as a household. Thereafter it shall become a month-to-month tenancy. RENTER agrees to pay the monthly rent for the period of _____ months. If the lease period, he shall be liable for all rent due for the entire term that the RENTER occupies the premises by an OWNER approved by RENTER and in expiration of said lease period, whichever is shorter. _____

2. PAYMENTS: Rent and/or other charges are to be paid at such place or method designated by the owner in the lease agreement. All payments are to be made in cash or cashier's check or money order and cash shall be acceptable. OWNER may accept checks or money orders, except for the first Month's rent of \$_____, and a Security Deposit of \$_____. All additional checks or money orders are to be made payable to OWNER.

3. SECURITY DEPOSITS: The sum of the above deposit shall secure compliance with the terms and conditions of this agreement and shall be refunded to RENTER within _____ days after the premises have been completely vacated less any amount necessary to pay OWNER for any damage to the premises or common areas above ordinary wear and tear, and if any other expenses are incurred by OWNER in connection with the termination of this lease. Any deposit and charges shall be prorated to RENTER within _____ days of move-out. If deposit does not cover such costs to OWNER, the RENTER shall immediately pay said additional sum back to OWNER.

4. LATE CHARGE: A late fee of \$_____, not to exceed ____% of the monthly rents, shall be added and due for any payment of rent made after the _____ day of the month. Any additional check shall be treated as unpaid rent, and subject to an additional fee of \$_____. All payments are to be made payable to OWNER.

5. UTILITIES: RENTER agrees to pay all utilities and/or services based upon occupancy of the premises except _____.



Landlord-Tenant Laws

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Slide 81



LANDLORD-TENANT LAWS

Access and Entry

- **A tenant may not unreasonably withhold consent for a landlord to enter a unit:**
 - To inspect the premises
 - To provide necessary or agreed repairs or services
 - To exhibit the property to workmen, contractors, or prospective buyers or tenants.
 - In case of an emergency.
 - **A landlord shall give 2 day's notice, except in emergencies, and must enter at reasonable times.**

• ULTA § 3.103



It is important to be aware of the laws governing landlord entry in your state/city.

These laws typically govern for what reasons a landlord may enter, as well as how much and what type of notice is required to enter. In some states, inspecting the property is not among those permissible reasons for a landlord to enter, even with notice.

Disputes may arise between landlords and tenants as to whether the landlord may enter with the code enforcement officer, and it may be useful for officers to be aware of the relevant law.

Worth noting: A tenant's willingness to discuss substandard conditions openly may change radically depending on whether the landlord is present.

Landlord-Tenant Laws

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Slide 82



These remedies require certain specific preconditions and written notices under law so tenants aiming to avail themselves of these remedies should seek legal advice and be very careful to meet all legal requirements.

Landlord-Tenant Laws

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Slide 83



LANDLORD-TENANT LAWS

Defense to an Eviction Lawsuit

- In an eviction lawsuit for nonpayment of rent, tenant may:

- Counterclaim for any amount owed to tenant based on poor living conditions
- If no rent remains due after the counterclaim, tenant may remain in the unit

- URLTA § 4.105



If a landlord files an eviction lawsuit because the tenant did not pay rent, the tenant might be able to claim that they do not owe as much rent as is alleged if rental unit is in a poor, unsafe, or unhealthy condition. In this situation, the poor living conditions could reduce the rental value of the home and therefore lower the amount that the tenant actually owes the landlord. If the tenant is found not to owe the landlord money, the landlord will lose the non-payment eviction lawsuit and the tenant may remain in the rental unit.

A thorough inspection report may be useful evidence in court in these cases.



Landlord-Tenant Laws

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Slide 84



LANDLORD-TENANT LAWS

Retaliatory Actions and Eviction

- Landlord may not increase rent, decrease services, file for eviction or threaten to evict in retaliation for a tenant:
- complaining to government agency about code violations
- complaining about conditions to the landlord
- joining a tenants' union.
- Retaliation is a defense to eviction.

