

**U.S. Department of Housing  
and Urban Development**  
Office of Public and Indian Housing

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# **A Good Place to Live!**

## Introduction

Having a good place to live is important. Through your Public Housing Agency (or PHA) the Section 8 Certificate Program and the Housing Voucher Program help you to rent a good place. You are free to choose any house or apartment you like, as long as it meets certain requirements for quality. Under the Section 8 Certificate Program, the housing cannot cost more than the Fair Market Rent. However, under the Housing Voucher Program, a family may choose to rent an expensive house or apartment and pay the extra amount. Your PHA will give you other information about both programs and the way your part of the rent is determined.

## Housing Quality Standards

Housing quality standards help to insure that your home will be safe, healthy, and comfortable. In the Section 8 Certificate Program and the Housing Voucher Program there are two kinds of housing quality standards.

Things that a home must have in order approved by the PHA, and Additional things that you should think about for the special needs of your own family. These are items that you can decide.

## The Section 8 Certificate Program and Housing Voucher Program

The Section 8 Certificate Program and Housing Voucher Program allow you to *choose* a house or apartment that you like. It may be where you are living now or somewhere else. The *must have* standards are very basic items that every apartment must have. But a home that has all of the *must have* standards may still not have everything you need or would like. With the help of Section 8 Certificate Program or Housing Voucher Program, you *should* be able to afford a good home, so you should think about what you would like your home to have. You may want a big kitchen or a lot of windows or a first floor apartment. Worn wallpaper or paint may bother you. Think of these things as you are looking for a home. Please take the time to read *A Good Place to Live*. If you would like to stay in your present home, use this booklet to see if your home meets the housing quality standards. If you want to move, use it each time you go to look for a new house or apartment, and good luck in finding your good place to live.

Read each section carefully. After you find a place to live, you can start the *Request for Lease Approval* process. You may find a place you like that has some problems with it. Check with your PHA about what to do, since it may be possible to correct the problems.

## The Requirements

Every house or apartment must have at least a living room, kitchen, and bathroom. A one-room efficiency apartment with a kitchen area is all right. However, there must be a separate bathroom for the private use of your family. Generally there must be one living/sleeping room for every two family members.

# 1. Living Room

**The Living Room must have:**

## **Ceiling**

A ceiling that is in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging, large amounts of loose or falling surface material such as plaster.

## **Walls**

Walls that are in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging or leaning, large amounts of loose or falling surface material such as plaster.

## **Electricity**

At least two electric outlets, or one outlet and one permanent overhead light fixture.

Do not count table or floor lamps, ceiling lamps plugged into a socket, and extension cords: they are not permanent.

- Not acceptable are broken or frayed wiring, light fixtures hanging from wires with no other firm support (such as a chain), missing cover plates on switches or outlets, badly cracked outlets.

## **Floor**

A floor that is in good condition.

- Not acceptable are large cracks or holes, missing or warped floorboards or covering that could cause someone to trip.

## **Window**

At least one window. Every window must be in good condition.

- Not acceptable are windows with badly cracked, broken or missing panes, and windows that do not shut or, when shut, do not keep out the weather.

## **Lock**

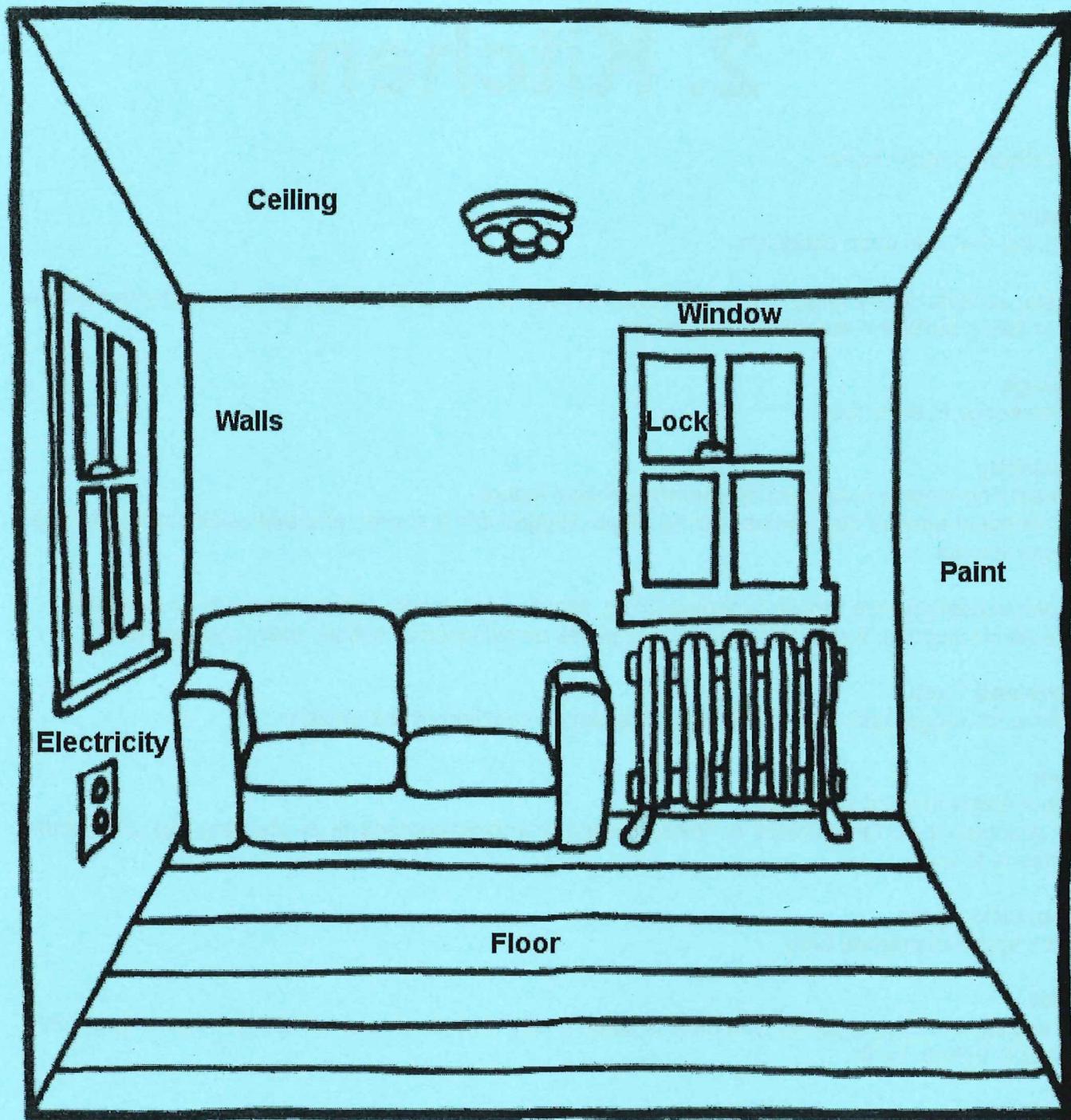
A lock that works on all windows and doors that can be reached from the outside, a common public hallway, a fire escape, porch or other outside place that cannot be reached from the ground. A window that cannot be opened is acceptable.

