

HOUSING INSPECTION GUIDE



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I. INTRODUCTION

Background

The mission of Environmental Health's Housing Inspection Program is to assess environmental conditions and reduce exposure to health risks by educating the property owners on the requirements for maintaining a rental property. This is accomplished through the inspections of rental properties with 5 or more units, complaint investigations of properties with 4 units or less, and condominiums in the County of Los Angeles to enforce compliance with the California Health and Safety Code and the Los Angeles County Code, Title 11.

For access to the latest inspection results please visit: <http://publichealth.lacounty.gov/eh/i-want-to/view-inspection-results.htm>

Authority

The Environmental Health Division is the regulatory agency responsible for enforcing the Los Angeles County Code, sections of the California Health and Safety Code, and sections of the California Code of Regulations through annual routine inspections of apartment buildings with 5 or more units. To ensure that each building/dwelling unit is compliant with these codes and regulations, unannounced annual inspections and complaint investigations of apartment buildings are conducted by the Environmental Health Specialist (EHS). The EHS will also investigate complaints at unlicensed properties (less than 5 units).

Purpose

This guide is intended to assist EHS inspectors and apartment owners/managers in the inspection process. It guides the EHS in documenting the Housing Official Inspection Report (HOIR) so that violations are identified, and observations are properly recorded. This guide may not address all circumstances, or violations that may be observed during an inspection or complaint investigation, but in those cases where a property owner does not understand the observation, the EHS will remain approachable to discuss the violation and provide an opportunity to educate on the public health significance of the requirement.

If you have questions regarding the violations marked in the inspection report, actions taken by an EHS, or the applicable law or regulation, please call the district office at the telephone number listed on the inspection report, or the EH Customer Call Center at (888) 700-9995.

II. DEFINITIONS

The success of any housing inspection program requires a clear understanding of the common terminology used by the EHS. The following terms should provide a better understanding of the housing inspection process:

Abatement means any action taken to repair, replace or remove a nuisance.

Attempt to Inspect means that the EHS knocks on a unit door for the purpose of conducting a routine inspection. Instances where there is no response, the tenant(s) are unable to adequately communicate with the EHS, or where no adult is present in the unit, shall be identified as an attempt to inspect.

Compliance Review means an informal step in the legal process at which the Department reviews the remaining violations on the inspection report, provides information for abatement, and advises the property owner of the applicable laws and potential legal actions the Department may pursue if the violations are not corrected.

Emergency Violation means a violation that may pose an immediate danger to health and safety of occupants that requires immediate corrective action.

Housing Official Inspection Report (HOIR) means the notice issued by the Department to property owners to inform them of the results of an inspection of their property.

Multiple Family Dwelling (MFD) means any structure, including an apartment house, condominium, or any portion of any structure, occupied, designed, or built, or rented for occupation as a home by five or more families, each living in a separate unit and cooking within such structure.

Nuisance means and includes any of the following, as defined in Los Angeles County Code, Section 11.02.300): A. Any public nuisance known to common law or equity jurisprudence, and whatever is dangerous to human life, or detrimental to health; B. Overcrowding a room with occupants; C. Inadequate or insanitary sewerage or plumbing facilities; D. Insufficient ventilation or illumination; E. Uncleanliness, or anything that renders air, food and drink detrimental to the health of human beings.

Other Violation means any violation that is not a priority violation or an emergency violation.

Priority Violation means any violation that poses a significant danger to health and safety.

Private Pool means any constructed pool, permanent or portable, which is intended for non-commercial use as a swimming pool by no more than 3 owner families and their guests.

Public Pool means any constructed pool which is intended for commercial use for swimming, spa, wading or special use pool by 4 or more families and their guests.

Re-Inspection means a follow-up inspection conducted to determine compliance with a prior notice, on or after the re-inspection date.

Re-Inspection Date means a date established by the enforcement agency to abate all violations noted on the inspection report.

Routine Inspection means a periodic, unannounced inspection to determine compliance with all applicable federal, state, and local statutes, orders, ordinances, quarantines, rules, regulations, or directives related to the public health.

III. INSPECTION SERVICES

Environmental Health will conduct an annual routine inspection of all multiple family dwelling apartments with 5 or more units, and once every two years for multiple family dwelling condominiums. A re-inspection will be conducted if there are health code violations present during the annual inspection. Environmental Health will also address complaint investigation(s), as necessary.

What to expect when conducting an inspection:

- The EHS will attempt to contact the on-site manager/owner/responsible party to state the purpose of the visit.
- The EHS will conduct a thorough inspection of the exterior premises and public areas including but not limited to hallways, laundry room, swimming pool, refuse area, etc.
- The EHS will select the units to be inspected, focusing on those units where tenants appear to be available. At the time of the inspection, the EHS shall identify themselves to the tenant, state the purpose of the visit, and question the tenant about problems experienced in the unit. It is at the discretion and permission of the tenant to allow entrance to the EHS to observe the violation(s). Before entering, the EHS should ensure that an adult is present in the unit. . The minimum number of units to attempt to inspect are noted in the table below:

Minimum Number of Units to Attempt to Inspect	
Number of Units at MFD	Units to Attempt to Inspect
5-59	Minimum 5
60+	10%

Minimum Number of Units to Attempt to Inspect if Violations are Observed	Number of Units at MFD			
	5-10	11-30	31-59	60+
0 - 3 Other Violations	5	5	5	10%
Any Priority or 4 or more Other Violations Found	All	12	15	25%

- When entrance is allowed, the EHS may proceed to walk through the unit to assess the conditions of the dwelling unit and to verify the concerns stated by the tenant. The EHS shall inform the tenant that only those violations directly observed by the EHS will be included on the Housing Official Inspection Report.
- Any violations observed will be recorded on the HOIR.
- For conditions that are not under the jurisdiction of EH, such as gas-operated water heaters or structural damage to dwellings, a referral will be made to the appropriate agency and information will be shared with tenant and property owners/management.
- For conditions that pose an immediate threat to the tenant or public, the EHS shall make every attempt to contact the responsible party and inform them of the conditions directing them to make emergency repairs to eliminate the threat. If conditions exist warranting a referral to another regulatory agency, the referral shall be documented in the Overall Comments section of the HOIR.
- In conjunction with the annual routine inspection, the EHS shall conduct a healthy homes survey to identify any conditions that could potentially cause harm/injury to persons on the property and document the findings as recommendations on the healthy homes advisory portion of the HOIR.