• URLTA § 5.101.



LANDLORD-TENANT LAWS

Retaliatory Actions and Eviction

Basic Rental Agreement or Residential Lease

This Basic Agreement or Residential Lease shall evidence the complete terms and conditions under which the parties whose signatures appear below have agreed; Landlord & Tenant Agree:

OWNER: _____, hereinafter referred to as "OWNER", is the lessor of the premises, and **RESIDENT:** _____, hereinafter referred to as "RESIDENT". As consideration for this agreement, OWNER agrees to lease to RESIDENT, and RESIDENT agrees to lease from OWNER for the period as a preceding paragraph, the premises located at _____, in the city of _____.

1. TERM: RESIDENT agrees to pay an advance \$_____ per month on the _____ day of each month for the period commencing _____ and ending _____ (check one) A. _____ and terminating _____ as a tenancy. Thereafter it shall become a month-to-month tenancy. RESIDENT shall be responsible for all expenses of the premises during the term of this agreement, he shall be liable for all costs of repair and taxes that the owner incurs by an OWNER approved by RESIDENT and in expiration of said lease period, whichever is sooner.

B. _____ on a month-to-month tenancy until either party gives notice to the other _____ days prior to the date of termination.

2. PAYMENTS: Rent and/or other charges are to be paid at such place or method designated by the owner in the agreement. All payments are to be made in cash or money order and cash shall be acceptable. OWNER reserves the right to accept checks, except for the amount of the first month's rent and a Security Deposit of \$_____. All payments are to be made payable to OWNER.

3. SECURITY DEPOSITS: The total of the above deposits shall remain compliant with the terms and conditions of this agreement and shall be refunded to RESIDENT within _____ days after the premises have been completely vacated less any amount necessary to pay OWNER for any damage to the premises or common areas above ordinary wear and tear, and if any other amounts are necessary to pay OWNER for any damage to the premises or common areas above ordinary wear and tear, such damages shall be presumed to RESIDENT within _____ days of move-out. If deposit does not cover such costs, then the RESIDENT shall immediately pay said additional sum to OWNER.

4. LATE CHARGE: A late fee of \$_____. not to exceed ____% of the monthly rents shall be added and due for any payment of rent made after the _____ of the month. Any additional check shall be treated as unpaid rent, and subject to an additional fee of \$_____. All payments are to be made payable to OWNER.

5. UTILITIES: RESIDENT agrees to pay all utilities and/or services based upon occupancy of the premises except _____.



Code enforcement officers may encounter tenants who are fearful of retaliatory eviction or action by the landlord. This fear may keep tenants from making complaints to landlords or from contacting code enforcement and requesting an inspection, or may prevent tenants from asserting the law pertaining to the landlord's right to enter the rental unit, and keep tenants from talking freely with code enforcement officers, especially when the landlord is present.

This is a special problem for tenants who, having limited income or other reasons, don't have many options for moving.

Fortunately, the law protects against this problem. However, tenants may need legal assistance or other support to effectively assert their rights against retaliation under the law. Tenants who have concerns should be referred to local legal services.

Landlord-Tenant Laws

Facilitator

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LANDLORD-TENANT LAWS

Reasonable Accommodation

- Federal and state laws require landlords to make reasonable accommodations for persons with disabilities
 - **Reasonable accommodation can be:**
 - Change in rules, policies, practices, or services so to allow enjoyment of a dwelling unit or common space



A reasonable accommodation is a change in rules, policies, practices, or services so that a person with a disability will have an equal opportunity to use and enjoy a dwelling unit or common space.

While reasonable accommodations are required by law, a landlord is not required to make changes that would fundamentally alter the program or create an undue financial and administrative burden.

Reasonable accommodations may be necessary at all stages of the housing process, including application, during the tenancy, or to prevent eviction.

For example, individuals who hoard may have a related disabling mental health condition that merits a reasonable accommodation, for example help cleaning or extra time to find assistance to clean and dispose of belongings in order to come into compliance.

