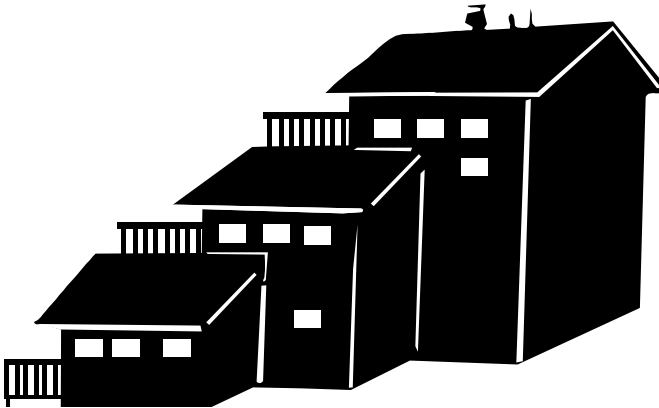
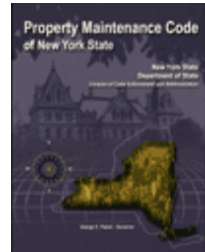


Village of Fayetteville

Office of Code Enforcement

GUIDE FOR INSPECTION OF MULTI-FAMILY DWELLINGS (3 or more Family)



Mayor, Mark A. Olson
425 East Genesee Street
Fayetteville, NY 13066
(315) 637-9864

To All Owners and Agents of Multiple Dwellings:

In accordance with Part 1203.3 (h) (2) of the New York State Uniform Fire Prevention and Building Code and the Section 78-8, C of the Codes of the Village of Fayetteville the Village of Fayetteville is required to conduct Fire and Property Maintenance Inspections of all multiple dwellings.

At the time of the inspection, please have the following available at the inspection appointment:

- Floor Plan – basic floor plan (sketch) of each floor including the basement and attic as well as each rental unit, as well as the basement
- Tenant List – provide the name, apartment number, mailing address, and telephone number of each resident of your multiple dwelling
- List of fire and life safety protection equipment that is located in the public areas of your multiple dwelling as well as in each rental unit i.e., sprinkler, fire alarm, fire extinguisher(s), smoke detector(s), carbon monoxide detector, etc.
- List of hazardous waste materials (flammable paint, gasoline, etc.) being stored on the premises
- A signed Affidavit of Compliance that all fire and life safety protection equipment are properly installed and working in each rental unit.

Please note that at any time, a tenant can request an inspection of their dwelling unit, including, but not limited to, a housekeeping unit, sleeping area, sleeping unit or any other habitable space.

To prepare you for this inspection, this brochure includes a “Compliance Guide for Inspections of Multi-Family Dwellings” similar to a check-list that the inspector will use during the inspection.

If you have any questions regarding the inspection, the Affidavit of Compliance or the Compliance Guide, please do not hesitate to contact this office at (315) 637-9864 or my cell phone (315) 952-1493.

Very truly yours,

Richard J. Greene

Richard J. Greene
Codes Enforcement Officer
Village of Fayetteville

COMPLIANCE GUIDE FOR INSPECTION OF MULTI-FAMILY DWELLINGS *

Section I: - Since smoke and carbon monoxide detectors only have a life span of 5 to 10 years, please replace a detector whose date of expiration (see date inside of detector) has been reached (**Fire Code ¶ 901.6**).

A. Smoke Alarms - Smoke detectors are required in your rental units (**FC ¶907.2.10.1.2 ; Property Maintenance Code ¶704.2; Code of the Village of Fayetteville §142-3**).

___ On the ceiling or wall; outside of each separate sleeping area in the immediate vicinity of bedrooms.

___ In each room used for sleeping purposes.

___ In each story within a dwelling unit, including basement but not including crawl spaces and uninhabitable attics.

___ In dwellings or dwelling units with split levels and without an intervening door between the adjacent level, a smoke alarm installed on the upper levels shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.

B. Carbon Monoxide Detectors - Carbon Monoxide detectors are required in your rental units (**FC ¶ 610.3.2**).

___ Where the building was constructed before January 1, 2008, with each dwelling unit, a carbon monoxide alarm shall be provided on the lowest story containing a sleeping area, within 15 feet of the sleeping area.

___ Where the building was constructed after January 1, 2008, a carbon monoxide alarm shall be provided on every story containing a sleeping area within 15 feet of the sleeping area and provided on every story that contains a carbon monoxide source. A carbon monoxide source includes all fuel fired and solid fuel burning appliances, equipment, devices and systems; fireplaces; garages; all motor vehicle related occupancies; and all appliances, equipment, devices and systems that may emit carbon monoxide.

Section II. Exterior Property Areas

___ All exterior property and premises shall be maintained in a clean, safe and sanitary condition (**PMC ¶302.1**).

___All sidewalks, walkways, stairs, driveways, parking spaces and similar areas shall be kept in a proper state of repair, and maintained free from hazardous conditions (PMC ¶302.2).

___All exterior property and premises shall be free from any accumulation of rubbish or litter (PMC ¶307.1; VOF §86-17).

Section III. Exterior Structure

___ The exterior of a structure shall be maintained in good repair, structurally sound and sanitary so as not to pose a threat to the public health, safety or welfare (PMC ¶304.1).

___All exterior surfaces shall be maintained in good condition (PMC ¶304.2).

___All buildings shall have approved address numbers placed in a position to be plainly legible and visible (PMC ¶304.3; VOF §111-3).