Conditions documented on the Healthy Homes page are recommendations to the property owner and are not violations.

- Upon completion of the inspection, the EHS will provide a copy of the HOIR via mail to the property owner/manager or responsible party. If any violations are observed, a compliance date will be specified on the HOIR for the owner/manager or responsible party. The owner/manager is responsible for correcting the violations by the specified compliance date.

IV. UNDERSTANDING THE HOUSING OFFICIAL INSPECTION REPORT (HOIR)

The HOIR (**Appendix A**) is the official document that is used by the EHS to mark the violations observed during an inspection. The goal of the report is to fairly present the compliance status of facility at the time of the inspection.

Parts of the HOIR:

HEADER

Portion of the HOIR which identifies the property and inspection details, including the facility name, owner/permittee, facility address, inspection date, and re-inspection date (if applicable).

VIOLATION CATEGORY TABLE

Portion of the HOIR where violations of specific requirements are marked as either priority or other and if located in the dwelling unit or in the common use premises.

VIOLATION DESCRIPTIONS

Lists the violation, requirements of the law, including code sections, EHS observations, and instructions for corrective action.

OVERALL INSPECTION COMMENTS

Portion of the HOIR where the EHS documents pertinent information not specifically captured as part of a violation description, including but not limited to, the purpose of the visit, any referral notations, date/time of applicable administrative hearing meeting, how the report was sent to the owner, etc.

UNITS INSPECTED/NOT AVAILABLE

Portion of the HOIR which identifies the status of the units inspected or unable to be inspected, including the number of units not available, units in which the tenant stated there were no violations, and units inspected without violations.

OWNER DISCLOSURES

Portion of the HOIR which provides reporting instructions in the event of improper solicitations.

ADVISORIES/WARNINGS

Portion of the HOIR which provides the CA State Franchise Tax Board Warning, Lead Correction Advisory, and other Indoor Environmental Hazards.

HEALTHY HOMES ADVISORY

A checklist located on the last page of the HOIR that is completed by the EHS after conducting a survey to identify any potential issues that could cause harm/ injury to tenants living on the property, or that may lead to costly repairs.

V. VIOLATION CATEGORIES

VERMIN

1. Cockroaches

Dwellings shall be free of cockroach infestation/harborage.

The EHS is to mark as follows:

Unit Critical	Mark as Unit Critical if live cockroaches are observed in one or more dwelling units.
Unit Non-Critical	N/A
Premises Critical	N/A
Premises Non-Critical	Mark as Premises Non-Critical if live cockroaches or evidence of a cockroach infestation is observed in common areas of the MFD.

Note: The EHS shall document their findings, including approximate number of cockroaches, life stages observed, and location(s) where found.

Authority: Los Angeles County Code – 11.20.140, 11.20.170, 11.30.010

2. Flies

Dwellings shall be free of cockroach infestation/harborage.

The EHS is to mark as follows:

Unit Critical	N/A
Unit Non-Critical	Mark as Unit Non-Critical if fly infestation or fly breeding is observed in one or more dwelling units.
Premises Critical	N/A
Premises Non-Critical	Mark as Premises Non-Critical if fly infestation or fly breeding is observed in common areas of the MFD.

Note: The EHS shall document their findings, including approximate number of flies, indications of breeding, and location(s) where found. They shall also check the condition of the window screens. A notice shall be issued to the tenant if it is determined that they contributed to the infestation.

Authority: Los Angeles County Code – 11.20.140, 11.20.170, 11.20.330, 11.30.010, 11.30.060, 11.30.070, 11.30.080

3. Mosquitoes

Dwellings shall be free of mosquito infestation/harborage.

The EHS is to mark as follows:

Unit Critical	N/A
Unit Non-Critical	N/A
Premises Critical	Mark as Premises Critical if mosquito breeding is observed in common areas of the MFD. Make a referral to MAD
Premises Non-Critical	N/A

Note: The EHS shall document their findings, including approximate number of mosquitoes, indications of breeding, and location(s) where found. Mosquito breeding occurs where there is standing/stagnant water (green pools, pots/containers with water).

Authority: Los Angeles County Code – 11.20.140, 11.20.160, 11.20.170, 11.30.010, 11.30.060, 11.30.070, 11.30.080

4. Mites/Fleas

Dwellings shall be free of mite/flea infestation/harborage.

The EHS is to mark as follows:

Unit Critical	N/A
Unit Non-Critical	Mark as Unit Non-Critical if mites or fleas are observed in one or more dwelling units.
Premises Critical	N/A
Premises Non-Critical	Mark as Premises Non-Critical if mites or fleas are observed in common areas of the MFD.

Note: Fleas/Mites are commonly identified after a tenant raises concerns. The EHS shall document their findings, including approximate number of mites or fleas and location(s) where found.

Authority: Los Angeles County Code – 11.20.140, 11.20.170, 11.30.010

5. Bedbugs

Dwellings shall be free of bedbug infestation/harborage.

The EHS is to mark as follows:

Unit Critical	Mark as Unit Critical if bedbugs are observed in one or more dwelling units.
Unit Non-Critical	N/A
Premises Critical	N/A
Premises Non-Critical	Mark as Premises Non-Critical if bedbugs are observed in common areas of the MFD.

Note: Bedbugs are commonly identified after a tenant raises concerns. The EHS shall document their findings, including approximate number of bedbugs and location where found.

Authority: Los Angeles County Code – 11.20.140, 11.20.170, 11.30.010

6. Rats/Mice

Dwellings shall be free of rat/mice infestation/harborage and constructed/maintained to prevent the entry of vermin.

The EHS is to mark as follows:

Unit Critical	Mark as Unit Critical if any of the following are observed in one or more dwelling units: <ul style="list-style-type: none">• Live rodents.• Fresh droppings
Unit Non-Critical	Mark as Unit Non-Critical if evidence of a possible rodent infestation (gnaw markings, grease markings, rodent holes) are observed in one or more dwelling units.
Premises Critical	N/A
Premises Non-Critical	Mark as Premises Non-Critical if: <ul style="list-style-type: none">• Rodent proofing is missing or damaged (i.e., opening in excess of ¼ inch around entry doors, gaps around water/electrical lines running through exterior walls).• Evidence of an active rodent evidence is observed in common areas of the MFD.

