



DEPARTMENT OF HEALTH

Town Health Officer
Rental Housing Inspection Report

Property Address:

Inspector Name:

Health Officer Deputy Health Officer Other

Town:

Date of Inspection:

Type of Inspection:

Initial Follow-Up (Last Inspection Date:)

Housing Type:

Property Owner Name:

Tenant Name(s) and Phone Number(s):

Unit # Name/Phone Number Copy Given

Property Phone Number:

Reason for Inspection:

Copy given to property owner

Number of People Residing at the Home:

Input box for number of people

Number of Bedrooms:

Input box for number of bedrooms

Total Number of Units in the Building:

Input box for total units

Location of Bedrooms:

Input box for location of bedrooms

INSTRUCTIONS FOR HEALTH OFFICER:

- Fill out the entire Rental Housing Inspection Report.
Document violations and describe the necessary corrective actions for each.
Establish deadlines for correcting the violations.
Provide a copy of this Rental Housing Inspection Report to the property owner and any tenants affected by the violations.
If the entire property is affected by a violation, post a copy of this report and a notice that it shall not be removed, in the common area of the property.
Conduct follow-up inspection to ensure violations have been corrected by deadlines established in this report.

NOTICE TO TENANTS:

- The property owner or their agents must have access to the unit to make the repairs required by this report.
To make repairs, the property owner may enter the unit with your consent, or with 48 hours' notice. 9 V.S.A. § 4460

NOTICE TO PROPERTY OWNER:

- Until the violations described in this report are corrected, you are prohibited from renting the affected unit(s) to new tenants. 18 V.S.A. § 603(a)(2)(iv)
A fine of up to \$100 per day may be imposed for each violation not corrected by the deadline provided in this report or if an affected unit is rented to a new tenant before the violation(s) are corrected. 18 V.S.A. § 603(b)

FACTS THAT SUPPORT EACH VIOLATION:

Contact Information:

- **Vermont Department of Health (VDH) - Environmental Health phone numbers:**
 - Weekdays from 7:45 AM to 4:30 PM: 800-439-8550
 - All other times: 800-640-4374
- **Department of Public Safety (DPS/DFS) phone number to call varies based on property region:**
 - Region #1 – Williston Office: 1-800-366-8325
 - Region #2 – Barre Office: 1-888-870-7888
 - Region #3 – Rutland Office: 1-888-370-4834
 - Region #4 – Springfield Office: 866-404-8883
- **Department of Environmental Conservation (DEC) regional and main phone numbers:**
 - Enforcement Office (to report violations) – 802-828-1254
 - Montpelier (Main) Office – 802-828-1556
 - Barre Office – 802-476-0190
 - Essex Office – 802-879-5656
 - Rutland Office – 802-786-5900
 - Springfield Office – 802-885-8855
 - St. Johnsbury Office – 802-751-0130
- Additional information on issuing an **Emergency Health Order** can be found in 18 VSA Chapter 3 §127.
- Town Health Officer Manual can be found at
- http://www.healthvermont.gov/sites/default/files/Env_THO_THOManual.pdf

ACRONYMS/SYMBOLS	MEANING
	Section
	Department of Environmental Conservation
	Department of Public Safety, Division of Fire Safety
	Emergency Health Order
	National Fire Protection Association
	Rental Housing Health Code
	Vermont Fire & Building Safety Code
	Vermont Department of Health
	Vermont Statutes Annotated