Code enforcement may be able to facilitate improved outcomes by providing referrals to or coordination with local social, legal or health services.



Landlord-Tenant Laws

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LANDLORD-TENANT LAWS

Inspection Report

- Inspection reports may serve many important functions, for example, they:
 - Require repairs to be made
 - Establish firmly that a landlord is on notice of substandard conditions
 - Serve as objective evidence of substandard conditions in the event of a conflict with landlord
- It is important that reports be clear and thorough.

term and year and the premises shall be free of all personal property and tools not belonging to OWNER. It is agreed that all dirt, debris, trash, leaves, and other waste of any size or amount in the carpets, floor, walls, ceiling, fixtures, and/or any other part of the premises shall be removed at reasonable wage rates.

6. OCCUPANTS: Owner(s) reserves the right to evict for more than 7 consecutive days, or a total of over 20 days in any 12 month period, any person(s) who has been a guest of the tenant for more than 14 consecutive days. If done so without the following individual(s) giving written notice to OWNER and NO OTHER shall occupy the rental unit for more than 20 days unless the express written consent of OWNER obtained in advance.

LEASE

BASIC RENTAL AGREEMENT OR RESIDENTIAL LEASE

This Residential Agreement or Residential Lease shall evidence the mutual intent and understanding between the lessor and lessee signatory above and shall be referred to as "THIS AGREEMENT" or "THE LEASE". This Agreement is made and entered into by and between _____, "RESIDENT" As consideration for this agreement, OWNER agrees to lease to resident _____, the premises located at _____, the city of _____.

1. TERM: RESIDENT agrees to pay an advance \$_____ per month on the _____ day of each month. The advance payment is to be paid in a lump sum. Thereafter it shall become a month-to-month tenancy. RESIDENT agrees to pay the monthly rent _____ per month. If the monthly rent is not paid when due, he shall be liable for all late rent due and such time that the Residence is occupied by an OWNER approved paying RESIDENT until or expiration of said lease period, whichever is shorter. _____, as a condition to month to month tenancy, shall be entitled to terminate the lease by giving a written notice of termination to tenant at least 30 days prior to the date of termination.

2. PAYMENTS: Rent and/or other charges are to be paid at such place or method designated by the owner. The amount of rent and/or other charges are to be paid in advance. All payments are to be made by check or money order and cash shall be acceptable. OWNER reserves the right to deduct from the monthly rent the amount of any late fees, service charges, damage charges, or any other expense or charge which may be imposed by the owner. OWNER reserves the right to deduct from the monthly rent the amount of any late fees, service charges, damage charges, or any other expense or charge which may be imposed by the owner. All payments are to be made payable to OWNER.

3. SECURITY DEPOSITS: The cost of the above security deposit shall remain with the terms and conditions of this agreement and shall be refundable to RESIDENT within 30 days after the premises have been completely vacated less any amount necessary to pay OWNER's expenses for cleaning and repairing the premises. OWNER reserves the right to deduct from the security deposit the amount of any damage to the premises and/or any expense or charge which may be imposed by the owner. OWNER reserves the right to deduct from the security deposit the amount of any damage to the premises and/or any expense or charge which may be imposed by the owner. The RESIDENT shall immediately pay additional costs for damages to OWNER.

4. LATE CHARGE: A late fee of \$_____, (not to exceed ____% of the monthly rent), shall be added and due for any payment of rent made after the _____ day of the month. Any late charge shall be treated as unpaid rent and subject to an additional fee of _____.

5. UTILITIES: RESIDENT agrees to pay all utilities and/or services based upon occupancy of the premises except _____.

Landlord-Tenant Laws

Facilitator



Code enforcement reports documenting substandard conditions serve as critical evidence well beyond the immediate code enforcement context, informing rent disputes, habitability lawsuits, and eviction cases. These are some important functions of the inspection report:

To require repairs to be made

This is the most obvious function of the report. The most desirable outcome of the inspection is for quality repairs to be made promptly, before any more damage accrues to the health and safety of the occupants and before the property deteriorates any further. When this doesn't occur, the document itself is an important tool for at least two reasons:

To establish firmly that a landlord is on notice of substandard conditions.