The EHS shall document their findings, including approximate number of rats or mice, evidence of infestation, location(s) where found, and any harborage conditions or entry points that need to be corrected.

Authority: Los Angeles County Code – 11.20.140, 11.20.170, 11.30.010, 11.30.050

PLUMBING

7. No Water

Plumbing fixtures shall be supplied with hot and cold running water under pressure. Plumbing fixtures shall be in good repair.

The EHS is to mark as follows:

Unit Critical	Mark as Unit Critical if no water is observed in one or more dwelling units.
Unit Non-Critical	N/A
Premises Critical	N/A
Premises Non-Critical	Mark as Premises Non-Critical if no water is observed at the laundry or recreation room of the MFD.

Note: The EHS shall attempt to contact the owner/manager as soon as lack of running water is identified in a dwelling unit.

Authority: Los Angeles County Code – 11.20.140, 11.20.190, 11.20.260, California Code of Regulations Title 25 /Div. 1/Ch 1/Sub Ch 1/Article 5/Section 32(a)

8. No Hot Water

Plumbing fixtures shall be supplied with hot and cold running water under pressure. Plumbing fixtures shall be in good repair.

The EHS is to mark as follows:

Unit Critical	Mark as Unit Critical if water of at least 110 degrees Fahrenheit is not available in the majority of the dwelling units.
Unit Non-Critical	Mark as Unit Non-Critical if water of at least 110 degrees Fahrenheit is not available in less than half the dwelling units.
Premises Critical	N/A
Premises Non-Critical	Mark as Premises Non-Critical if water of at least 110 degrees Fahrenheit is not available in the laundry room of the MFD.

Authority: Los Angeles County Code – 11.20.140, 11.20.190, 11.20.260, California Code of Regulations Title 25/Div. 1/Ch 1/Sub Ch 1/Article 5/ Section 32(a)

9. Water Supply Line

Water supply lines shall be maintained in good repair.

The EHS is to mark as follows:

Unit Critical	N/A
Unit Non-Critical	Mark as Unit Non-Critical if leaking water supply line(s) are observed in one or more dwelling units.
Premises Critical	N/A
Premises Non-Critical	Mark as Premises Non-Critical if leaking water supply line(s) are observed in common areas of the MFD.

Note 1: leaking P-traps and/or drain lines shall be marked in "Sewer/Drain Lines."

Note 2: leaking fixtures shall be marked in "Fixtures" as appropriate.

Authority: Los Angeles County Code – 11.20.140, 11.20.190, 11.20.260, California Code of Regulations Title 25/Div. 1/Ch 1/Sub Ch 1/Article 5/ Section 32(a)

10. Cross Connection

Water lines shall be free from any back siphonage conditions.

The EHS is to mark as follows:

Unit Critical	N/A
Unit Non-Critical	Mark as Unit Non-Critical if potential back siphonage conditions (i.e., faucet submerged below sink flood level, submergible domestic water line in laundry sink) are observed in one or more dwelling units.
Premises Critical	N/A
Premises Non-Critical	Mark as Premises Non-Critical if potential back siphonage conditions (i.e., faucet submerged below sink flood level, submergible domestic water line in laundry sink) are observed in common areas of the MFD.

Note: Refer to Cross Connections Program if a potential cross connection is observed.

Authority: Los Angeles County Code – 11.20.140, 11.20.190, 11.20.260, California Code of Regulations Title 25/ Div. 1/ Ch 1/ Sub Ch 1/ Art 5/ Sect 32 (a)

11. Inadequate Flow

Plumbing fixtures shall be supplied with hot and cold running water under pressure.

The EHS is to mark as follows:

Unit Critical	N/A
Unit Non-Critical	Mark as Unit Non-Critical if water is present, but the flow is inadequate for the purpose of the fixture in one or more dwelling units.
Premises Critical	N/A
Premises Non-Critical	Mark as Premises Non-Critical if water is present, but the flow is inadequate for the purpose of the fixture in common areas of the MFD.

Authority: Los Angeles County Code – 11.20.140, 11.20.190, 11.20.260, California Code of Regulations Title 25/ Div. 1/ Ch 1/ Sub Ch 1/ Art 5/ Sect 32 (a)

12. Sewer/Drain Lines

Sewer/drain lines shall be maintained in good repair.

The EHS is to mark as follows:

Unit Critical	<p>Mark as Unit Critical if any of the following are observed in one or more dwelling units:</p> <ul style="list-style-type: none"> • Active sewage/wastewater discharge observed from sewer/drain line, or evidence of sewage discharged on ground. • Sinks, toilets, baths, or showers are backing up or overflowing, or are clogged and no other sink, toilet, bath, or shower is available. • The clean-out cap within the unit is missing, and sewage discharge is observed.
Unit Non-Critical	<p>Mark as Unit Non-Critical if any of the following are observed in one or more dwelling units:</p> <ul style="list-style-type: none"> • The bathroom/kitchen sink P-Trap/drain line is leaking, but is contained • The bathroom sink P-Trap is missing, but another sink is available. • The clean-out cap within the unit is missing with no active sewage discharge • Sinks, toilets, baths, or showers are clogged and not overflowing, but another sink, toilet, bath, or shower is available for use.
Premises Critical	<p>Mark as Premise Critical if any of the following are observed in common areas of the MFD:</p> <ul style="list-style-type: none"> • Active sewage/wastewater discharge observed from sewer/drain line, or evidence of sewage discharged on ground. • Sinks, toilets, baths, or showers are backing up or overflowing • The clean-out cap is missing, and sewage discharge is observed.
Premises Non-Critical	<p>Mark as Premise Non-Critical if any of the following are observed in common areas of the MFD:</p> <ul style="list-style-type: none"> • P-Trap/drain line is leaking, but is contained • The sink, toilet, bath, or shower is clogged • The clean-out cap is missing with no active sewage discharge

Note 1: leaking water supply lines shall be marked in "Water Supply Line."
Note 2: leaking fixtures shall be marked in "Fixtures" as appropriate.

Authority: Los Angeles County Code – 11.16.050, 11.20.140, 11.20.190, 11.20.260
11.38.700 California Code of Regulations Title 25/ Div. 1/ Ch 1/ Sub Ch 1/ Art 5/ Sect 32 (a)

ELECTRICAL

13. Cover Plates

Cover Plates shall be maintained in good repair.