## **Paint**

- No peeling or chipping paint if you have children under the age of seven and the house or apartment was built before 1978.

## **You should also think about:**

- The types of locks on windows and doors
  - Are they safe and secure?
  - Have windows that you might like to open been nailed shut?
- The condition of the windows.
  - Are there small cracks in the panes?
- The amount of weatherization around doors and windows.
  - Are there storm windows?
  - Is there weather stripping? If you pay your own utilities, this may be important.
- The location of electric outlets and light fixtures.
- The condition of the paint and wallpaper
  - Are they worn, faded, or dirty?
- The condition of the floor.
  - Is it scratched and worn?



# 2. Kitchen

## The Kitchen must have:

### Ceiling

A ceiling that is in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging, large amounts of loose or falling surface material such as plaster.

### Storage

Some space to store food.

### Electricity

At least one electric outlet and one permanent light fixture.

Do not count table or floor lamps, ceiling lamps plugged into a socket, and extension cords; they are not permanent.

- Not acceptable are broken or frayed wiring, light fixtures hanging from wires with no other firm support (such as a chain), missing cover plates on switches or outlets, badly cracked outlets.

### Stove and Oven

A stove (or range) and oven that works (This can be supplied by the tenant)

### Floor

A floor that is in good condition.

Not acceptable are large cracks or holes, missing or warped floorboards or covering that could cause someone to trip.

### Preparation Area

Some space to prepare food.

### Paint

No peeling or chipping paint if you have children under the age of seven and the house or apartment was built before 1978.

### Window

If there is a window, it must be in good condition.

### Lock

A lock that works on all windows and doors that can be reached from the outside, a common public hallway, a fire escape, porch or other outside place that can be reached from the ground. A window that cannot be opened is acceptable.

**Walls**

Walls that are in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging or leaning, large amounts of loose or falling surface material such as plaster.

**Serving Area**

Some space to serve food.

- A separate dining room or dining area in the living room is all right.

**Refrigerator**

A refrigerator that keeps temperatures low enough so that food does not spoil. (This can be supplied by the tenant.)

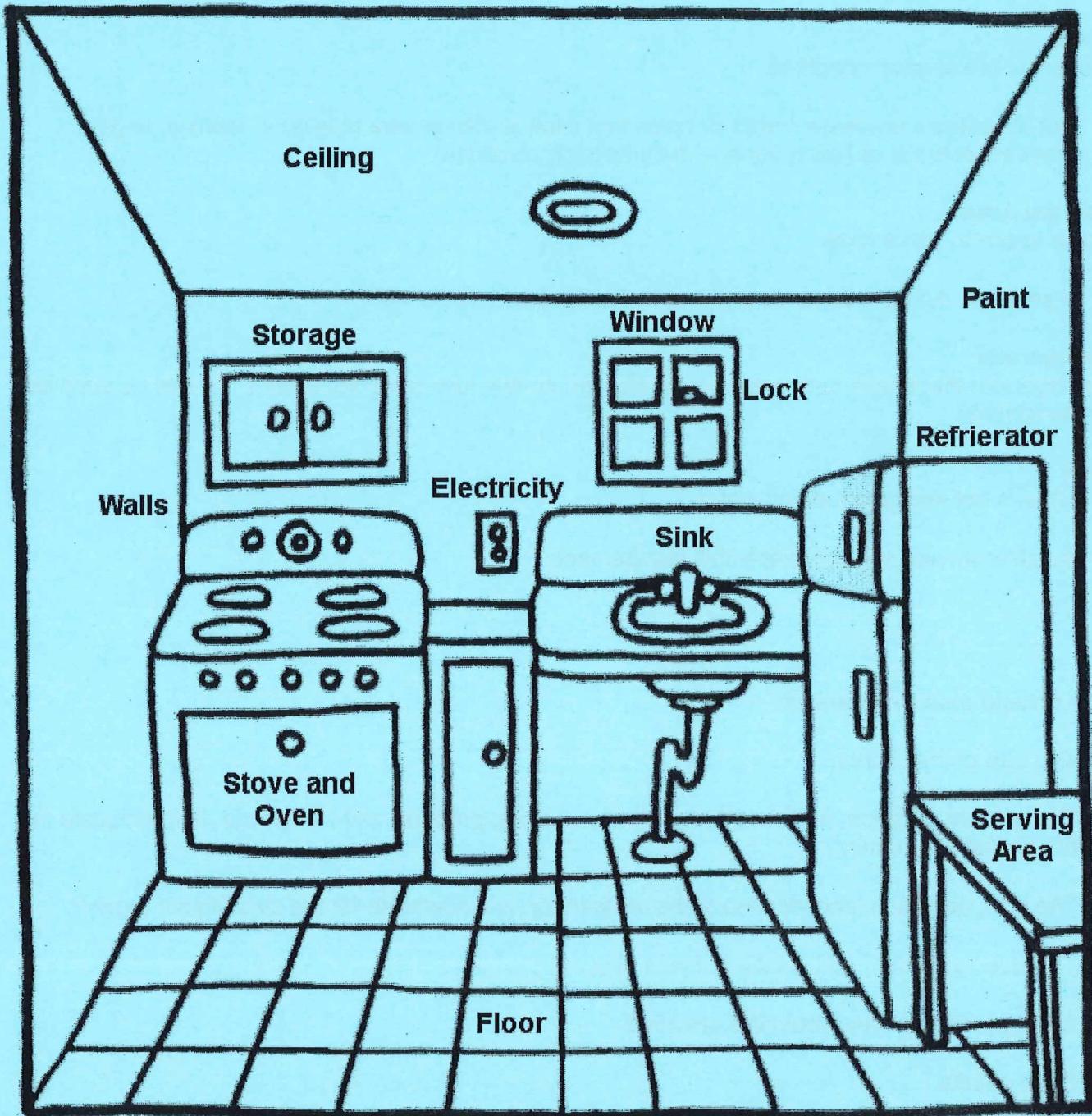
**Sink**

A sink with hot and cold running water.

- A bathroom sink will not satisfy this requirement.

**You should also think about:**

- The size of the kitchen.
- The amount, location, and condition of space to store, prepare, and serve food. Is it adequate for the size of your family?
- The size, condition, and location of the refrigerator. Is it adequate for the size of your family?
- The size, condition, and location of your sink.
- Other appliances you would like provided.
- Extra outlets.



# 3. Bathroom

## **The Bathroom must have:**

### **Ceiling**

A ceiling that is in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging, large amounts of loose or falling surface material such as plaster.

### **Window**

A window that opens or a working exhaust fan.

### **Lock**

A lock that works on all windows and doors that can be reached from the outside, a common public hallway, a fire escape, porch or other outside place that can be reached from the ground.

### **Toilet**

A flush toilet that works.

### **Tub or Shower**

A tub or shower with hot and cold running water.

### **Floor**

A floor that is in good condition.

- Not acceptable are large cracks or holes, missing or warped floorboards or covering that could cause someone to trip.

### **Paint**

- No chipping or peeling paint if you have children under the age of seven and the house or apartment was built before 1978.

