

# Preparing for Habitability Inspections

The following information is meant to be a guide for preparing for BSC-conducted Habitability and Safety Inspections. These regulations and standards are established to provide a healthful community living environment; to reduce conditions favorable to the harboring and breeding of pests; to prevent the spread of foodborne illness; to reduce the hazards of fire; and to prevent obstructions that interfere with the comfortable enjoyment of co-op life. There will be 3 evenly spaced inspections throughout the semester (2 during summer), during which the Operations Assistant will visit your house and inspect using the following criteria:

## FIRE ALARM SYSTEM:

- Power light should be on. No trouble lights should be on.
- All Components (bells, pull-stations, smoke detectors, emergency lights, etc.) should be operational and in place.
- **Sprinklers:** Do not hang any items from the sprinkler pipes or heads. Sprinkler heads should be in good condition (no corrosion, paint, or external damage). Sprinkler system VALVE must be identified and secured open (e.g. with a breakaway lock). There should be spare sprinkler heads and a sprinkler wrench on hand. **Make sure there is 18" of clearance below sprinklers.**

## FIRE EXTINGUISHERS:

- At least one (1) present in all main rooms (dining, kitchen, living, lounge, etc.). At least one (1) present on each floor. Fully charged, and wall mounted. Marked by highly visible signs
- ALL extinguishers must be recharged whenever the seal is broken, regardless of whether they were discharged. Service must be up to date.
- Glass for cabinets intact
- **Fire Hoses:** Taken out of houses with permission of BFD.

## RANGE HOOD SYSTEM:

- **Filter:** Clean range hood filters weekly or more often as necessary. To clean take out and soak in hot soapy water or a stronger degreaser solution (Ecologic's *Degrade* is the product that's currently available from CFS) and scrub (or run through sanitizer).
- **Hood:** Wipe down/scour entire hood area. There should be no grease drips anywhere on the hood.
- **Extinguisher:** Must have *Class K* fire extinguisher in Kitchen. Extinguishers with a K rating are designed to extinguish fires involving vegetable oils, animal oils, or fats utilized in commercial cooking appliances.

## FIRE/SMOKE DOORS:

- Doors can not be blocked, and must close or latch properly when tripped by the magnetic door release.
- Always keep SHUT, unless held open with magnetic door releases. **They can't be left propped open!** Fire doors prevent the spread of smoke and fire from one area to another, and so must close and latch automatically in case of fire.
  - Magnetic door releases should be adjusted so they remain in a latched position after door has been released.
    - ➔ Common problems if doors are not closing properly – (1) the spring or closer may be weak, broken, or missing; (2) the door may be warped so that it doesn't close fully; or (3) the latch may be missing or broken.
- **Signage:** Fire Doors should be marked as such & exit signs mounted and lights functioning.

## OBSTRUCTIONS:

- Hallways, Stairways, Fire Escapes & Entrances/Exits should be clear of trash, furniture, building materials, personal items, etc. AT ALL TIMES. No bikes should be chained to banisters.
- **Fire Escapes:**
  - Ladders should fold out or roll down properly
  - Windows/doors should open and close smoothly and easily, without the use of keys, or special knowledge or strength.
  - Should be clearly marked. Ideally, the pathway to the escape will also be marked, especially in houses with long, winding hallways
- **Main Entrance/Exit:** All main exits require clearly marked exit signs. Lit exit signs should have working bulbs. Exit arrows should point in the right direction.
- **Discourage accumulation of combustible materials like mattresses, clothes, etc.**
- Keep storage **18 inches** below sprinklers in order to be protected by the sprinkler system in case of a fire. No flammable materials can be stored under stairs or near dryers, furnace, boiler, or radiators.
- **Roof:** Drains should be clear of leaf/trash debris to prevent leaks. Clear drains before the rains come!
- **Boiler Room:** Establish **3 ft.** of clearance around furnace, boiler and radiators. Minimize storage in boiler/furnace rooms. All gas appliances must be tied down including; boiler, furnace, water heater, water urn, ovens.

# Preparing for Habitability Inspections

- **Laundry Room:** Check frequently for lint and combustible build up (clothes, foam padding, etc.); EXTREME FIRE/SAFETY HAZARD. Check area behind and under washers and dryers.
- **Parking:** Cars, motorcycles, and scooters should not be parked too close to buildings or blocking pathway.
- **Furniture:** No “indoor” furniture (i.e. couches, mattresses, cushions) can be stored outside. All furniture must be in good condition – stable and free of rips, holes and tears.