The EHS is to mark as follows:

Unit Critical	Mark as Unit Critical if any burnt cover plates are observed in one or more units.
Unit Non-Critical	Mark as Unit Non-Critical if cover plates are observed to be missing or damaged in one or more dwelling units.
Premises Critical	Mark as Premises Critical if any burnt cover plates are observed in any common area(s) of the MFD.
Premises Non-Critical	Mark as Premises Non-Critical if cover plates are observed to be missing or damaged in common areas of the MFD.

Note 1: If children are in the unit, the EHS shall recommend to the tenant to cover or block access to the unprotected outlets/switches.

Note 2: Wiring / electrical hazards / damage shall be marked in "Wiring".

Authority: Los Angeles County Code – 11.20.140, 11.20.160

14. Outlets/Switches

Outlets shall be maintained in good repair.

The EHS is to mark as follows:

Unit Critical	Mark as Unit Critical if any burnt outlets, or sparking are observed in one or more units.
Unit Non-Critical	Mark as Unit Non-Critical if outlets and/or switches are observed to be non-functional, missing, or damaged in one or more dwelling units.
Premises Critical	Mark as Premises Critical if any burnt outlets are observed in any common area(s) of the MFD.
Premises Non-Critical	Mark as Premises Non-Critical if outlets are observed to be missing or damaged in the common areas of the MFD.

Note 1: Wiring / electrical hazards / damage shall be marked in "Wiring."

Note 2: A referral to the local Building and Safety entity shall be made for any allegations of non-functional or dangerous outlets that cannot be verified at the time of inspection.

15. Wiring

Wiring shall be maintained in good repair.

The EHS is to mark as follows:

Unit Critical	Mark as Unit Critical if any of the following are observed in one or more dwelling units: <ul style="list-style-type: none">• Illegal wiring is observed.• Frayed or exposed wiring is observed.• Missing circuit breaker panel cover/door. Make a referral to the local Building and Safety entity.
Unit Non-Critical	N/A
Premises Critical	Mark as Premises Critical if any of the following are observed in common areas: <ul style="list-style-type: none">• Illegal wiring is observed.• Frayed or exposed wiring is observed.• Missing circuit breaker panel cover/door. Make a referral to the local Building and Safety entity.
Premises Non-Critical	N/A

Authority: Los Angeles County Code – 11.20.140, 11.20.160

TOILET

16. Tank/Base/Bowl/Other

Dwelling units shall have an approved toilet or privy structure in good repair.

The EHS is to mark as follows:

Unit Critical	Mark as Unit Critical if a toilet is observed to be missing/non-functional and no other toilet is available in one or more dwelling units
Unit Non-Critical	Mark as Unit Non-Critical if any of the following are observed in one or more dwelling units: <ul style="list-style-type: none">• The toilet base is observed to be leaking due to a bad floor seal.• The tank cover is missing or damaged.• A toilet base is damaged, but not leaking.• The toilet flushing mechanism is in disrepair.• A toilet seat is missing or damaged.• Missing/non-functional toilet, but another toilet is available in the unit.
Premises Critical	N/A
Premises Non-Critical	Mark as Premises Non-Critical when the following are observed in common areas of the MFD: <ul style="list-style-type: none">• The toilet tank cover is damaged or missing.• The toilet tank is leaking.• The toilet bowl is damaged, or base is leaking.• The toilet flushing mechanism is in disrepair.• The toilet seat is missing or damaged.• Missing/non-functional toilet

Authority: Los Angeles County Code 11.20.140, 11.20.160, 11.20.180, 11.20.190

SINKS

17. Sink Fixtures

Dwelling units shall have faucet fixtures in good repair.

The EHS is to mark as follows:

Unit Critical	Mark as Unit Critical if all faucet fixtures are observed to be missing or non-operational in one or more dwelling unit.
Unit Non-Critical	Mark as Unit Non-Critical if any of the following are observed in one or more dwelling unit: <ul style="list-style-type: none">• Sink faucet fixtures are observed to be missing or non-operational, but another operational sink is available in the unit.• Sink faucet fixtures are observed to be damaged or leaking
Premises Critical	Mark as Premises Critical if a sink faucet fixture is missing or non-operational, in the common area(s) and no other operational sinks are available.

Premises Non-Critical	<p>Mark as Premises Non-Critical when the following are observed in common areas of the MFD:</p> <ul style="list-style-type: none"> • Sink faucet fixtures are missing, or non-operational, but another operational sink is available. • Sink faucet fixtures are damaged or leaking.
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Note 1: leaking water supply lines shall be marked in “Water Supply Line.”

Note 2: leaking P-trap shall be marked in “Sewer/Drain Lines.”

Authority: Los Angeles County Code – 11.20.140, 11.20.160, 11.20.190

18. Sink Basin

Dwelling units shall have approved sinks, in good repair.

The EHS is to mark as follows:

Unit Critical	Mark as Unit Critical if all sinks are observed to be missing or removed in one or more dwelling unit.
Unit Non-Critical	<p>Mark as Unit Non-Critical if any of the following are observed in one or more dwelling unit:</p> <ul style="list-style-type: none"> • A sink is observed to be missing or removed, but another operational sink is available in the unit. • A sink basin is observed to be damaged, cracked, or detached from the wall.
Premises Critical	Mark as Premises Critical if a sink is missing or removed from the common area(s) and no other operational sink is available.
Premises Non-Critical	<p>Mark as Premises Non-Critical when the following are observed in common areas of the multiple dwelling:</p> <ul style="list-style-type: none"> • Sink is observed to be missing but another operational sink is available. • Sink basin is damaged or leaking.

Authority: Los Angeles County Code – 11.20.140, 11.20.160,11.20.190

BATH/SHOWER

19. Tub/Shower Stall

Tubs/showers shall be in good repair.

The EHS is to mark as follows:

Unit Critical	Mark as Unit Critical if a tub or shower is observed to be missing or non-functional in one or more dwelling units, and no other tub/shower is available in the unit.
Unit Non-Critical	Mark as Unit Non-Critical if any of the following are observed in one or more dwelling units: <ul style="list-style-type: none">• The tub is damaged but retains water.• The shower door is damaged or missing.• Shower stall tiles are cracked or damaged.
Premises Critical	Mark as Premises Critical if a tub or a shower is observed to be missing or non-operational in the common area and no other tub/shower is available.
Premises Non-Critical	Mark as Unit Non-Critical if any of the following are observed in common areas of the MFD: The tub is damaged or cracked. <ul style="list-style-type: none">• The shower door is damaged or missing.• Shower stall tiles cracked or damaged.