### **Walls**

Walls that are in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging or leaning, large amounts of loose or falling surface such as plaster.

## **Electricity**

At least one permanent overhead or wall light fixture.

- Not acceptable are broken or frayed wiring, light fixtures hanging from wires with no other firm support (such as a chain), missing cover plates on switches or outlets, badly cracked outlets.

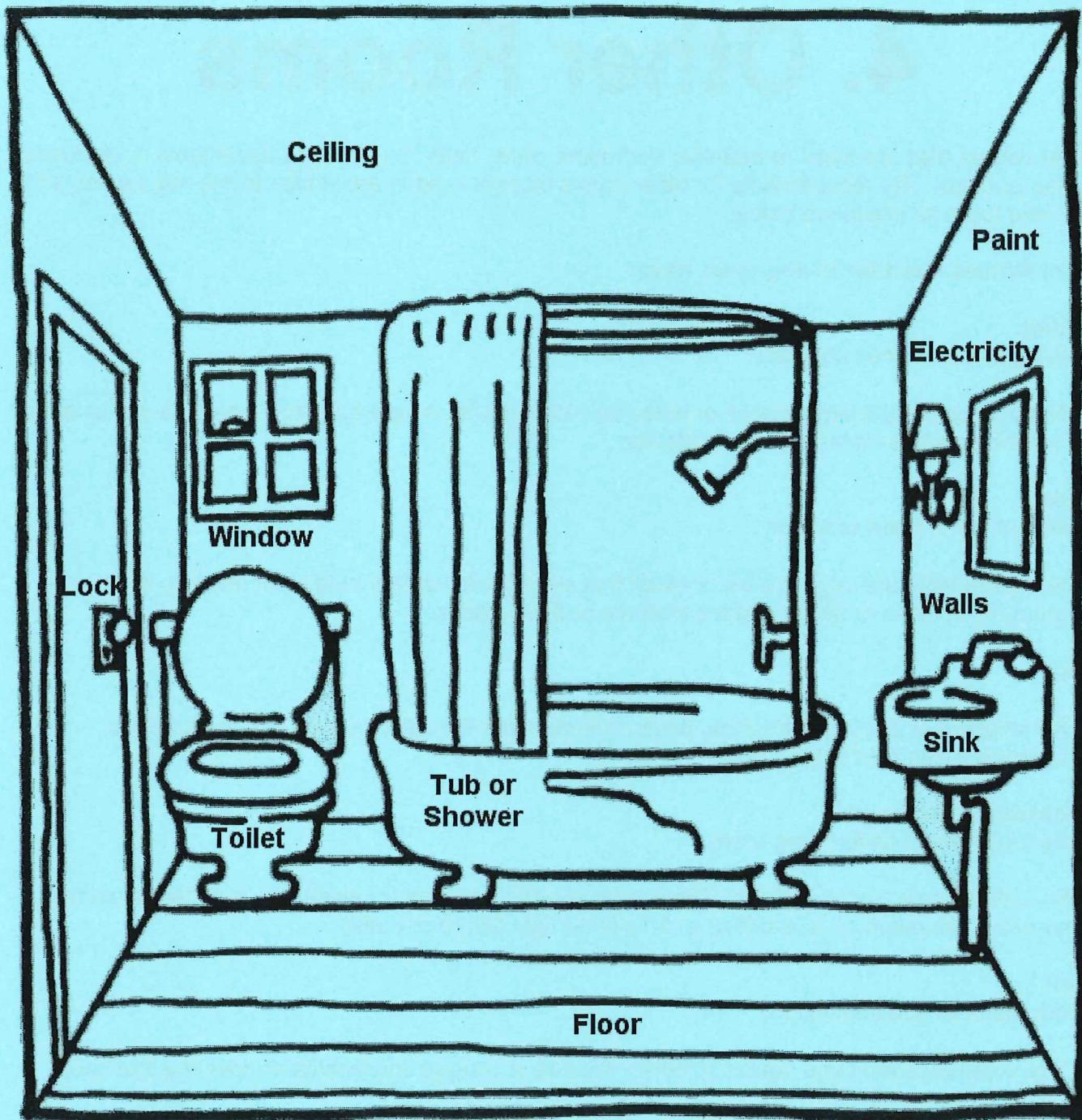
## **Sink**

A sink with hot and cold running water.

- A kitchen sink will not satisfy this requirement.

## **You should also think about:**

- The size of the bathroom and the amount of privacy.
- The appearances of the toilet, sink, and shower or tub.
- The appearance of the grout and seal along the floor and where the tub meets the wall.
- The appearance of the floor and walls.
- The size of the hot water heater.
- A cabinet with a mirror.



# 4. Other Rooms

**Other rooms that are lived in include:** bedrooms, dens, halls, and finished basements or enclosed, heated porches. The requirements for other rooms that are lived in are similar to the requirements for the living room as explained below.

## **Other Rooms Used for Living must have:**

### **Ceiling**

A ceiling that is in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging, large amounts of loose or falling surface material such as plaster,

### **Walls**

Walls that are in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging or leaning, large amounts of loose or falling surface material such as plaster.

### **Paint**

- No chipping or peeling paint if you have children under the age of seven and the house or apartment was built before 1978.

### **Electricity in Bedrooms**

Same requirement as for living room.

**In All Other Rooms Used for Living:** There is no specific standard for electricity, but there must be either natural illumination (a window) or an electric light fixture or outlet.

### **Floor**

A floor that is in good condition.

- Not acceptable are large cracks or holes, missing or warped floorboards or covering that could cause someone to trip.

### **Lock**

A lock that works on all windows and doors that can be reached from the outside, a common public hallway, a fire escape, porch or other outside place that can be reached from the ground.