To serve as objective evidence of substandard conditions

This need for evidence may arise when a tenant withholds rent in order to repair and deduct; during an affirmative habitability lawsuit or constructive eviction case; in security deposit disputes; or to defend against an unlawful detainer suit. [And in rent control jurisdictions, in rent adjustment cases]

Some types of evidence are better than others.

The inspection report is particularly important because there is an assumption that the report gives the complete picture and provides objective information.

Where inspection reports do not clearly evidence code violations that are present, a tenant may find themselves in the undesirable position of explaining to a court or hearing officer why substandard conditions that they claim were present do not show up in the report.

If the inspection is a limited scope inspection (i.e., only looking at a limited subset of housing conditions) then it is useful for the inspection report to indicate this clearly, to alleviate any confusion or apparent contradiction between the report and tenant complaints.

Landlord-Tenant Laws

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LANDLORD-TENANT ISSUES

Some Closing Thoughts

- Tenants are not bad housekeepers or unsanitary just because their homes lack the amenities of wealthier households.
 - Tenants at all income levels are entitled to healthy housing.



LEASE AGREEMENT

This Lease Agreement ("Agreement") is made and entered into as of January 1, 2023, by and between OWNER, a person, and RESIDENT, a person, both of whom are referred to individually as "Party" and collectively as "Parties".

1. BASIC INFORMATION

The address of the property is 123 Main Street, Anytown, USA. The property consists of 1 story and contains 1,000 square feet.

2. TERM AND RENT

The term of this lease begins on January 1, 2023 and ends on December 31, 2023. The monthly rent is \$1,200.

3. SECURITY DEPOSITS

The total of the above deposits shall cover compliance with the terms and conditions of this agreement and shall be retained by OWNER until the end of the lease term or until the property is returned to OWNER:

- (a) one month's rent
- (b) cleaning costs
- (c) key replacement costs
- (d) any damage to the property (less any amount legally allowable under the terms of this agreement)
- (e) any other amount legally allowable under the terms of this agreement

A written accounting of all security deposits held by OWNER shall be provided to RESIDENT upon termination of the lease. If there is a balance remaining after the deduction of amounts due to OWNER, the amount will be returned to RESIDENT.

4. SECURITY DEPOSITS TO BE USED FOR DAMAGE

All amounts retained to be used for damage to the property shall be deducted from the security deposit held by OWNER.

5. RATE OF CHARGE

A late fee of 10% will be imposed on the monthly rent if paid after the due date for the month of rental made after the 10th of the month. Any deducted check shall be treated as unpaid rent, and subject to an additional fee of \$10.

6. UTILITIES

RESIDENT agrees to pay all utility bills and/or services based upon occupancy of the premises except:

Landlord-Tenant Laws



Facilitator

It is important that code enforcement officers not identify tenants as being 'bad housekeepers' or cite them for code violations simply because homes may not have the same amenities as homes occupied by wealthier families. For example, families without storage units or garages or specialized storage module may have homes that contain more belongings than families who have these storage amenities. However, this alone does not merit a citation. Similarly, the presence of older or worn furniture should not be taken to indicate that tenants do not care for their homes. It is important not to mistake trappings of poverty with poor tenant behavior or poor sanitation.

Low income families are entitled to healthy housing and shouldn't be required to live with structural violations or non-functioning systems any more than wealthier families. It is important to be equally stringent in citing structural violations regardless of the wealth or other living conditions of the family.

On the flip side, tenant caused health and safety issues and code violations related to poor housekeeping are a reality and do have to be addressed.

Opportunities to engage the tenant regarding cleaning and cleanliness issues do exist during occupant complaint driven inspections. You can educate occupants in addition to citing the owner to reinforce the subject issue. In these inspection environments, whether it's part of a renewable Certificate of Occupancy or Rental Registry, the goal is to ensure the property is safe and being properly maintained.