Note: Mold growth consistent with expected moisture accumulation shall be cleaned by the tenant, however excess mold growth indicative of a water leak shall be marked in "Wall/Ceiling/Floor – Mold"

Authority: Los Angeles County Code – 11.20.140, 11.20.160, 11.20.190

20. Tub/Shower Stall Fixtures

Tub/shower fixtures shall be in good repair.

The EHS is to mark as follows:

Unit Critical	Mark as Unit Critical if all tub/shower stall fixtures are missing or non-operational in one or more dwelling unit.
Unit Non-Critical	Mark as Unit Non-Critical if any of the following are observed in one or more dwelling unit: <ul style="list-style-type: none">• Bath/shower fixtures are missing or non-operational, but another bath/shower is available in the unit.• Bath/shower fixtures are damaged or leaking
Premises Critical	Mark as Premises Critical if a bath/shower stall is missing or non-operational in the common area(s) and no other bath/shower is available.
Premises Non-Critical	Mark as Premises Non-Critical if bath/shower fixtures are missing, leaking or non-operational in common areas of the MFD..

Authority: Los Angeles County Code – 11.20.140, 11.20.160, 11.20.190

COMFORT HEAT

21. Inoperable

Comfort heating units shall be in good repair.

The EHS is to mark as follows:

<p>Unit Critical</p>	<p>Mark as Unit Critical if any of the following are observed in one or more dwelling units:</p> <ul style="list-style-type: none"> • The gas operated comfort heating unit has a Gas Company tag attached and is non-functional during the months of October to March. • The gas operated comfort heating unit is suspected of leaking carbon monoxide based on the tenant's complaints of symptoms consistent with CO poisoning (see note 2). A referral must be made to the Gas Company at once. • The gas operated comfort heating unit is suspected of leaking carbon monoxide due to an alarm triggered by the CO detector. A referral must be made to the Gas Company at once. • The electric comfort heating unit is non-functional between the months of October to March.
<p>Unit Non-Critical</p>	<p>Mark as Unit Non-Critical if any of the following are observed in one or more dwelling units:</p> <ul style="list-style-type: none"> • The gas operated comfort heating unit has a Gas Company tag attached and is non-functional between the months of April to September. • The electric comfort heating unit is observed to be non-functional during the months of April to September.
<p>Premises Critical</p>	<p>Mark as Premises Critical if any of the following are observed in the common areas:</p> <ul style="list-style-type: none"> • The gas operated comfort heating unit has a Gas Company tag attached and is non-functional during the months of October to March. • The gas operated comfort heating unit is suspected of leaking carbon monoxide based on the tenant's complaints of symptoms consistent with CO poisoning (see note 2). A referral must be made to the Gas Company at once. • The gas operated comfort heating unit is suspected of leaking carbon monoxide due to an alarm triggered by the CO detector. A referral must be made to the Gas Company at once. • The electric comfort heating unit is observed to be non-functional during the months of April to September.
<p>Premises Non-Critical</p>	<p>Mark as Premises Non-Critical if any of the following are observed in the common area(s):</p> <ul style="list-style-type: none"> • The gas operated comfort heating unit has a Gas Company tag attached and is non-functional. • The electric operated comfort heating unit is non-functional.

Note 1: Whenever a leak is suspected and the comfort heating unit does not have a Gas Company tag attached, the EHS shall document in the Overall Comments of the OIR, refer to the Gas Company, and contact the property owner and/or manager prior to the end of the inspection.

Note 2: Symptoms of CO monoxide poisoning include headache, dizziness, weakness, upset stomach, vomiting, chest pain, and confusion. Cases of suspected CO poisoning shall be referred to the Gas Company at once, and the tenants shall be advised to turn off the gas operated heater.

Authority: Los Angeles County Code 11.20.140, 11.20.160, California Code of Regulations – Title 25/ Div. 1/ Ch 1/ Sub Ch 1/ Art 5/ Sect 34 (a)

22. Unapproved Type

Comfort heating unit shall be of an approved type and properly installed.

The EHS is to mark as follows:

Unit Critical	Mark as Unit Critical if there is an unvented, non-electric comfort heating unit observed in one or more dwelling units. Make a referral to the local Building and Safety entity.
Unit Non-Critical	N/A
Premises Critical	Mark as Premises Non-Critical if there is an unvented, non-electric comfort heating unit observed in the common area(s) of the MFD. Make a referral to the local Building and Safety entity.
Premises Non-Critical	N/A

Authority: Los Angeles County Code 11.20.140,11.20.160, California Code of Regulations – Title 25/ Div. 1/Ch 1/ Sub Ch 1/ Art 5/ Sect 34 (a)

23. Missing

Dwelling units shall have a comfort heating unit in good repair.

The EHS is to mark as follows:

Unit Critical	Mark as Unit Critical if the comfort heating unit is observed to be missing during heater season between the months of October to March in one or more dwelling units.
Unit Non-Critical	Mark as Unit Non-Critical if the comfort heating unit is observed to be missing between the months of April to September in one or more dwelling units.
Premises Critical	N/A
Premises Non-Critical	N/A

Note: EHS shall include a directive to the property owner to secure all necessary permits for the installation of comfort heating units.

Authority: Los Angeles County Code 11.20.140,11.20.160, California Code of Regulations Title 25/Div1/Ch1/sub chap 1/Art5/section 34 (a)

APPLIANCES/FURNISHINGS

24. Appliances

Owner supplied appliances shall be maintained in good repair.

The EHS is to mark as follows:

Unit Critical	Mark as Unit Critical if a gas operated appliance is leaking gas
Unit Non-Critical	Mark as Unit Non-Critical if appliances supplied by the landlord are damaged / malfunctioning in one or more dwelling units.
Premises Critical	N/A
Premises Non-Critical	Mark as Premises Non-Critical if appliances supplied by the landlord are damaged / malfunctioning in common area(s) of the MFD.

Authority: Los Angeles County Code – 11.20.160

25. Bedding

Owner supplied bedding shall be maintained in good repair.