## **Window**

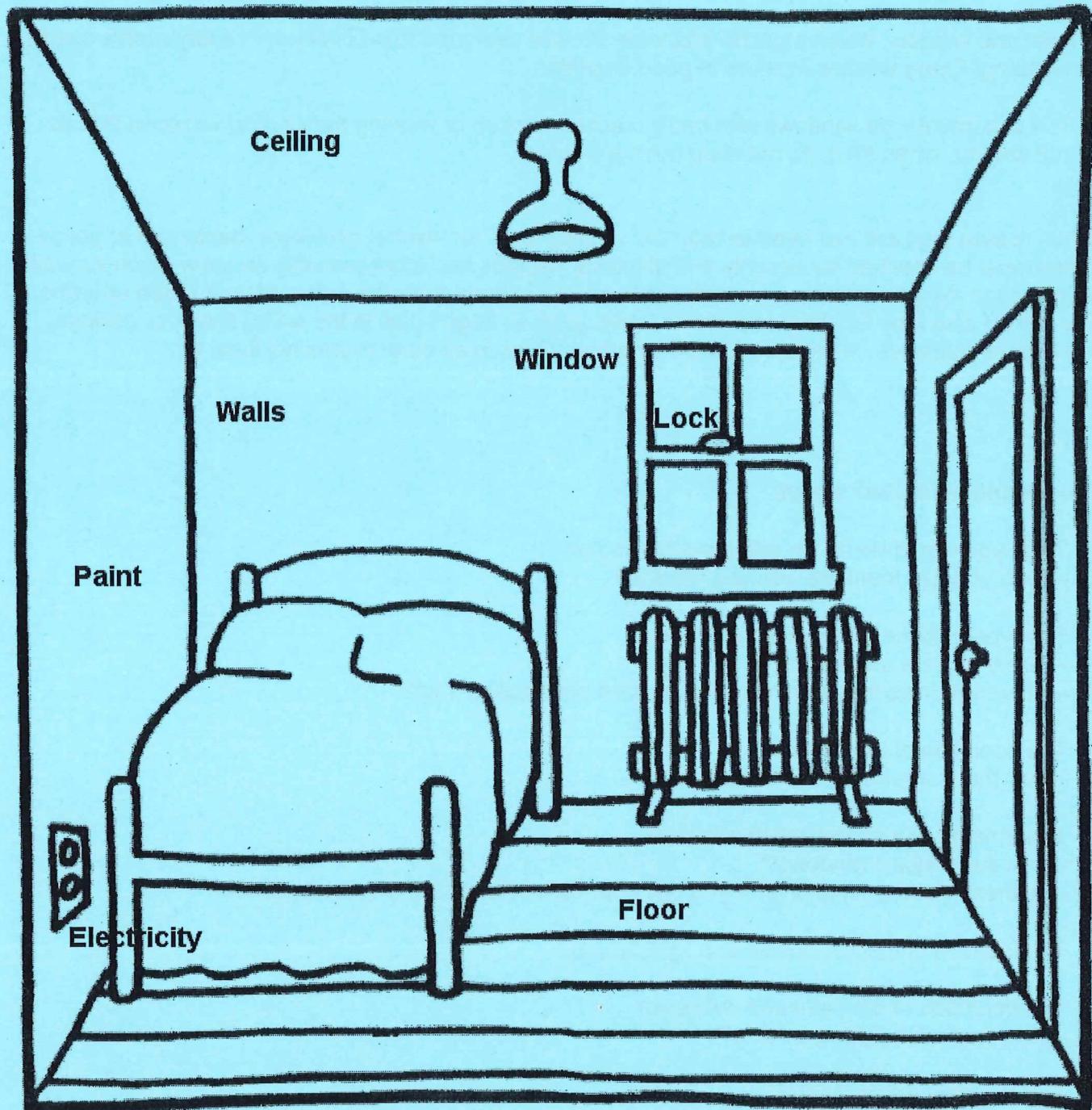
At least one window, which must be openable if it was designed to be opened, in every room used for sleeping. Every window must be in good condition.

- Not acceptable are windows with badly cracked, broken or missing panes, and windows that do not shut or, when shut, do not keep out the weather.

**Other rooms that are not lived in may be:** a utility room for washer and dryer, basement or porch. These must be checked for security and electrical hazards and other possible dangers (such as walls or ceilings in danger of falling), since these items are important for the safety of your entire apartment. You should also look for other possible dangers such as large holes in the walls, floors, or ceilings, and unsafe stairways. Make sure to look for these things in all other rooms not lived in.

## **You should also think about:**

- What you would like to do with the other rooms.
  - Can you use them the way you want to?
- The type of locks on windows and doors.
  - Are they safe and secure?
  - Have windows that you might like to open been nailed shut?
- The condition of the windows.
  - Are there small cracks in the panes?
- The amount of weatherization windows.
  - Are there storm windows?
  - Is there weather-stripping? If you pay your own utilities, this may be important.
- The location of electric outlets and light fixtures.
- The condition of the paint and wallpaper
  - Are they worn, faded, or dirty?
- The condition of the floors.
  - Are they scratched and worn?



# 5. Building Exterior, Plumbing, and Heating

## **The Building must have:**

### **Roof**

A roof in good condition that does not leak, with gutters and downspouts, if present, in good condition and securely attached to the building.

- Evidence of leaks can usually be seen from stains on the ceiling inside the building.

### **Outside Handrails**

Secure handrails on any extended length of stairs (e.g. generally four or more steps) and any porches, balconies, or decks that are 30 inches or more above the ground.

### **Walls**

Exterior walls that are in good condition, with no large holes or cracks that would let a great amount of air get inside.

### **Foundation**

A foundation in good condition that has no serious leaks.

### **Water Supply**

A plumbing system that is served by an approvable public or private water supply system. Ask the manager or owner.

### **Sewage**

A plumbing system that is connected to an approvable public or private sewage disposal system. Ask the manager or owner.

### **Chimneys**

No serious leaning or defects (such as big cracks or many missing bricks) in any chimneys.

### **Paint**

No cracking, peeling, or chipping paint if you have children under the age of seven and the house or apartment was built before 1978.

- This includes exterior walls, stairs, decks, porches, railings, windows, and doors.

**Cooling**

Some windows that open, or some working ventilation or cooling equipment that can provide air circulation during warm months.

**Plumbing**

Pipes that are in good condition, with no leaks and no serious rust that causes the water to be discolored.

**Water Heater**

A water heater located, equipped, and installed in a safe manner. Ask the manager.