___All structural members shall be maintained free from deterioration and shall be capable of safely supporting the imposed dead and live loads (PMC ¶304.4).

___All foundation walls shall be maintained plumb and free from open cracks and breaks and shall be kept in such condition so as to prevent the entry of rodents and other pests (PMC ¶304.5).

___All exterior walls shall be free from holes, breaks and loose or rotting materials; and maintained weatherproof and properly surface coated where require preventing deterioration (PMC ¶304.6).

___The roof and flashing shall be sound, tight and not have defects that admit rain (PMC ¶304.7).

___Every exterior stairway, deck, porch and balcony and all appurtenances attached thereto, shall be maintained structurally sound, in good repair, with proper anchorage and capable of supporting the imposed loads (PMC ¶304.10).

___Every handrail and guard shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition (PMC ¶304.12).

___Every window, skylight, door and frame shall be kept in sound condition, good repair and weather tight (PMC ¶304.13).

___All exterior doors, door assemblies and hardware shall be maintained in good condition (PMC ¶304.15).

___Combustible waste materials (wastepaper, wood, hay, straw, weeds, litter or combustible or flammable waste or rubbish) creating a fire hazard shall not be allowed to upon its premises (FC ¶304.1).

Section IV. Interior Structure

___The interior of a structure and equipment therein shall be maintained in good repair, structurally sound and in a sanitary condition (PMC ¶305.1).

___All structural members shall be maintained structurally sound, and be capable of supporting the imposed loads (PMC ¶305.2).

___All interior surfaces, including windows and doors, shall be maintained in good, clean and sanitary condition (PMC ¶305.3).

___Every stair, ramp, landing, balcony, porch, deck or other walking surface shall be maintained in sound condition and good repair (PMC ¶305.4).

___Every handrail and guard shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition (PMC ¶305.5).

___Every interior door shall fit reasonably well within its frame and shall be capable of being opened and closed by being properly and securely attached to jambs, headers or tracks (PMC ¶305.6).

___The interior of every structure shall be free from any accumulation of rubbish or garbage (PMC ¶307.1).

___Combustible waste materials (wastepaper, wood, hay, straw, weeds, litter or combustible or flammable waste or rubbish) creating a fire hazard shall not be allowed to accumulate in buildings or structures (FC ¶304.1).

___Storage of combustible materials in buildings shall be orderly, separated from heaters or heating devices by distance or shielding so that ignition cannot occur, maintained 2 feet or more below the ceiling, not stored in exits or exit enclosures, not stored in boiler, mechanical or electrical equipment rooms (FC ¶315.2).

___Mechanical and electrical facilities and equipment including heating facilities, mechanical equipment, electrical facilities and duct systems shall be provided and maintained (PMC ¶ 601.2); and an approved agency shall periodically perform an inspection (PMC ¶ 301.5.2).

*Fire (FC), Property Maintenance (PMC) and Mechanical Codes (MC) of New York State

Q: What is Part 1203.3 (h) (2)?

A: *This is found in 19 NYCRR Chapter XXXII Division of Code Enforcement and Administration and states “fire safety and property maintenance inspections of all multiple dwellings and all nonresidential occupancies at intervals consistent with local conditions, but in no event shall such intervals exceed one year for dormitory buildings and three years for all other buildings”.*

Q: What is Section 78-8, Paragraph C. of the Codes of the Village of Fayetteville?

A: *This paragraph states “The following buildings shall be subject to periodic inspections for compliance with the Uniform Code in accordance with the following schedule: All buildings and structures containing areas of public assembly and common areas of multiple dwellings every 24 months”.*

Q: What is a tenant?

A: *A tenant is a person, corporation, partnership or group, whether or not the legal owner of record, occupying a building or portion thereof as a unit.*

Q: What is a multiple dwelling?

A: *A multiple dwelling is a building that contains three or more dwelling units (each of which extends from foundation to roof and has open space on at least two sides) without regard to whether the units are occupied or intended to be occupied by individual persons, by “traditional” families, or by groups of unrelated persons.*

Q: What is a dwelling unit?

A: *A dwelling unit is a single unit providing complete, independent living facilities for one or more persons, including permanent provision for living, sleeping, eating, cooking and sanitation.*

Q: What is habitable space?

A: *Habitable space is space in a structure for living, sleeping, eating or cooking. Bathrooms, toilet rooms, closets, halls, storage or utility spaces j, and similar areas are not considered habitable spaces.*

Q: What is a housekeeping unit?

A: *A housekeeping unit is a room or group of rooms forming a single habitable space equipped and intended to be use for living, sleeping, cooking and eating which does not contain, with such a unit, a toilet, lavatory and bathtub or shower.*

Q: What is a sleeping area?

A: *A sleeping area is a room or space that can be used, either on an occasional or permanent basis, for sleeping.*

Q: What is a sleeping unit?

A: *A sleeping unit is a room or space in which people sleep, which can also include permanent provisions for living, eating and either sanitation or kitchen facilities, but not both. Such rooms and spaces that are also part of a dwelling unit are not sleeping units.*

Questions?

Please call the Office of Codes Enforcement or visit www.fayettevilleny.gov

Village of Fayetteville

425 East Genesee Street
Fayetteville, NY 13066

(315) 637-9864
Monday—Friday
8:00AM—4:00PM