Landlord-Tenant Laws

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LANDLORD-TENANT ISSUES

Some Closing Thoughts

LEASE

BASIC RENTAL AGREEMENT OR RESIDENTIAL LEASE

This Residential Agreement or Residential Lease shall evidence the complete terms and conditions under which the parties whose signatures appear below have agreed.

RESIDENT, whose address is _____, shall be referred to as "OWNER" and **LESSOR** and **TENANT** (Lessor) and **RENTER** shall be referred to as "TENANT". As used in this agreement, OWNER agrees to lease to RENTER or to RENTER as its private residence, the premises located at _____.

1. **TERMINUS:** RENTER agrees to pay an advance _____ per month on the _____ day of each month. This agreement is for _____ months and commences (check one) **Month-to-month** **One year**. If RENTER fails to pay the rent when due for three (3) months, RENTER shall be liable for the cost over and such time that the Renter is occupied by an attorney appointed by RENTER to collect the amount due and all costs of collection and attorney's fees.

2. **PAYMENTS:** Rent and other charges are to be paid at office or at earliest convenience of the lessor. All payments are to be made by cashier's check, money order or cash. All payments may be made by check or money order and cash shall be acceptable. OWNER acknowledges advances and other payments made by RENTER prior to the signing of this Agreement. RENTER shall be responsible for all additional charges from time to time. A security deposit _____ and a personal property deposit of _____ \$_____ All payments are to be made payable to _____.

3. **SECURITY DEPOSITS:** The total of the above deposits shall cover compliance with the terms and conditions of this agreement and shall be refunded to RENTER when the lease terminates. The security deposit will be held by OWNER until the lease terminates. OWNER may retain the security deposit to pay OWNER: a) my legal costs; b) cleaning costs; c) key replacement costs; d) cost the repair of damages to premises caused by RENTER; e) unpaid rent and late rent; and f) any other expenses incurred by OWNER in connection with the removal of personal property. A copy of this agreement and a copy of the lease shall be presented to RENTER at the time of deposit. If deposit is not returned to RENTER within 30 days after the lease terminates, OWNER shall pay RENTER interest on the amount deposited at the rate of 1% per month plus reasonable costs for damages to OWNER.

4. **LATE CHARGE:** A late fee of \$_____, (not to exceed ____% of the monthly rent), shall be added and due for any payment of rent made after the _____ day of the month. Any additional late fees shall be waived if unapplied, and subject to an adjustment fee of \$_____.

5. **UTILITIES:** RESIDENT agrees to pay all utilities unless otherwise based upon occupancy of the premises except _____.

- Many low income tenants do not have savings available to pay for a security deposit when required to move on short notice; this can be a significant obstacle to re-housing.
 - In addition to the negative consequences of unhealthy housing, there are negative health consequences associated with displacement and homelessness.



In the worst instances where code enforcement activity results in ‘red-tagging’ of a property/displacement of a tenant, it is useful for code enforcement officers to be informed of any applicable relocation ordinance and able to refer tenants to the appropriate municipal department for help under the relocation ordinance. Many low income tenants do not have savings available to pay for a security deposit when required to move on short notice; this can be a significant obstacle to re-housing if relocation funds are not immediately available.

In addition to the negative consequences of unhealthy housing, there are negative health consequences associated with displacement and homelessness.

Legal Aid

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LEGAL AID OF (STATE OF TRAINING HERE)

- Provides legal assistance for landlord-tenant and housing issues.
- Eligibility for services based on household income.
- Legal Aid can assist with housing cases that threaten public benefits or health



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You will need to research legal aid in the city where you are teaching. If Legal Aid offers services for the area, include those services here.

Legal Aid

Facilitator

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REFERRAL PROCESS FOR LEGAL SERVICES

- Tenants may contact Legal Aid for assistance:
 - ◆ Online at
 - ◆ By phone at
 - ◆ Other means of contact?



If Legal Aid is offered in the city where you are teaching, include information about the referral process here.