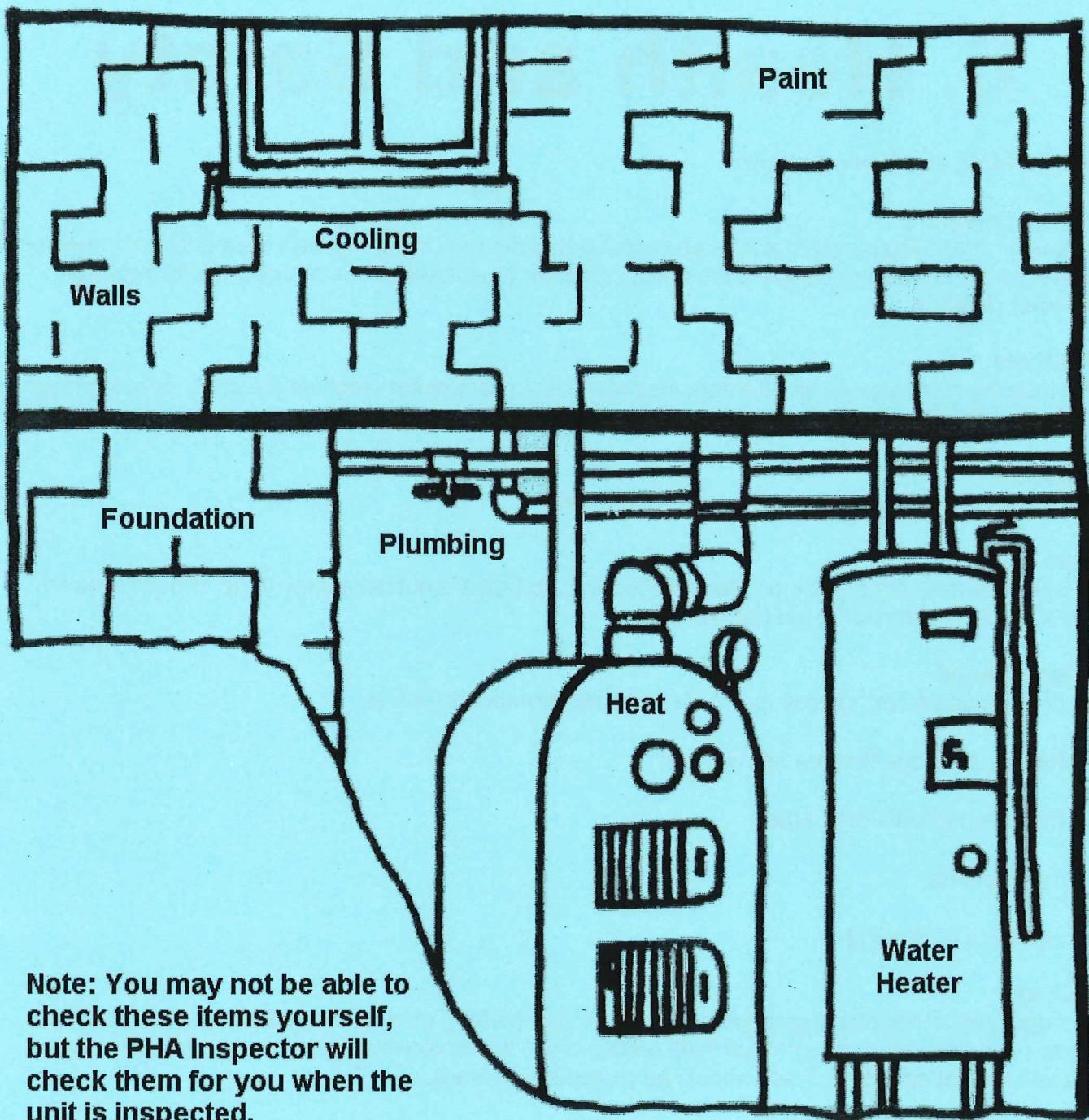
**Heat**

Enough heating equipment so that the unit can be made comfortably warm during cold months.

- Not acceptable are space heaters (or room heaters) that burn oil or gas and are not vented to a chimney. Space heaters that are vented may be acceptable if they can provide enough heat.

**You should also think about:**

- How well maintained the apartment is.
- The type of heating equipment.
  - Will it be able to supply enough heat for you in the winter, to all rooms used for living?
- The amount and type of weatherization and its affect on utility costs.
  - Is there insulation?
  - Are there storm windows?
  - Is there weather-stripping around the windows and doors?
- Air circulation or type of cooling equipment (if any).
  - Will the unit be cool enough for you in the summer?



**Note:** You may not be able to check these items yourself, but the PHA Inspector will check them for you when the unit is inspected.

# 6. Health and Safety

**The Building and Site must have:**

**Smoke Detectors**

At least one working smoke detector on each level of the unit, including the basement. If any member of your family is hearing-impaired, the smoke detector must have an alarm designed for hearing-impaired persons.

**Fire Exits**

The building must provide an alternate means of exit in case of fire (such as fire stairs or exit through windows, with the use of a ladder if windows are above the second floor).

**Elevators**

Make sure the elevators are safe and work properly.

**Entrance**

An entrance from the outside or from a public hall, so that it is not necessary to go through anyone else's private apartment to get into the unit.

**Neighborhood**

No dangerous places, spaces, or things in the neighborhood such as:

- Nearby buildings that are falling down
- Unprotected cliffs or quarries
- Fire hazards
- Evidence of flooding

**Garbage**

No large piles of trash and garbage inside or outside the unit, or in common areas such as hallways. There must be a space to store garbage (until pickup) that is covered tightly so that rats and other animals cannot get into it. Trash should be picked up regularly.

**Lights**

Lights that work in all common hallways and interior stairs.

**Stairs and Hallways**

Interior stairs with railings, and common hallways that are safe and in good condition. Minimal cracking, peeling or chipping in these areas.

**Pollution**

No serious air pollution, such as exhaust fumes or sewer gas.

**Rodents and Vermin**

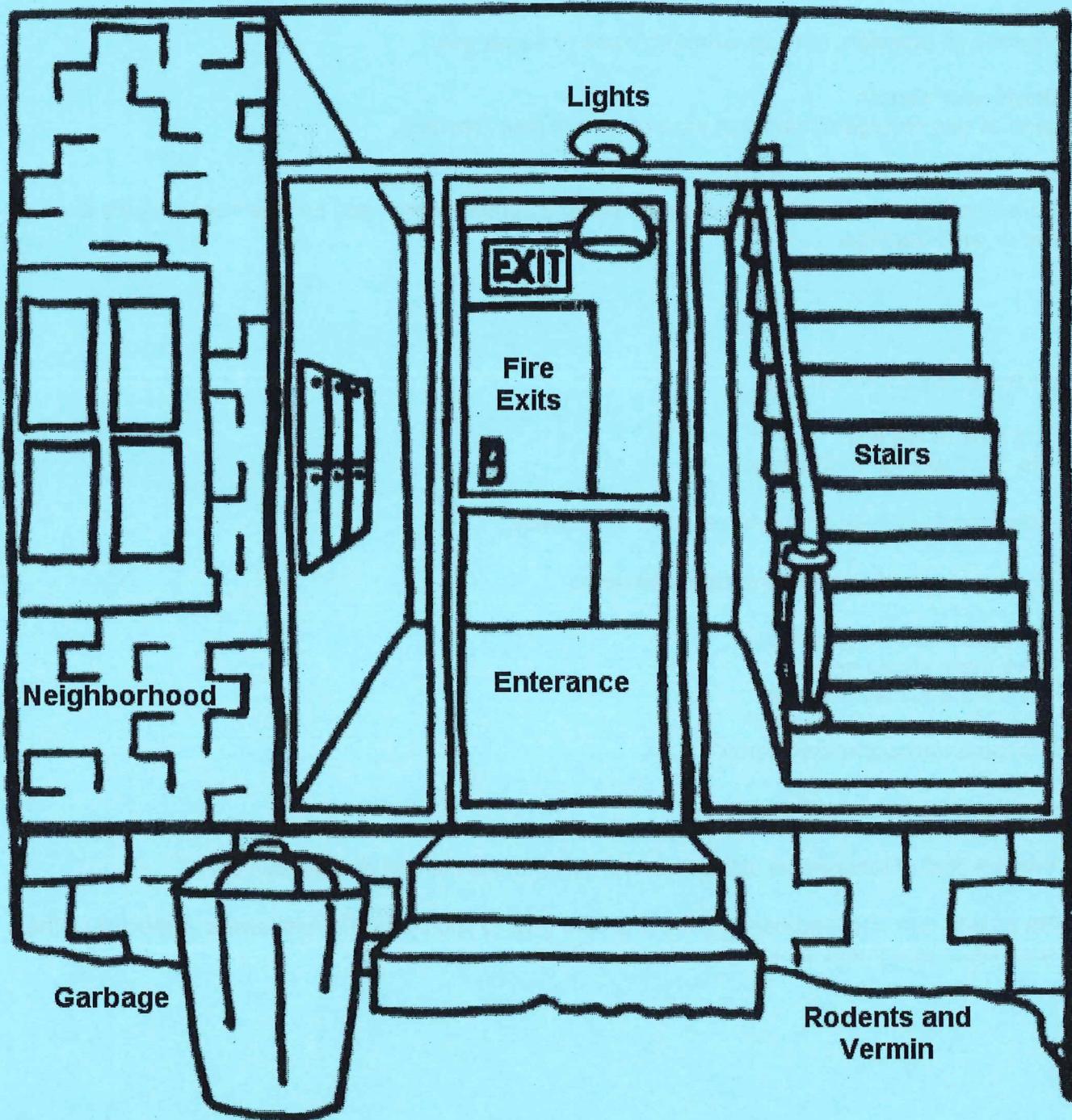
No sign of rats or large numbers of mice or vermin (like roaches).