TERMS	DEFINITIONS
Common space	All interior passageways, hallways, foyers, stairways, basements and other rooms in a dwelling or rooming house used or intended for use by the occupants of more than one dwelling unit or rooming unit.
Coliform bacteria	Rod-shaped bacteria and their presence in the water supply indicate recent contamination by human or animal fecal material.
Duplex electrical outlet	Electrical outlet that allows for two appliances to be plugged in simultaneously.
Dwelling	Rented building or structure, excluding tents or similar structures used for the express purpose of camping, that is wholly or partly used or intended to be used as a primary residence for living or sleeping by human inhabitants. This includes rented mobile homes and "housing provided as a benefit of farm employment" as defined in 9 V.S.A. § 4469a (a)(3).
Dwelling unit	Room or group of rooms within a dwelling, or any dwelling forming a single habitable unit used or intended for use for living, sleeping, cooking and eating.
Gross alpha (alpha radiation)	Natural occurrence of radioactivity due to breakdown of uranium found in the earth surface.
Habitable room	Every room or enclosed floor space, used or intended to be used for living, sleeping, cooking or eating purposes excluding bathrooms, toilet compartments, closets, halls, storage or utility spaces and similar areas.
Infestation	The presence of any pest or bedbug that creates a health hazard or other risk to the preservation of public health.
Nonabsorbent	Not capable of absorbing or soaking up liquids.
Pest	Any unwanted animal, including any insect, that is a potential vector for human disease and presents a public health threat.
Rooming house	Any dwelling or part thereof containing one or more rooming units and/or one or more dormitory rooms in which space is let by the owner or operator to one or more persons who are not immediate family members of the owner.
Rooming unit	Room or group of rooms let to an individual or household for use as living and sleeping, but not for cooking or eating purposes, whether or not common cooking facilities are made available.
Ventilation	Adequate supply and removal of air to and from a space through windows, skylights, doors, grilles, ducts or mechanical devices.
Water-tight	So constructed that the structure is substantially impermeable to the passage of water.
Weather-tight	So constructed that the structure resists weather and excludes rain and snow, and prevents the infiltration of air.
Window well inserts	The area at the base of the window (where the window sits) where lead dust accumulates is called a window well. (Window well as used here may also be known as a window trough.) The inserts allow for easier cleanup of the accumulation of lead dust and chips.
MORE DEFINITIONS CAN BE FOUND IN THE RENTAL HOUSING HEALTH CODE http://www.healthvermont.gov/sites/default/files/REG_Rental_Housing_Code.pdf	

1. LIFE SAFETY

There must be a working smoke alarm (detector) on each level of the dwelling including basements and within each bedroom or room used for sleeping. All newly installed smoke alarms must be the photoelectric-only type. NFPA 101-31.3.4.5 & NFPA 101-24.3.4

		Answer			Violation	DPS/DFS CONTACTED?
		Y	N	NA		CHECK IF YES
1.1	Is there a working smoke alarm:				Required Corrective Action AND Deadline	If "No", contact your regional DPS/DFS office.
	a. On each level of the dwelling including basements?					
	b. Near each bedroom?					

There must be a working carbon monoxide alarm (detector) in the immediate vicinity of each bedroom or room used for sleeping. CO alarms are also required in each sleeping room that has a fuel-fired appliance such as a gas-fired room heater, gas hot water heater, or fireplace/woodstove. NFPA 101-31.3.4.6

1.2	Is there a working carbon monoxide (CO) alarm:				Required Corrective Actions AND Deadline	If "No", <u>immediately</u> contact your regional DPS/DFS office. <input type="checkbox"/>
	a. Near each bedroom?					
	b. In each room used for sleeping that contains a fuel-burning appliance?					

All stairs must have handrails that are easy to grasp and that are securely mounted at a height between 30" and 38" above the leading edge of the tread. NFPA 101-7.2.2.4

1.3	Do all stairways have handrails that are securely mounted?				Required Corrective Actions AND Deadline	If "No", contact your regional DPS office.
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Any locks or door hardware must be easy to use when leaving the building (no key required to exit). The way out of the building cannot be used for storage or trash containers. NFPA 101-4.5.3.2

1.4	Are all exits out of the building free of obstructions and able to be used?				Required Corrective Actions AND Deadline	If "No", <u>immediately</u> contact your regional DPS office.
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Each bedroom must have a window that can be opened without using tools or special knowledge. The opening of the window must be at least 20" wide and 24" high **and** provide an opening of 5 square feet. The bottom of the opening must be less than 44" above the floor. NFPA 101-24.2.2.1