The EHS is to mark as follows:

Unit Critical	N/A
Unit Non-Critical	Mark as Unit Non-Critical if bedding supplied by the landlord is deteriorated, or damaged in one or more dwelling units.
Premises Critical	N/A
Premises Non-Critical	N/A

Authority: Los Angeles County Code – 11.20.160

26. Furniture

Owner supplied furnishings shall be maintained in good condition.

The EHS is to mark as follows:

Unit Critical	N/A
Unit Non-Critical	Mark as Unit Non-Critical if furniture supplied by the landlord is deteriorated or damaged in one or more dwelling units.
Premises Critical	N/A
Premises Non-Critical	Mark as Premises Non-Critical if furniture supplied by the landlord is soiled, deteriorated, or damaged in common area(s) of the MFD.

Authority: Los Angeles County Code – 11.20.160

27. Counter, Cabinets, Vanities, Shelving, etc.

Counters, cabinets, vanities, shelving, etc. shall be maintained in good repair.

The EHS is to mark as follows:

Unit Critical	N/A
Unit Non-Critical	Mark as Unit Non-Critical if built-in furnishings are damaged in one or more dwelling units.
Premises Critical	N/A
Premises Non-Critical	Mark as Premises Non-Critical if built-in furnishings are observed to be damaged in common area(s) of the MFD.

Authority: Los Angeles County Code-11.20.160

OCCUPANCY

28. Illegal Conversions

Dwelling units shall be legally constructed.

The EHS is to mark as follows:

Unit Critical	Mark as Unit Critical if a room is suspected of being illegally converted and lacks a restroom or kitchen facility (i.e., garage converted into a dwelling unit). Make a referral to the local Building and Safety entity.
Unit Non-Critical	N/A
Premises Critical	N/A
Premises Non-Critical	N/A

Note: If a room is suspected of being illegally converted but provides restroom and kitchen facilities, then the EHS shall make a referral to Regional Planning or Zoning and the local Building and Safety entity.

Authority: Los Angeles County Code – 11.20.140, 11.20.310

29. Unapproved Use

Approved rooms shall be provided for occupancy.

The EHS is to mark as follows:

Unit Critical	N/A
Unit Non-Critical	Mark as Unit Non-Critical if any of the following are observed in one or more dwelling units: <ul style="list-style-type: none">Evidence of sleeping quarters observed in unapproved rooms (e.g., storage room, kitchen) in one or more dwelling units.Room used for sleeping purposes is lacking adequate light, windows, or ventilation.
Premises Critical	N/A
Premises Non-Critical	N/A

Authority: Los Angeles County Code – 11.20.090, 11.20.140, 11.20.310

30. Overcrowding

Dwelling units shall not be overcrowded.

The EHS is to mark as follows:

Unit Critical	N/A
Unit Non-Critical	Mark as Unit Non-Critical if tenant occupancy is observed to exceed occupancy limits in one or more dwelling units.
Premises Critical	N/A
Premises Non-Critical	N/A

Authority: Los Angeles County Code – 11.20.140, 11.20.280, 11.20.290, 11.20.300, 11.20.310, California Health & Safety Code – 17920.3

LIGHTING

31. Inadequate Lighting

Adequate light shall be provided in toilet rooms, bath and shower rooms, utility rooms, and common areas (i.e., hallway, laundry room, recreation room, etc.).

The EHS is to mark as follows:

Unit Critical	N/A
Unit Non-Critical	Mark as Unit Non-Critical if inadequate/insufficient lighting is observed at the toilet room, bath/shower room, kitchen, etc. in one or more dwelling units.
Premises Critical	N/A
Premises Non-Critical	Mark as Premises Non-Critical if inadequate/insufficient lighting is observed in common area(s) (i.e., hallways, common toilet room, laundry room, recreation room, etc.) of the MFD.

Authority: Los Angeles County Code –11.02.300, 11.20.160, 11.20.190, 11.20.310, California Health & Safety Code –17920.3

SANITATION

32. Common Use Restroom

Common restrooms shall be maintained in a clean and sanitary condition.

The EHS is to mark as follows:

Unit Critical	N/A
Unit Non-Critical	N/A
Premises Critical	N/A
Premises Non-Critical	Mark as Premises Non-Critical if unclean conditions are observed in any common restroom(s) of the MFD.

Authority: Los Angeles County Code – 11.16.020, 11.16.030, 11.16.050, 11.20.140, 11.20.170, 11.30.010

33. Common Use Rooms

Common rooms (e.g., laundry, recreational, gym, etc.) shall be maintained in a clean and sanitary condition.

The EHS is to mark as follows:

Unit Critical	N/A
Unit Non-Critical	N/A
Premises Critical	N/A
Premises Non-Critical	Mark as Premises Non-Critical if unclean conditions are observed in any common use room of the MFD.

Authority: Los Angeles County Code – 11.16.020; 11.16.030, 11.16.050, 11.20.140, 11.20.170, 11.30.010

34. Refuse Area/Bins

Refuse Area(s)/bins shall be maintained clean and in sanitary condition, and bins shall be approved and in good repair. Garbage and putrescible matter, whether mixed with rubbish or other matter shall be kept in watertight receptacles with close-fitting lids and with handles or bails. Such receptacles shall be thoroughly cleaned each time their contents are removed.

The EHS is to mark as follows:

Unit Critical	N/A
Unit Non-Critical	N/A
Premises Critical	N/A
Premises Non-Critical	Mark as Premises Non-Critical if any of the following are observed: <ul style="list-style-type: none">• Excessive trash on the ground due to insufficient number of bins or insufficient garbage pickup frequency.• Bins are overflowing, soiled, or leaking.• The bins do not have lids/handles/bails, or the lids are open.

Authority: Los Angeles County Code – 11.16.020, 11.16.030, 11.16.050, 11.20.140, 11.20.170, 11.30.010

35. Cast-Offs/Debris/Waste

Premises shall be maintained clean and in sanitary condition, free from accumulations of garbage, rubbish, refuse and other wastes at all time. Garbage and putrescible matter, whether mixed with rubbish or other matter shall be kept in watertight receptacles with close-fitting lids and with handles or bails. Such receptacles shall be thoroughly cleaned each time their contents are removed.