**For Manufactured Homes: Tie Downs**

Manufactured homes must be place on the site in a stable manner and be free from hazards such as sliding or wind damage.

**You should also think about:**

- The type of fire exit.  
--Is it suitable for your family?
- How safe the house or apartment is for your family.
- The presence of screens and storm windows.
- Services in the neighborhood.  
--Are there stores nearby?  
--Are there schools nearby?  
--Are there hospitals nearby?  
--Is there transportation nearby?
- Are there job opportunities nearby?
- Will the cost of tenant-paid utilizes be affordable and is the unit energy-efficient?
- Be sure to read the lead-based paint brochure give to you by the PHA or owner, especially if the housing or apartment is older (built before 1978).



**Note: You may not be able to check these items listed here yourself, but the PHA Inspector will check them for you when the unit is inspected.**

Now that you have finished this booklet, you know that for a house or apartment to be a good place to live, it must meet two kinds of housing quality standards:

- Things it must have in order to be approved for the Section 8 Rental Certificate Program and the Rental Voucher Program.
- Additional things that you should think about for the special needs of your family.

You know that these standards apply in six areas of a house or apartment.

1. Living Room
2. Kitchen
3. Bathroom
4. Other Rooms
5. Building Exterior, Plumbing and Heating
6. Health and Safety

You know that when a house or apartment meets the housing quality standards, it will be safe, healthy, and comfortable home for your family. It will be a good place to live.

After you find a good place to live, you can begin the *Request for Lease Approval* process. When both you and the owner have signed the *Request for Lease Approval* and the PHA has received it, an official inspection will take place. The PHA will inform both you and the owner of the inspection results.

If the house or apartment passed, a lease can be signed. There may still be some items that you or the PHA would like improved. If so, you and your PHA may be able to bargain for the improvements when you sign the lease. If the owner is not willing to do the work, perhaps you can get him or her to pay for the materials and do it yourself.

If the house or apartment fails, you and/or your PHA may try to convince the owner to make the repairs so it will pass. The likelihood of the owner making the repairs may depend on how serious or costly they are.

If it fails, all repairs must be made, and the house or apartment must be re-inspected before any lease is signed. If the owner cannot or will not repair the house or apartment, even if the repairs are minor, you must look for another home. Make sure you understand why the house or apartment failed, so that you will be more successful in your next search.

### **Responsibilities of the Public Housing Authority:**

- Ensure that all units in the Section 8 Certificate Program and the Housing Voucher Program meet the housing quality standards.
- Inspect unit in response to Request for Lease Approval. Inform potential tenant and owner of results and necessary actions.
- Encourage tenants and owners to maintain units up to standards.
- Make inspection in response to tenant or owner complaint or request. Inform the tenant and owner of the results, necessary actions, and time period for compliance.
- Make annual inspection of the unit to ensure that it still meets the housing quality standards. Inform the tenant and owner of the results, necessary actions, and time period for compliance.

### **Responsibilities of the tenant:**

- Live up to the terms of your lease.
- Do your part to keep the unit safe and sanitary.
- Cooperate with the owner by informing him or her of any necessary repairs.
- Cooperate with the PHA for initial, annual, and complaint inspections.

### **Responsibilities of the owner:**

- Comply with the terms of the lease.
- Generally maintain the unit and keep it up to the housing quality standards outlined in this booklet.
- Cooperate with the tenant by responding promptly to requests for needed repairs.
- Cooperate with the PHA on initial, annual, and complaint inspections, including making necessary repairs.

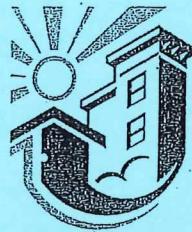
## **MOST COMMONLY FAILED INSPECTION ITEMS**

**\*\***If any of the following items are problems in your current unit, please notify the apartment manager before the inspection takes place. Having these items repaired before the inspection will cut down on failing items and re-inspections.

- SMOKE DETECTOR \*must comply with current city ord. 34.42\*
- CARBON MONOXIDE DETECTORS \*must comply with WI Act 205\*
- BROKEN OR MISSING COVER PLATES FOR OUTLETS AND SWITCHES
- CLOSET DOORS THAT ARE OFF TRACK
- STOVE BURNERS NOT WORKING OR KNOBS MISSING
- BROKEN OR MISSING WINDOW LOCKS
- LOOSE OR MISSING HANDRAILS FOR STAIRS
- WATER LEAKS

IF THERE ARE OTHER ITEMS IN YOUR UNIT THAT ARE NOT LISTED ABOVE, THAT ARE IN NEED OF REPAIR, PLEASE NOTIFY THE APARTMENT MANAGER SO THAT THE REPAIR CAN BE MADE.





## Community Development Authority

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Madison, Wisconsin 53703

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email [housing@cityofmadison.com](mailto:housing@cityofmadison.com)

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The following letter, regarding interior conditions of apartments, was written by the Director of the City of Madison Building Inspection Unit. Following the letter are additional remarks by CDA staff.

### "STUFF"

Tenants who pack a significant amount of "stuff" into their apartments can cause adverse conditions to develop. "Significant" in this context means that supplied facilities, such as plumbing fixtures, electrical outlets and switches, windows and heating registers are obstructed from use or effectiveness.

When more than 50% of floor space is taken up with "stuff" it can mean that the room ceases to function as living space. If this condition occurs, the room can't be counted as living space and, consequently, can't be used to calculate the square footage that regulates the number of persons that can occupy the unit. The useable space requirements are 150 square feet for the first person plus 100 square feet for each additional person in occupancy.

If "stuff" stored in an apartment is blocking light or ventilation, the health of the tenant is being adversely affected, as is the interior of the building. Proper ventilation is needed to remove moisture and contaminates from the environment to keep interior finishes from molding and delaminating. This is particularly important in buildings which have been tightening up to stop the infiltration of outside air. We have seen many cases where "stuff" stacked against walls has caused sheetrock to swell and fall apart due to a moisture buildup.

Another problem caused by too much "stuff" in apartments is mice and insect infestation. The difficulty factor to eradicate these pests is intensified and usually requires much higher concentrations of chemicals and more frequent applications to accomplish the task when "stuff" is stacked throughout rooms.

