

# Student Safety and Property Maintenance

CBS Rentals LLC is proud to have served on the committee that established a set of recommended, property maintenance guidelines for student-housing providers. Although these guidelines are strictly voluntary, we strive to meet these standards whenever possible, and, in fact, the features at many CBS properties far exceed the recommended guidelines. For example, CBS has extensive video camera coverage at all of our apartment buildings and many houses located in the Corner/Wertland/Rugby/South Lawn areas. Presently, we are working to expand video coverage to a portion of the 14th Street corridor. A copy of the BRAC Recommended Property Maintenance Guidelines is below.

## EXTERIOR CONDITIONS

1. Snow/ice removal on all solid surfaces to include but not limited to stairs, sidewalks, driveways, etc. in accordance with City and County ordinances. (Note: CBS house residents are responsible for removing snow from driveways.)
2. Building exterior in good repair. Includes painting on all paintable surfaces, gutters, decks and balconies. Metal surfaces free from rust/deterioration.
3. Walls, foundation, windows, glazing: free from cracks, breaks, holes, etc.; structurally sound and secure.
4. Roofs, gutters/drainage systems working to their intended function and not admitting rain/weather.
5. Each exterior door is equipped with a deadbolt with at least a 1" throw.
6. Each entrance door is secure and not loose in its frame.
7. Each entrance door is equipped with a 180 degree viewer peephole.
8. Exterior doors have three-inch screws in strike plates unless the door frame is metal. Door locks should not be reachable through an open window.
9. Working locks are installed on all bedroom doors.
10. All windows have screens.
11. All windows are in good condition and not loose in their frames.
12. All window locks are in good condition and operate properly.
13. All ground floor windows have lift-and-slide protection devices installed.
14. All ground floor sliding glass doors are equipped with a Charlie bar or length of wood to prevent opening.
15. Building and apartment numbers all in place and visible.
16. Landscaping is trimmed and maintained allowing for clear line of site line between the interior to the exterior building grounds.

17. The property is free of disorderly accumulation of storage or trash.
18. There are no abandoned vehicles on the property or without license plates.
19. There is a property parking program to identify vehicles that do not belong on the property.
20. All stairways are clear of storage and obstruction.
21. Building exit doors are unlocked and clear of obstruction.
22. Emergency lights and exit lights and signs are operating properly and inspected annually.
23. There is no upholstered furniture on exterior patios, balconies, porches or decks.
24. Stairways, decks, porches, balconies are kept in good repair and able to support intended loads; guards and handrails are intact.
25. Pools have proper barriers.
26. Access to keys and apartments is strictly controlled and documented.
27. The property is not in violation of any building maintenance codes.

## **LIFE SAFETY SYSTEMS**

1. All smoke detectors required by code are installed, in good working order, and inspected annually.
2. A carbon monoxide detector is installed in any apartment with a gas furnace, gas hot water heater, or gas stove, is in good working order, and is inspected annually.
3. All parking areas, common areas, and walkways are well lit.
4. All exterior lighting is in good condition and working order.
5. Every bedroom must have a minimum of one operable window and clear path of egress in case of a fire where required by code.
6. Fire Extinguishers required by code are accessible, mounted and properly inspected and tagged. Each property unit must have a working fire extinguisher in the kitchen where required by code.
7. Fire department connection to sprinkler/standpipe systems is accessible and free of obstruction.
8. Sprinklered apartments: sprinkler heads are clear of obstruction (not interfered by storage).
9. Heating equipment has a minimum clearance of 3 feet from any combustible (storage)
10. Electrical panels are accessible and have a minimum of 30-inch clearance.
11. If the building is equipped with standpipe or sprinkler system –it is operational and inspected properly.

## **INTERIOR LIVING CONDITIONS**

1. Units are kept clean and sanitary.
2. Heating, cooling, and ventilation systems are functioning as intended and according to code.
3. Electrical outlets are in proper working order according to code.
4. Outlet cover plates are installed where needed.
5. Electrical panels are properly wired and have no open blank spaces that are not covered.
6. All plumbing fixtures function properly. There is no evidence of active water leaks or water damage.
7. There is no evidence of excessive moisture, mold, or mildew.
8. Clothes dryers are properly vented to the exterior of the property as required by code.
9. All light fixtures are in good repair.
10. No active hazards such as exposed wiring or missing outlet covers, etc.
11. The units are pest and vermin-free.
12. There is no evidence of major cracks and holes or signs of leaking in walls, ceilings, or on the floor.
13. Apartments/houses have a working stove (no hotplates).
14. If provided, the refrigerator must be in working condition.
15. Carpets must be cleaned prior to a new tenant.

## **PROPERTY MAINTENANCE RESPONSE**

1. The Property is to be inspected by the Landlord a minimum of once a year and at the time of move-out. All deficiencies noted on this checklist must be fixed prior to new tenant with the exception of a life safety repair which must be corrected immediately.
2. Calls for maintenance requests by the tenant must be responded to within 2 business days except in cases where severe weather and periods of high volumes of turnover.
3. Tenants who request an estimated date for completion after the initial assessment shall receive the estimate date within 24 hours.
4. Security Deposits and damage billing protocols must be clearly identified in the leasing process.