1.5	Does each bedroom have a window that can be easily opened and is large enough for emergency rescue or escape?				Required Corrective Actions AND Deadline	If "No", contact your regional DPS office.
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Each dwelling unit must have access to at least 2 separate ways out of the building that are not located close together unless the unit has: a door opening to the outside at ground level, an enclosed stair used only by that unit opening to the outside at ground level, or access to an outside stair that serves no more than 2 units. VFBSC 101:24.2.2.3.1

1.6	Does each dwelling unit have 2 separate ways out?				Required Corrective Actions AND Deadline	If "No" or questionable contact your regional DPS office.
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1. LIFE SAFETY, CONTINUED

Each dwelling unit (when 3 or more units) must have a minimum 2 ½ lb working fire extinguisher. NFPA 1-13.6

		Y	N	NA	
1.7	Does the dwelling unit (if there are 3 or more units) have a minimum 2 ½ lb working fire extinguisher?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Required Corrective Actions AND Deadline If “No”, contact your regional DPS office.
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

2. SANITATION FACILITIES – *Kitchen Facilities*

Every dwelling unit must have a kitchen sink. RHHC, § 5.1

2.1	Is there a kitchen sink?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Question is not applicable to rooming units. But is applicable to shared kitchen facilities in the rooming house, if provided. Required Corrective Actions AND Deadline
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Every dwelling unit must have space to store, prepare, and serve food in a sanitary manner RHHC, § 5.2.3

2.2	Is there space to store and prepare food?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Question is not applicable to rooming units. But is applicable to shared kitchen facilities in the rooming house, if provided. Required Corrective Actions AND Deadline
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Counter surfaces in the kitchen of dwelling units and rooming houses shall be smooth, noncorrosive, nonabsorbent, and waterproof covering.

2.3	Are the countertops nonabsorbent?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Required Corrective Actions AND Deadline
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Floor surfaces in the kitchen of dwelling units and rooming houses shall be smooth, noncorrosive, nonabsorbent and waterproof covering.

2.4	Is the floor made of:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Required Corrective Actions AND Deadline
	a. Smooth, nonabsorbent, non-corrosive, waterproof covering? (ex: tile)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	b. Carpeting with a solid, water repellent backing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	c. Wood flooring with a water-resistant finish and with no cracks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Bathroom Facilities

Every dwelling unit shall contain a bathroom facility which includes a flush toilet, sink and bathtub or shower separated from habitable rooms and which affords privacy. Unless the dwelling unit shares a bathroom facility. If this dwelling unit qualifies to share a bathroom. Every dwelling unit shall contain a bathroom facility which includes a flush toilet, sink and bathtub or shower separated from habitable rooms and which affords privacy. Unless the dwelling unit shares a bathroom facility. If this dwelling unit qualifies to share a bathroom.

2.5	Is there at least 1 bathroom sink, 1 toilet, and 1 bathtub or shower per unit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If “No”, the unit must meet Shared Bathroom requirements. Question is not applicable to rooming units. Required Corrective Actions AND Deadline
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Bathroom Facilities, Continued

For rooming houses, 2.6a–c above must be met. RHHC, § 5.2.3

		Y	N	NA	
2.6	Is there one:				Required Corrective Actions AND Deadline
	a. Toilet per 10 people?				
	b. Sink per 10 people?				
	c. Shower/tub per 8 people?				

Counter surfaces in the bathroom of dwelling units and rooming houses shall be smooth, noncorrosive, nonabsorbent and waterproof covering.