Fire hazards caused by the accumulation of excessive "stuff" in an apartment is perhaps the most serious concern. The chance of an accident increases with the amount of fire load that is contained inside an apartment. "Stuff" stacked close to heat sources like lights, stoves and appliances offer fuel to burn when ignited. The amount and type of "stuff" stacked within the apartment will govern how a fire develops. We know of situations that put tenants and their neighbors at great risk. A small fire can spread and flash-over very quickly and threaten the lives of people in the building.

To sum up, the excessive accumulation of materials stacked in living units is a fire hazard and is usually detrimental to people's health and welfare. In extreme cases, the accumulation of materials can cause damage to the building and limit or disable maintenance efforts.

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Too much stuff may also seriously affect fire-fighting and rescue efforts. Building interiors usually become pitch black with smoke during a fire. Too much stuff may not only provide fuel for a fire, it may interfere with rescuers' ability to get to victims, or may put the rescuers at increased risk.

Too much stuff can also increase the likelihood of accidents and injuries, by tripping over things, or stacked stuff falling on someone.

It's difficult to keep an apartment in a sanitary condition, if floors, plumbing fixtures and countertops can't be kept thoroughly clean due to too much stuff.

Fires caused by too much stuff in buildings with sprinkler systems may not only cause damage and injury due to fire, significant damage may be caused by water from the sprinkler system. Even if the sprinkler system extinguishes the fire, water keeps being pumped out of the sprinklers until someone arrives to shut it off.



# City of Madison Fire Department

30 West Mifflin Street, 8<sup>th</sup> & 9<sup>th</sup> Floors, Madison, WI 53703-2579

Phone: 608-266-4420 • Fax: 608-267-1100 • E-mail: [fire@cityofmadison.com](mailto:fire@cityofmadison.com)



## SMOKE ALARM ORDINANCE UPDATE

On Tuesday, March 3, 2009 the Madison City Council approved a change to the smoke alarm ordinance in the City of Madison. The changes are highlighted below, and the ordinance in its entirety is available at:

<http://www.madisonfire.org>

- By August 15, 2009 all residential buildings within the City of Madison, with the exception of owner-occupied single family homes shall have smoke alarms in place which meet one of the following requirements:
  - Hardwired smoke alarm with a battery backup
    - Currently installed hardwired smoke alarms with no battery backup shall be allowed to remain in service until such time as the device must be replaced in accordance with manufacturer instructions. Unless otherwise specified by the manufacturer, **no smoke alarm shall remain in service longer than ten years.**
  - Smoke alarm powered by a non-replaceable, non-removable battery capable of powering the alarm for a minimum of ten years.
- By August 15, 2009 all residential buildings within the City of Madison, with the exception of owner-occupied single family homes shall have smoke alarms installed in the following areas:
  - In each bedroom
  - In each sleeping area
  - Within six feet of each door leading to a bedroom or sleeping area of each unit
  - On each floor of the building
- By August 15, 2010 all owner-occupied single-family residences shall install smoke alarms that meet the criteria of this ordinance.
- Any smoke alarms that become inoperable between the date of this ordinance becoming effective and August 15, 2009 shall be replaced with smoke alarms that meet the criteria of this ordinance.
- All smoke alarms installed shall be installed in accordance with all applicable state building codes and NFPA 72 (current edition).
- The owner of any residential building shall replace the battery in **hardwired smoke alarms** that meet the criteria of this ordinance each time the lease is renewed or as recommended by the manufacturer, whichever time is shorter.
- Fire safety education is required for all tenants. Upon each new lease, and at least once every 12 months for continuing tenants, the owner shall provide tenants with fire safety educational materials as provided by the Madison Fire Department.

*This document merely highlights parts of the approved ordinance, and does not cover it in its entirety.*

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The Madison Fire Department thanks you for your help in making  
the City of Madison a safer place to live.

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# CITY OF MADISON FIRE DEPARTMENT

325 West Johnson St, Madison, WI 53703-2295

Phone: 608-266-4420 ♦ Fax: 608-267-1100 ♦ E-mail: [fire@cityofmadison.com](mailto:fire@cityofmadison.com)

## SMOKE ALARM REQUIREMENTS FOR OWNERS & TENANTS

**Madison General Ordinance (MGO) 34.907 (3) Maintenance of Smoke Alarms** establishes the following requirements for property owners and tenants relative to the maintenance of smoke alarms:

**1) The owner of any residential building shall:**

- a) Install a smoke alarm with two (2) independent power sources consisting of a primary source that uses commercial light and power and a secondary source that consists of a non-rechargeable or rechargeable battery, OR
- b) Install a smoke alarm which is powered by a non-replaceable, non-removable battery that is capable of powering the smoke alarm for a minimum of ten years.
- c) Replace the battery for a secondary power supply in all smoke alarms each time the lease is renewed or once each year, whichever time period is shorter, or as recommended by the manufacturer.
- d) Replace non-operational, damaged, or missing smoke alarms with smoke alarms meeting the requirements of MGO 34.907 (2)(a).
- e) Provide all tenants with the manufacturer's maintenance and testing instructions.
- f) Upon each new lease and at least once every 12 months for every continuing tenant, provide tenants with fire safety educational materials as prescribed by the Fire Chief. Materials are available at [www.madisonfire.org](http://www.madisonfire.org).
- g) Upon each new lease and once every 12 months for every continuing tenant, complete and sign this document as prescribed in MGO 32.907(4).

**1) The tenant shall be responsible for:**

- a) Maintaining and testing, in accordance with the manufacturer's instructions, smoke alarms that are within the dwelling unit during the term of the tenancy.
- b) Notifying the owner in writing if a smoke alarm becomes inoperable. The owner shall have five days from receipt of such written notice to repair and replace the inoperable alarm(s). Any smoke alarms which are powered with standard batteries which are found to be inoperable shall be replaced by the owner with smoke alarms meeting the requirements of MGO 34.907 (2)(a).
- c) Completing and signing this document as prescribed in MGO 32.06(4).

- 2) No person, including tenants or occupants, shall tamper with, remove, alter, damage or otherwise render any smoke alarm inoperable – MGO 34.907(3)(e).
- 3) Where smoke alarms powered solely by commercial light and power have been installed and maintained in accordance with this chapter, such smoke alarms shall continue to be used and maintained in accordance with the manufacturer's instructions.
- 4) No smoke alarm may remain in service for more than ten years unless the manufacturer specifies a different service life.

**ANY PERSON WHO VIOLATES ANY PROVISION OF SEC. 34.907 SHALL BE SUBJECT TO MAXIMUM FORFEITURE OF \$172 FOR THE FIRST VIOLATION AS SPECIFIED IN SEC. 34.01(14)**

**NO DWELLING UNIT OR PREMISES MAY BE OCCUPIED, USED, OR RENTED WHICH DOES NOT COMPLY WITH THIS ORDINANCE.**

### TENANT

By signing this I state that I have read this document and understand:

1. That the required alarms are installed and operating in accordance with this section.
2. It is a violation to tamper with, remove, alter, damage or otherwise render any smoke alarm inoperable.
3. My responsibilities for the maintenance and testing of smoke alarms as outlined in MGO 34.42.
4. The penalties for rendering smoke alarms inoperable or otherwise affecting the performance of the alarm.