The EHS is to mark as follows:

Unit Critical	N/A
Unit Non-Critical	Mark as Unit Non-Critical if any of the following are observed in one or more dwelling units: <ul style="list-style-type: none">• Cast-offs are not stored at least 18 Inches off the ground (i.e., in the private backyard/enclosed patio associated with an individual unit in an MFD complex).• Accumulation of trash, debris, rubbish, or garbage in a unit.
Premises Critical	N/A
Premises Non-Critical	Mark as Premises Non-Critical if any of the following are observed in common areas of the MFD: <ul style="list-style-type: none">• Cast-offs are not stored at least 18 Inches off the ground.• Accumulation of trash, debris, rubbish, or garbage on the property.

Authority: Los Angeles County Code – 11.16.020, 11.16.030, 11.16.050, 11.20.140, 11.20.170, 11.30.010

36. Animals

A person shall not keep any animal, fowl, or bird, wild or domestic, other than cats, dogs, canaries, or birds of the psittacine family, within 35 feet of any restaurant, food establishment, residence, or dwelling, or other building used for the habitation of human beings, or within 100 feet of any school building, hospital building or similar institution building.

The EHS is to mark as follows:

Unit Critical	N/A
Unit Non-Critical	Mark as Unit Non-Critical if any of the following are observed in one or more dwelling units: <ul style="list-style-type: none">• The distance requirement for keeping chicken(s) and/or other animals is not maintained.• Accumulation of animal excrement is in the private backyard/enclosed patio associated with an individual unit in an MFD complex.
Premises Critical	N/A
Premises Non-Critical	Mark as Premises Non-Critical if any of the following are observed in common areas of the MFD: <ul style="list-style-type: none">• The distance requirement for storing chicken(s) and/or other animals is not maintained.• Accumulation of animal excrement is on the premises.

Authority: Los Angeles County Code – 11.16.050, 11.16.090

STRUCTURE

37. Wall/Ceiling/Floor-General

Walls/Ceilings/Floors shall be maintained in good repair.

The EHS is to mark as follows:

<p>Unit Critical</p>	<p>Mark as Unit Critical if any of the following are observed in one or more dwelling units:</p> <ul style="list-style-type: none"> • Damaged walls, ceilings and/or floors that may compromise structural integrity (i.e., damaged studs or joists) • Damage that poses an immediate safety risk (i.e., missing floor structure at second floor unit) <p>Make a referral to the local Building and Safety entity.</p>
<p>Unit Non-Critical</p>	<p>Mark as Unit Non-Critical if any of the following are observed in one or more dwelling units:</p> <ul style="list-style-type: none"> • Holes, cracks, or water damage to plaster or dry wall. • Damaged or missing doors (i.e., closets, entry door, restroom door, etc.). • Floor surface / covering is damaged or loose.
<p>Premises Critical</p>	<p>Mark as Premises Critical if any of the following are observed in common areas of the MFD:</p> <ul style="list-style-type: none"> • Damaged walls, ceilings, and/or floors that may compromise structural integrity (i.e., damaged studs or joists) • Damage that poses an immediate safety risk (i.e., missing floor structure at second floor laundry room) <p>Make a referral to the local Building and Safety entity.</p>
<p>Premises Non-Critical</p>	<p>Mark as Premises Non-Critical if any of the following are observed in common areas of the MFD:</p> <ul style="list-style-type: none"> • Holes, cracks, or water damage to plaster or dry wall. • Damaged or missing doors (i.e., laundry room door, gym room door, recreational room door, etc.). • Floor surface / covering is damaged, or loose.

Authority: Los Angeles County Code – 11.20.140, 11.20.160, 11.20.170

38. Wall/Ceiling/Floor-Peeling Paint

Walls/Ceilings/Floors shall be maintained free of peeling paint.

The EHS is to mark as follows:

Unit Critical	Mark as Unit Critical if any of the following are observed in one or more dwelling units in a building constructed prior to 1978: <ul style="list-style-type: none">• Peeling paint in a unit occupied by a child.• Unsafe lead work practices (i.e., uncontained renovation creating dust and/or paint chips).
Unit Non-Critical	Mark as Unit Non-Critical if any of the following are observed: <ul style="list-style-type: none">• Peeling paint is observed in one or more units of a building constructed after 1978.• Peeling paint is observed in one or more units of a building constructed prior to 1978 and only adults occupy the unit.
Premises Critical	Mark as Premises Critical if any of the following are observed in the common areas of MFDs constructed prior to 1978: <ul style="list-style-type: none">• Unsafe lead work practices (i.e., uncontained renovation creating dust and/or paint chips).• Peeling paint on exterior walls, ceilings, or floors.
Premises Non-Critical	Mark as Premises Non-Critical if peeling paint is observed on exterior walls, ceilings, or floors in common areas of MFDs constructed after 1978.

NOTE: If unsafe lead work practices are observed, the EHS shall issue an “Order to Stop Unsafe Lead Paint Work” notice and post in a conspicuous location on site prior to concluding the inspection.

Authority: Los Angeles County Code – 11.20.140, 11.20.160, 11.20.170

39. Wall/Ceiling/Floor- Mold

Walls/Ceilings/Floors shall be free of mold.

The EHS is to mark as follows:

Unit Critical	Mark as Unit Critical if mold of 10 square feet or more is observed in one location on an interior surface in one or more dwelling units.
Unit Non-Critical	Mark as Unit Non-Critical if mold of less than 10 square feet on an interior surface is observed in one or more dwelling units.
Premises Critical	N/A
Premises Non-Critical	Mark as Premises Non-Critical if mold is observed on walls, ceilings, and/or floors in the common areas of the MFD.

NOTE: This violation shall not be marked if the presence of mold is minor and found on surfaces that can accumulate moisture as part of their properly functioning and intended use.

Authority: Los Angeles County Code – 11.20.140, 11.20.160, 11.20.170, California Health & Safety Code – 17920.3

40. Window/Screens

Windows and screens shall be maintained in good repair.