2.7	Are the countertops nonabsorbent?				Required Corrective Actions AND Deadline
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Floor surfaces in the bathroom of dwelling units and rooming houses shall be smooth, noncorrosive, nonabsorbent and waterproof covering. RHHC, §§ 5.3, 5.3.1, 5.3.2

2.8	Is the floor made of:				Required Corrective Actions AND Deadline
	a. Smooth, nonabsorbent, non-corrosive, non-slip, waterproof covering? (ex: tile)				
	b. Carpeting with a solid, water repellent backing?				

All toilets must be working flush toilets. RHHC, § 5.2.1

2.9	Do all toilets flush?				<p>If “No”, is there at least one working toilet for tenants? If there is at least one working toilet, Owner to correct within a reasonable period. If all toilets do not flush, owner needs to begin resolving within 24 hours. Also see Question 3.8a-b.</p> <p>Required Corrective Actions AND Deadline</p>
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Shower/tub and sink/toilet must be separate from habitable rooms. RHHC, § 5.2.1

2.10	Is the shower/tub and sink/toilet separate from habitable rooms?				Required Corrective Actions AND Deadline
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3. SANITATION FACILITIES (II)

Occupants must have access to public drinking water or good quality private system. RHHC, §§ 5.4.1, 5.4.2

<i>Water Supply/Wastewater Disposal</i>		Y	N	NA	
3.1	Is there currently a water supply to the unit?				<p>If “No”, owner needs to provide temporary water supply to occupants until long-term solution is achieved. Owner must begin working on long-term solution within 24 hours.</p> <p>Required Corrective Actions AND Deadline</p>

3.2	Is water supply from:				NA
	a. Public source?				
	b. Known private source?				

3. SANITATION FACILITIES, CONTINUED – *Water Supply/Wastewater Disposal*

Water sample should be taken by owner or can be taken by inspector to test quality of private water system once a year for coliform bacteria/*E. coli* bacteria (Kit A), every 5 years for inorganic chemicals (Kit C), and every 5 years for alpha radiation (Kit RA). RHHC, § 5.4.2

		Y	N	NA	
3.3	If a private system, was the water tested for coliform (Kit A) within the last year?				<p>If “Yes”, what were the results?</p> <p>If “No”, have owner collect water sample. If coliform bacteria are detected, request owner to disinfect well and request tenants to boil their water for 1 minute at a rolling boil. Retest as soon as possible after disinfection. Contact VDH Environmental Health for more guidance. Deadline:</p>
3.4	If a private system, was the water tested for inorganic chemicals (Kit C) within the last 5 years?				<p>If “Yes”, what were the results?</p> <p>If “No”, Owner to test within a reasonable period. Provide testing information for Kit C, if requested. Deadline:</p>
3.5	If a private system, was the water tested for gross alpha (Kit RA) within the last 5 years?				<p>If “Yes”, what were the results?</p> <p>If “No”, Owner to test within a reasonable period. Provide testing information for Kit RA, if requested. Deadline:</p>

Sinks must have non-scalding hot water that is heated to a safe temperature. RHHC, § 5.4.3

3.6	Do all sinks have hot water?				Required Corrective Actions AND Deadline
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At fixture, showers/tubs must have a maximum temperature of at least 100°F but no more than 120°F. RHHC, § 5.4.3

3.7	Are all showers and/or tubs able to heat up to a minimum of 100°F but to no more than 120°F??				Required Corrective Actions AND Deadline
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Occupants’ plumbing must be connected to a public or private sewage system in working order. Sewage system failure, as defined by the DEC, includes the surfacing on the ground or backup of waste into the home as an ongoing problem. If the system was caused not to work by an unusual event or only needs minor repairs to work, it is not considered a failing system. DEC will advise the property owner on the requirements and the property owner should be told to contact their Regional Environmental Office for advice. A permit is required by the DEC to replace a failed system. DEC, § 1-301(3, 10) RHHC, § 5.4.5