Tenant Name: \_\_\_\_\_  
Signature: \_\_\_\_\_

Address: \_\_\_\_\_  
Date: \_\_\_\_\_

**OWNER**

By signing this I state that I have read this document and understand:

1. That the required alarms are installed and operating in accordance with this section.
2. It is a violation to tamper with, remove, alter, damage or otherwise render any smoke alarm inoperable.
3. My responsibilities for the installation of smoke alarms as outlined in MGO 34.42.
4. The penalties for rendering smoke alarms inoperable or otherwise affecting the performance of the alarm.

Owner Name: \_\_\_\_\_  
Signature: \_\_\_\_\_

Address: \_\_\_\_\_  
Date: \_\_\_\_\_

Questions concerning placement and maintenance of smoke alarms should be directed to the Fire Prevention Unit of the Madison Fire Department at (608) 266-4484.

**SMOKE ALARMS SAVE LIVES!**



## City of Madison Fire Department

### *Acceptable Smoke Alarms for Residential Use*

The following smoke alarm models meet the minimum standards of the City of Madison's smoke alarm ordinance as approved by the Common Council on March 3, 2009. This list is not meant to be all-inclusive and other models may be added as they are identified.

#### KIDDE

- 0910 – 10-year lithium cell, tamper resistant features must be utilized
- KN-SMFM-i – 120-volt with rechargeable battery back-up

#### FIRST ALERT

- SA340B – 10-year lithium cell, tamper resistant body
- SA340CN – with 10-year tamper resistant lithium powercell
- SA305B – when used with a 10-year lithium battery and optional tamper resistant features are utilized

#### FIRE-X

- 4671 or 4671(C) – 10-year lithium cell, tamper resistant

#### BRK

- 9120LB – 110-volt with 10-year lithium battery back-up, locking features must be used
- SA340B - 10-year lithium cell, tamper resistant body



## City of Madison Fire Department

### Tenant Fire Safety

The smoke alarms in your apartment are there for your protection.

NEVER tamper with them or remove them.

Report to your landlord immediately any doors, lighting, smoke detectors or fire extinguishers that are missing or not working properly.

1. **In Case of Fire:** Call 911 immediately and get everyone out.

#### Cooking Fires:

1. Unattended cooking is the #1 cause of residential fires. Stay in the kitchen and keep an eye on your stove. Wear short or close-fitting sleeves and turn pan handles inward to prevent spills and burns.
2. Keep cooking surfaces clean to prevent food and grease build-up.
3. If the alarm goes off from cooking, open a door or window. Do not attempt to disable the smoke alarm.
4. If the fire is still confined to a pan, slide a tight-fitting lid over flames to smother a grease or oil fire. Then turn off the stove and leave the lid on until the pan cools. Do NOT attempt to move something that is on fire.
5. Some small fires may be smothered with baking soda. Never use water or flour on cooking fires.
6. For oven fires, shut the oven door and turn off the stove to smother.
7. If the fire is spreading beyond the container OR if you have ANY doubts about containing the fire, leave the building immediately and call 911.

#### Evacuation:

1. Develop and practice a fire escape plan with roommates/family and know at least two ways out of each room.
2. Select a safe meeting place outside and away from your building. Make sure everyone knows where it is and that they should go there once they have evacuated the building.
3. At a party, nightclub or large-scale event, know two ways out in case of an emergency.
4. Doors to basements, laundry and furnace rooms are "fire doors" that must be closed at all times (never propped open). These doors are meant to inhibit the spread of smoke and fire. Keeping them closed during a fire saves lives and property.

#### Fire Extinguishers

1. If the fire is not spreading AND you are familiar with the proper use of fire extinguishers, you may then attempt to extinguish the fire. Know both your limits and the fire extinguisher's limits.
2. Be familiar with use BEFORE fire starts. Remember PASS...Pull the pin, Aim low at base of the fire, Squeeze lever to discharge, Sweep nozzle from side to side.
3. **ALWAYS** keep your back to an unobstructed exit that is free from fire.

#### Grilling

1. Local fire ordinances prohibit open-flame cooking devices from being used on combustible balconies (charcoal, wood, LP, etc.).
2. ANYTHING with an open flame must be at least 10 feet from the building. Grills that are powered by the small LP cylinders (2.5 lb water capacity), are allowed to be stored on combustible balconies or within the 10 ft limit, but cannot be used there.
3. Make sure the coals are completely cooled down with water before disposing of them (coals may stay hot for up to 48 hours after use).
4. Make sure all ashes are contained in a non-combustible container.

#### Candles & Smoking Materials

1. Make sure candles are in a sturdy holder and kept at least 3 feet from anything flammable.
2. **ALWAYS BLOW OUT** candles before leaving apartment or going to sleep
3. Improperly discarded smoking materials are the leading cause of fatal fires – make sure smoking materials are fully extinguished by dousing them in water and disposing of them in a non-combustible container.

#### Final Notes

1. An estimated 40% of fatal fires involve the use of alcohol by victims, their family members, or friends.
2. Leave hallways clear of clutter (garbage bags, bicycles, etc.) In the event of a fire, the hallway may be your path to safety.
3. After move-in, tour hallways, basement and common areas to locate exits (doors & windows). Know where fire extinguishers are, and which fire doors should be kept closed.
4. Inside your apartment, locate smoke and carbon monoxide detectors. Make sure they are working. Report any malfunctions to your landlord.

## **IMPORTANT CARBON MONOXIDE INFORMATION / UPDATES**

### **FOR APARTMENT BUILDINGS WITH 3 OR MORE APARTMENTS:**

Wisconsin Statutes now require the installation of Carbon Monoxide Detectors in existing buildings with 3 or more dwelling units with a fuel burning appliance. (Comm. 62.1200)

Install an approved carbon monoxide detector in the following locations:

1. In the basement of the building if the basement has a fuel-burning appliance;
2. Within 15 feet of each sleeping area of a unit that has a fuel-burning appliance;
3. Within 15 feet of each sleeping area of a unit that is immediately adjacent to a unit or room that has a fuel-burning appliance;
4. In each room not used as a sleeping area that has a fuel-burning appliance, the CO detector shall be installed within 75 feet of the fuel-burning appliance.
5. In each hallway leading from a unit that has a fuel-burning appliance, the CO detector must be installed within 75 feet of the unit.

### **FOR DUPLEXES AND SINGLE FAMILY DWELLINGS:**

(Wisconsin Act 158 and WI Dept. of Commerce Rules)

Carbon Monoxide Detectors are required on each floor level including the basement.

On floors where there are bedrooms the detector needs to be within 21 feet of the doors to the bedrooms. Refer to the manufacturer's instructions for proper placement and installation.

#### **NOTE:**

There are no restrictions on height installation or power source. The disadvantage to plug-in detectors is that they take up valuable outlet space and can be removed easily by tenants. Please consider those factors before installing plug-in models.

#### **DEFINITIONS:**

Fuel-burning appliance – means a device that is stalled installed in a building and burns fossil-fuel or carbon based fuel, where carbon monoxide is a combustion by-product, including: stoves, ovens, grills, clothes dryers, furnaces, boilers, water heaters, heaters and fireplaces.