Resident Behavior

Facilitator

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*Remain Standing
if.....*





Understanding Behavior Change (this is a good exercise to help the audience to be more empathetic with the clients they serve). Also helps with engaging students and a way for them to participate in the learning process.

Read aloud (while keeping your eye open for the first 2-3 people who sit down):

- Remain standing if you always wear a seat belt when you are driving a car.
- Remain standing if you brush your teeth at least twice a day.
- Remain standing if you eat at least 2 servings of fruit each day.
- Remain standing if you get a well women's/men's checkup as recommended.
- Remain standing if you do not smoke.
- Remain standing if you exercise (walking, running, aerobics, yoga etc.) at least 3 times a week.
- Remain standing if you always wear a seat belt when you are a back seat passenger in a car.
- Remain standing if you drink alcohol in moderation or less.
- Remain standing if you wear sunscreen when in the sun for prolonged periods of time.
- Remain standing if you floss your teeth every day.

Comment favorably if anyone is left standing at the end!

Lead a discussion of what just occurred:

- If appropriate, ask a specific member, "When you had to sit down after the first [or second, or third] statement, did you know that we're all supposed to wear a seat belt when driving?"
- If s/he answers yes, ask, "Why do you think some people don't follow that safety practice?"

Ask the Team, "Why do we all omit things we know we should do and do things we know we shouldn't?"

Answers should include:

We don't always have time; we're rushing.

Resident Behavior

Facilitator

It's something unpleasant – like flossing.

We don't like to feel that we're being told to do something.

We like to feel free to do what we want, when we want to.

We don't think we're ever going to get sick or die.

- Ask the Team, “If all it took was KNOWLEDGE, knowing the healthiest or safest thing to do, would people smoke? Eat sugary snacks a lot? Have unprotected sex?”

Answer: Probably not!

Ask for a volunteer to scribe for the next activity, recording key words.

Brainstorm things that influence our health other than “knowing better.”

Answers should include:

Denial of our situation despite knowledge of the right things to do and be

Our belief that we can change the behavior whenever we want to or “have to”

Our perception of the risk to us

Our experience with trying to or actually changing our behavior

Our skills / our confidence in our skills

Our support systems (partner, family, friends, professionals, etc.)

Our environment (physical, social, cultural, emotional mental, spiritual)

Course Wrap up



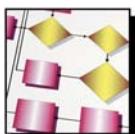
Goal

The purpose of this module is to wrap up the course.



Time

15 minutes



Overview

Review resources and key messages.



Materials Needed

- Powerpoints

Resources and Key Messages

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RESOURCES

- Help Yourself to a Healthy Home Book
- CDC HH Ref Manual CD, pests/rat/bed bug resources
- Housing code checklist example (Linn County, IA)
- www.epa.gov/lead
- http://portal.hud.gov/hudportal/HUD?src=/program_offices/healthy_homes/outreach (for fact sheets)
- www.municode.com (repository of all adopted ordinances by municipality nationwide)
- www.iccsafe.org



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More resources that inspectors can use for more knowledge and to educate tenants.

Resources and Key Messages

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KEY MESSAGES

Code inspections provide a way to holistically assess a home and the potential hazards that may exist.

There are codes that currently exist to help identify and resolve housing related hazards

Legal Aid and other agencies can be a valuable resource when dealing with code violations

There are a variety of resources that exist to help code inspectors meet the needs of the clients they serve



You can review at the end of this section:

- There is a link between housing and health
- Certain groups are at greater risk for adverse health effects.
- There are basic public health and housing principles that can help us understand the link between housing and health.
- The “Healthy Homes” movement is a holistic approach to promote health through better housing.
- Codes and regulations are tools that can help you achieve healthier housing in your community.



Resources and Key Messages

Facilitator

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LEARNING OBJECTIVES

Describe the importance of a holistic code inspection to identify hazards

Identify three types of codes that can be used to address health concerns

Explain the legal aid referral process and how to refer clients to other agencies for assistance and resources