3.8	a. Are household waste pipes functioning correctly (no blockage resulting in waste backup into home)?				<p>If “No”, contact your regional DEC office. Required Corrective Actions AND Deadline Contacted DEC?</p>
	b. Does private, on-site leach field seem to be functioning so that no wastewater is surfacing?				<p>If “No”, immediately contact your DEC regional office. Have owner pump septic tank and inspect the piping between the building and the septic tank to ensure there are no obstructions. The surfacing waste should be fenced off and covered with lime and straw.</p> <p style="text-align: right;">Contacted DEC? <input type="checkbox"/></p>

3. SANITATION FACILITIES, CONTINUED.

Outdoor trash and food scraps must be placed in durable, covered, and water-tight containers. RHHC, §§ 5.5.1.1, 5.5.1.2

		Y	N	NA	
3.9	Is there a durable, covered, and water-tight container(s) for trash and food scraps outside?	<input type="checkbox"/>	<input type="checkbox"/>		Required Corrective Actions AND Deadline
		<input type="checkbox"/>	<input type="checkbox"/>		

Recyclables must be placed in durable containers. RHHC, §§ 5.5.1.1, 5.5.1.2

3.10	Is there a durable container for recycling?	<input type="checkbox"/>	<input type="checkbox"/>		Required Corrective Actions AND Deadline
		<input type="checkbox"/>	<input type="checkbox"/>		

Trash, recyclables, and food scraps must be removed from the home at least once a week. RHHC, §§ 5.5.2.1, 5.5.2.2

3.11	Are trash, recyclables, and food scraps removed from the home at least once a week?	<input type="checkbox"/>	<input type="checkbox"/>		Required Corrective Actions AND Deadline
		<input type="checkbox"/>	<input type="checkbox"/>		

Owners must keep any spaces that aren't dwelling units or rooming units free from trash, recyclables, and food scraps (such as common spaces). RHHC, § 5.5.3.1

3.12	Are spaces that are not dwelling unit/rooming unit spaces free of trash, recyclables, and food scraps?	<input type="checkbox"/>	<input type="checkbox"/>		Required Corrective Actions AND Deadline
		<input type="checkbox"/>	<input type="checkbox"/>		

Occupants must keep dwelling units/rooming units from trash, recyclables, and food scraps. RHHC, § 5.5.3.2

3.13	Are dwelling unit/rooming unit spaces free of trash, recyclables, and food scraps?	<input type="checkbox"/>	<input type="checkbox"/>		Required Corrective Actions AND Deadline
		<input type="checkbox"/>	<input type="checkbox"/>		

4. PEST & BEDBUG INFESTATIONS

Owners are responsible for maintaining all common spaces to be free from infestation. Owners are responsible for extermination if infestation is due to their failure to maintain premises OR if more than two dwelling units are infested. The occupant is responsible for maintaining his or her own dwelling unit/rooming unit. The occupant is responsible for extermination if his or her failure to maintain the dwelling unit/ rooming unit properly caused the infestation unless two or more dwelling units are infested. RHHC, §§ 6.1, 6.2, 6.3

4.1	Home free of visual evidence of pests (cockroaches, ants, rats, mice, bats, etc.)	<input type="checkbox"/>	<input type="checkbox"/>		Required Corrective Actions AND Deadline
	a. Infestation?	<input type="checkbox"/>	<input type="checkbox"/>		
	b. Fecal droppings (fecal pellets)?	<input type="checkbox"/>	<input type="checkbox"/>		
	c. Pest carcasses?	<input type="checkbox"/>	<input type="checkbox"/>		
	d. Chew (gnaw) marks?	<input type="checkbox"/>	<input type="checkbox"/>		
	If "No", (to any or all) have any measures been taken to stop pest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.2	Home free of visual evidence of bedbugs:				Required Corrective Actions AND Deadline
	a. Infestation of bedbugs or bedbug nymphs?	<input type="checkbox"/>	<input type="checkbox"/>		
	b. Fecal droppings (small dark stains the size of an ink dot)?	<input type="checkbox"/>	<input type="checkbox"/>		
	c. Eggs (1mm across and pale yellow)?	<input type="checkbox"/>	<input type="checkbox"/>		
	d. Blood spots (rusty or reddish stains) on sheets or	<input type="checkbox"/>	<input type="checkbox"/>		
	If "No" (to any or all), have any measures been taken to stop bedbug	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

5. HEATING

Heat must be maintained for all habitable rooms, kitchens, and bathrooms when temperature is below 55°F/13°C. RHHC, § 7.1, 7.5 This must be done without overheating one room. If temperature is read, it should be done so at a point 3 feet above the floor and 3 feet from an exterior wall.