**KITCHEN:** You can also find a more detailed list of kitchen sanitation expectations on the [Kitchen Sanitation & Inspection List](#). Just go to the **BSC House Officers Training Materials Google Site → Workshift Managers → 10 Kitchen Sanitation & Inspection List.pdf**

- Evidence of organized kitchen cleaning schedule, or how to posters.
- **Floor/Ceiling/Walls:** No build-up of dirt, old food smears, or debris including the corners, outer perimeter, and underneath surfaces (counters, sinks, appliances, etc.). Walls and ceiling are smooth, in good repair, kept clean and painted with light color. Floor is swept, and mopped with a disinfectant every day.
  - Floor/Wall Juncture: 3/8” minimum radius coving going up the wall at least 6” (except in storage room).
- **Surfaces:** Clear during food preparation then clean as necessary (no less than 3x/day) and sanitize with bleach.
- **Dry Storage Area/Pantry:** Protect from dust, dirt, vermin, contamination from rodents and overhead leakage. Any open non-perishables should be stored in sealed plastic containers with a label (cereal, peanuts, flour, sugar, etc.). All storage at least 6” off ground.
- **Refrigerators/Freezer:** Thermometers present. Refrigerator storage between 35°F - 40°F. Freezer storage between 0°F - 10°F. Nothing on floor in walk-ins. All leftovers in container with tight fitting lid. Meat properly defrosting on lowest shelf with catch pan. Freezer organized, with no food build up on interior or exterior. Less than ¼’ ice accumulation. Vents on Fridges & Freezers cleaned!
- **Appliances:** Grills = silver, and grease traps/trays clean and lined with foil. Stove top clear of food debris. Mixers, blenders, microwaves, toasters, etc. are functioning properly, free of food smears, and all parts are clean. Dish sanitizer stocked with proper chemicals and reaching 120°F, and clean.
- **Sinks:** Must have hot and cold running water of safe and sanitary quality. No dirty pots/dishes on floor. No food clogging drains in sink w/o disposals. Floor drains are clean and kept in good repair.
- **Cleaning Products Storage:** Keep off the floor. Store in a room or cabinet that is separate from any food preparation or food storage area. After use, mops must be stored with MOP HEAD UP, and in a position that allows them to air dry, without soiling walls, equipment or supplies.
- **Waste Storage/Recycling:** All waste bins must have lids that remain closed when not in use. Garbage cans need liners. Recycling should be taken out regularly and not overflowing. Grease bucket is clean and emptied when it is ½ full. Contact [recycle@bsc.coop](mailto:recycle@bsc.coop) to schedule grease and special recycling pick-ups.

## **BATHROOMS:**

- Should be evidence of an organized bathroom cleaning schedule.
- **Surfaces:** All surfaces should be cleaned & disinfected with a bleach solution as needed, but no less than weekly.
- **Vents:** Remove covers and clean off dust as necessary.

## **DINING AREA & COMMON ROOMS:**

- **Floor:** Food can’t be left on the floor in any room. No extension cords should be used in place of permanent wiring or placed under rugs where they are subject to damage.
- **Roach and Rodent Attractions:** No food or dirty plates in halls, or recycling area; rodent holes must be covered. All buildings are rodent-proofed and maintained in a rodent-free condition.
- **Surfaces:** No old dishes, leftover food

## **MAINTENANCE AREA:**

- Clean/Organized, First Aid Kit/Safety Gear (eye protection, ear protection, safety goggles, etc.), Well lit, and good ventilation.

## **REPAIRS:**

- **Electrical:** No exposed wiring - Secure to wall or ceiling so not hanging loose, exposed or damaged. All switches, outlets, and junction boxes require cover plates.
- **Lighting:** All lights in the hallways, stairways and common areas must be functioning properly and require covers/diffusers.
- **Walls/Ceilings:** Patch all holes.
- **Windows/Glass:** No Broken windows, all ground-floor windows lock securely.
- **Sinks, Shower/Tub, Toilet, Water Leakage:** Should be no drips, leaks, or obvious clogs. For clogs use a plunger, snake and/or water ram.
- **Other:** All banisters present and secure. No bicycles chained to banisters.

# Preparing for Habitability Inspections

## MISCELLANEOUS:

- **Composting/Recycling:** Must be stored in a closed container.
- **Dumpsters:** Should not be stored right up against the house. Empty regularly and thoroughly wash before re-use.
- **Walkways:** Sidewalk or paved public areas should not have grass, weeds, dirt, garbage or other obstructions accumulating or growing upon it.
- **Patio/Yard:** Clear wood piles, yard waste piles left outside on the ground (make cozy homes for rodents). Do not allow debris that is fire menace/hazard, or could constitute rat harborage.

## VEGETATION:

- **Structure Clearance:** No broken gutters or downspouts, which encourage structural damage and leaks. Clear vegetation growth on house.
- **Dead Plant Material: Avoid Roach and Rodent Attractions!** Clear excess organic debris in yard, dump site or recycling areas regularly. Rodent holes should be covered (use steel wool with some Fix-all mixed in).
- **Decks/Porches:** Remove unsecured flower pots, boxes, and other stuff that could fall. No upholstered furniture outside.
- **Limb-up Trees, Ivy & Vines:** No low, overhanging branches, cut grass regularly. Should not interfere with poles, lines and wires.
- **Other:** No debris or bicycles in place where people could trip.

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