		Y	N	NA		EHO ISSUED?
5.1	Is heat provided when outside temperature is less than 55°F/13°C?				If "No", consider issuing an Emergency Health Order (EHO) to protect tenants from potential serious health problems caused by cold temperatures, such as hypothermia. Required Corrective Actions AND Deadline	<input type="checkbox"/>
5.2	Are the heating facilities able to maintain a temperature of at least 65°F/18°C?				If "No", consider issuing an Emergency Health Order (EHO) to protect tenants from potential serious health problems caused by cold temperatures, such as hypothermia. Required Corrective Actions AND Deadline	<input type="checkbox"/>

Fuel-fired heating facilities (including pellet stoves, wood stoves, natural gas appliances, etc.) must be vented to the outside of the building. Un-vented fuel-fired room heaters or fireplaces are not permitted. RHHC, § 7.4, NFPA 1: 11.5.1.4.4

5.3	Are all fuel-fired heating facilities vented to the outside of the building?	<input type="checkbox"/>	<input type="checkbox"/>		If "No", immediately contact your regional DPS office. Required Corrective Actions AND Deadline	DPS Contacted?
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Wood stoves/pellet stoves must have 36" clearance and vent pipes must have 18" clearance to walls, ceiling, and furnishings in the room. Newer wood stoves/pellet stoves will have the clearance requirements marked on a label attached to the wood stove/pellet stove. Walls, ceiling or floor may be protected by fire resistant material to reduce the clearance requirement. Contact DPS for assistance with any questions. NFPA 211

5.4	Does wood stove/pellet stove have the proper clearance to walls, ceiling, and furnishings in the room?			<input type="checkbox"/>	If "No", immediately contact your regional DPS office. Required Corrective Actions AND Deadline	DPS Contacted?
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6. NATURAL & MECHANICAL VENTILATION

Every habitable room must have at least one window or door on an outside wall that can be opened for fresh air. Every habitable room must have at least one window or door on an outside wall that can be opened for fresh air. RHHC, § 8.1.1

		Y	N	NA	
6.1	Does every habitable room have at least one window or door on an outside wall that can be opened for fresh air?				Required Corrective Actions AND Deadline

Screens in good repair must be present for all windows and doors being used for ventilation. RHHC, § 8.1.2

6.2	Are screens present for all operable windows and for doors that are providing ventilation when a window is not available?				Required Corrective Actions AND Deadline
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All hallways and stairways in common spaces must be adequately ventilated. RHHC, § 8.1.3

6.3	Are all hallways and stairways in common spaces adequately ventilated?				Required Corrective Actions AND Deadline
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6. NATURAL & MECHANICAL VENTILATION, CONTINUED

Bathrooms must be ventilated to external air by window, airshaft, or ventilation fan that vents to the outside of the building. RHHC, § 8.1.4

		Y	N	NA	
6.4	Are all bathrooms ventilated by window, airshaft, or a ventilation fan that vents to the outside of the building? (circle type of ventilation)				Required Corrective Actions AND Deadline

Clothes dryers, if existent, must be vented to the exterior of the building. NFPA 211: 10.7.3 RHHC, § 8.1.5

6.5	Are all clothes dryers vented to the exterior of the building?				Required Corrective Actions AND Deadline

7. LIGHTING & ELECTRICITY

Every habitable room (excluding a kitchen) must have at least:

2 duplex electrical outlets OR 1 duplex electrical outlet and 1 electrical light fixture (such as a lamp or overhead light). Extension cords must not be used as a substitute for fixed wiring in a building. Extension cords must not run through holes in walls, ceilings, or floors, through doorways or windows or under carpets, or be attached to building surfaces. RHHC, § 9.1 NFPA 73: 4.5

		Y	N	NA	
7.1	Does every habitable room (excluding a kitchen) have at least 2 duplex electrical outlets OR 1 duplex electrical outlet and 1 electrical light fixture?				Required Corrective Actions AND Deadline

Every kitchen must contain at least 2 duplex electrical outlets and 1 electrical light fixture. RHHC, § 9.2

7.2	If there is a kitchen, does it contain at least 2 duplex electrical outlets and 1 electrical light fixture?				Required Corrective Actions AND Deadline

Any other room must contain at least 1 electrical light fixture. RHHC, § 9.3

7.3	Do all other rooms contain at least 1 electrical light fixture?				Required Corrective Actions AND Deadline

Building entrances in rooming houses and dwellings must have adequate lighting. Common spaces in rooming houses and buildings with 2 or more dwelling units must have adequate lighting. RHHC, § 9.4

7.4	a. Do all dwelling and rooming house building entrances have adequate lighting?				Required Corrective Actions AND Deadline
	b. Do all common spaces in rooming houses and buildings with 2 or more dwelling units have adequate lighting?				

All electrical systems must be working and safe. RHHC, § 9.5

7.5	Are all electrical systems working?				Required Corrective Actions AND Deadline

8. STRUCTURAL ELEMENTS

Home must be weather-tight and water-tight. RHHC, § 10.1

		Y	N	NA		DPS CONTACTED
8.1	Is the home weather-tight and water-tight?				Required Corrective Actions AND Deadline	<input type="checkbox"/>

Obvious signs of structural deficiencies or unsafe conditions include separation of structural building elements such as a beam from the column supporting building elements; deflection or sagging of a ceiling, roof, wall, or a beam or column supporting ceiling, roof, and wall; diagonal cracking in a wall, particularly around door or window openings; or sections of a brick or masonry wall or column that have broken off or have diagonal cracking. RHHC, §§ 10.1 IBC § 3403

8. STRUCTURAL ELEMENTS, CONTINUED

		Y	N	NA	
8.2	Is the home structurally sound with no obvious signs of structural deficiencies or unsafe conditions (such as holes in walls, buckling/bulging in floors/ceilings)?				If "No", immediately contact your regional DPS/DFS office. Required Corrective Actions AND Deadline

Home and units must be free of standing water and excessive moisture. Mold may be an indicator of standing water or excessive moisture. RHHC, § 10.3

8.3	Is the home free of:	Y	N	NA	Required Corrective Actions AND Deadline
	a. Standing water?				
	b. Visual evidence of water intrusion such as damp building materials or water stains?				
	c. A musty smell?				

Mold may be an indicator of standing water or excessive moisture. RHHC, § 10.3

8.4	Is the home free of visual evidence of mold or mildew (associated with a musty smell, discoloration, and excess moisture)?	Y	N	NA	Required Corrective Actions AND Deadline

Vaporizers/humidifiers used by occupants or owners can increase the relative humidity above 60% which promotes the growth of microorganisms and visible mold. RHHC, § 8.2

8.5	If humidifiers or vaporizers are used by occupants, is the relative humidity below 60%?	Y	N	NA	Required Corrective Actions AND Deadline

Radon

Not having had the home tested for radon is NOT a violation. However, long-term exposure to radon increases the risk for lung cancer, so it is a recommended test.

8.6	Has the home been tested for radon within the last 5 years?	Y	N	NA	If "Yes", what were the results? If "No", recommend owner to test for radon. VDH provides a free testing kit. Owner may call 802-865-7742 for the test.

9. VERMONT LEAD LAW: PRE-1978 HOMES ONLY

All homes built before 1978 are assumed to have lead paint unless a lead inspector or lead risk assessor has certified the property lead-free.

		Y	N	NA	VDH Contacted?
9.1	Was this home built before 1978? If "Yes", complete questions 9.2-9.12. If "No", skip the 9.2-9.12.				NA <input type="checkbox"/>

Children under 6 years old are especially sensitive to lead poisoning.

9.2	Do any children under 6 years old reside at the home?	Y	N	NA	VDH Contacted?
					NA <input type="checkbox"/>

The owner must file an EMP (Essential Maintenance Practices) statement of compliance annually to comply with the lead law. Call CLPPP at to verify Compliance Statement has been filed with VDH. 18 VSA Chapter 38, § 1759(b)(1), 18 VSA Chapter 38, § 751(b)(5)(A)

9.3	Has the landlord/owner submitted an Essential Maintenance Practices (EMP) compliance statement to VDH?	Y	N	NA	If "No", 30 days to correct. Contact VDH. Deadline:	VDH Contacted?
						<input type="checkbox"/>

The Environmental Protection Agency (EPA) pamphlet, "Protect Your Family from Lead in Your Home", needs to be given to each tenant unit. 18 VSA Chapter 38, § 1759(b)(3)

9. VERMONT LEAD LAW: PRE-1978 HOMES ONLY, CONTINUED

		Y	N	NA		
9.4	Have tenants been given the EPA (Environmental Protection Agency) pamphlet, "Protect Your Family from Lead in Your Home"?				If "No", 30 days to correct. Deadline:	<input type="checkbox"/>

The most recent signed copy of the owner's EMP (Essential Maintenance Practices) compliance statement must be given to each tenant unit annually. 18 VSA Chapter 38, § 1759(b)(3)(4)

9.5	Have the tenants been given a signed EMP compliance statement by the building owner?				If "No", 30 days to correct. Deadline:	<input type="checkbox"/>
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Notice asking tenants to report chipped paint to the owner (with contact information for owner or owner's agent on the notice) needs to be posted in a prominent place. 18 VSA Chapter 38, § 1759(a)(8)

9.6	Are there posted notices in common spaces asking tenants to report chipped paint?				If "No", 30 days to correct. Deadline:	<input type="checkbox"/>
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If more than 1 square foot of paint is found to be peeling in or on a pre-1978 home, owner is required to act within 30 days to stabilize it safely. 18 VSA Chapter 38, § 1759(a)(3)

9.7	Is the inside of the home free of greater than 1 square foot of peeling or deteriorated paint on any interior surface (including on floorboards and stairwells)?				If "No", 30 days for owner to correct. Deadline:	<input type="checkbox"/>
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9.8	Is the outside of the home free of greater than 1 square foot of peeling or deteriorated paint on any exterior surface (including on floorboards and porches)?				If "No", 30 days to correct. Deadline:	<input type="checkbox"/>
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All wooden windows installed before 1978 in all homes built before 1978 must have window well inserts or by another method approved by department. 18 VSA Chapter 38, § 1759(a)(1)

9.9	Are there window well inserts in wooden windows installed before 1978? Please note that replacement wooden windows installed in 1978 or later do not require inserts.				If "No", 30 days for owner to correct. Deadline:	<input type="checkbox"/>
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Cleaner is better, but this is being asked for informational purposes.

9.10	Are window wells (troughs) free of debris (paint chips, dust)?				NA	
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At least once a year, owner should examine outside and inside to identify deteriorated paint. Any paint chips found outside the home should be removed at least once a year. 18 VSA Chapter 38, § 1759(a)(2)(5)

9.11	Is the home interior free from visual evidence of paint chips?				If "No", 30 days for owner to correct. Deadline:	<input type="checkbox"/>
9.12	Is the home exterior free from visual evidence of paint chips?				If "No", 30 days for owner to correct. Deadline:	<input type="checkbox"/>