The EHS is to mark as follows:

Unit Critical	Mark as Unit Critical if a window is missing, or the window is broken with the glass remaining in the frame, and there is no temporary, secure barrier provided to prevent any potential injury in one or more dwelling units
Unit Non-Critical	Mark as Unit Non-Critical if any of the following are observed in one or more dwelling units: <ul style="list-style-type: none">• Windows are broken or cracked.• Window frames are damaged.• Windows are non-openable.• Openable windows are lacking screens or screens are not in good repair
Premises Critical	Mark as Premises Critical if a window is missing and there is no temporary secure barrier provided to prevent any potential injury in the common areas of the MFD
Premises Non-Critical	Mark as Premises Non-Critical if any of the following are observed in common areas of the MFD: <ul style="list-style-type: none">• Windows are broken, cracked, damaged, or non-openable.• Openable windows are lacking screens or screens are not in good repair.

Authority: Los Angeles County Code – 11.20.160, 11.20.170, 11.20.330, 11.30.010

41. Ventilation

Ventilation to the outside atmosphere shall be provided for all toilet rooms, bath and shower rooms, and utility rooms.

The EHS is to mark as follows:

Unit Critical	Mark Unit Critical if the required mechanical ventilation system is inoperable or missing, or the required window(s) are not openable in one or more dwelling units.
Unit Non-Critical	Mark Unit Non-Critical if the mechanical ventilation system is inoperable or missing, but openable windows are available, in one or more dwelling units.
Premises Critical	N/A
Premises Non-Critical	Mark Unit Premises Non-Critical if the mechanical ventilation system is inoperable or missing, or the required window(s) are not openable in common areas of the MFD.

Authority: Los Angeles County Code – 11.20.160, 11.20.190

42. Roof

Roofs shall be maintained in good repair.

The EHS is to mark as follows:

Unit Critical	Mark as Unit Critical if roof / roof joists are observed to be damaged and causing sagging and/or compromising the structural integrity, or if a roof leak and/or evidence of a roof leak is observed in one or more dwelling units. Make a referral to the local Building and Safety entity.
Unit Non-Critical	Mark as Unit Non-Critical if the roof is observed to be damaged in one or more dwelling units.
Premises Critical	Mark as Premises Critical if roof / roof joists are observed to be damaged causing sagging and/or compromising structural integrity in common areas of the MFD. Make a referral to the local Building and Safety entity.
Premises Non-Critical	Mark as Premises Non-Critical if the roof is observed to be visibly damaged in common areas of the MFD.

NOTE: Abatement of leaking roof violations shall be based on documentation of repairs provided by the owner/responsible person, and not on the lack of rain at the time of reinspection.

Authority: Los Angeles County Code – 11.20.140, 11.20.160

43. Stairs

Stairs shall be maintained in good repair.

The EHS is to mark as follows:

Unit Critical	Mark as Unit Critical if any of the following are observed in one or more dwelling units: <ul style="list-style-type: none">• Stair landing supports and/or components are damaged and compromising the structural integrity.• The balusters, handrails, and/or steps are missing. Make a referral to the local Building and Safety entity.
Unit Non-Critical	Mark as Unit Non-Critical if the balusters, handrails, or steps are observed to be damaged or loose but the structural integrity is not compromised in one or more dwelling units.
Premises Critical	Mark as Premises Critical if any of the following are observed in common areas of the MFD: <ul style="list-style-type: none">• Stair landing supports and/or components are damaged and compromising the structural integrity.• The balusters, handrails, and/or steps are missing. Make a referral to the local Building and Safety entity.
Premises Non-Critical	Mark as Premises Non-Critical if any of the following are observed in common areas of the MFD: <ul style="list-style-type: none">• Balusters, handrails, or steps are damaged and/or loose, but the structural integrity is not compromised.• The stair landing and/or supports are deteriorated, but the structural integrity is not compromised.

Authority: Los Angeles County Code – 11.20.140, 11.20.160

44. Vent Screens

Vent screens shall be maintained in good repair.

The EHS is to mark as follows:

Unit Critical	N/A
Unit Non-Critical	N/A
Premises Critical	N/A
Premises Non-Critical	Mark as Premises Non-Critical if vent screens are observed to be torn, damaged, missing, or of an unapproved type in common areas of the MFD.

Authority: Los Angeles County Code – 11.20.140, 11.20.160, 11.30.010, 11.30.050

MISCELLANEOUS

45. Onsite Owner/Responsible Person

An on-site manager/responsible agent shall reside at the premises when an apartment building consists of 16 or more units.

The owner's or owner agent's information shall be posted in a conspicuous location at the apartment building if the property consists of less than 16 units and the owner does not reside on-site.

The EHS is to mark as follows:

Unit Critical	N/A
Unit Non-Critical	N/A
Premises Critical	N/A
Premises Non-Critical	Mark as Premises Non-Critical if any of the following are observed: <ul style="list-style-type: none">• The owner's/owner agent's information is not posted in a conspicuous location, and the owner does not reside on-site at the apartment building which consists of 15 or fewer units.• The MFD consists of 16 or more units and no manager/responsible agent resides on site.

Authority: California Code of Regulations Title 25/ Div. 1/ Ch 1/ Sub Ch 1/ Art 5/ Sect 42

VI. OVERALL INSPECTION COMMENTS

The Overall Inspection Comments portion of the HOIR is where the EHS documents results of the inspection that are not specifically captured in the violation table of the HOIR. It includes, but is not limited to, the purpose of the visit, any referral notations, administrative hearing scheduling information, how the report was sent to the owner, as well as the results of subsequent reinspection.

The results of reinspection visits are captured in the Overall Inspection Comments portion of the HOIR and identifies violations which have been abated, outstanding, or unable to determine. The documentation to identify the status of violations is as follows:

- **Abated:** The following violations were confirmed abated; (list the violations/category number/unit number/common premises location)
- **Outstanding:** The following violations remain outstanding; (list the violations/category number/unit number/common premises location)
- **Unable to Confirm:** The status of the following violations could not be determined; (list the violations/category number/unit number/common premises location)

VII. UNITS INSPECTED / NOT AVAILABLE

The units inspected / not available portion of the HOIR is used to document which units were available for inspection and observed without any violations, which units were not available, and which units the tenants stated there were no violations in the unit.

VIII. ADVISORIES / WARNINGS

SUB-CATEGORY	VIOLATION	CORRECTION TEXT
LEAD CORRECTION ADVISORY	<p>LEAD CORRECTION ADVISORY:</p> <p>WARNING: You are hereby advised that corrections ordered by this report/official notice may disturb surfaces that may contain lead-based paint. Lead-based paint can be commonly found in housing built prior to 1978.</p> <p>Prior to making any corrections ordered and in conjunction with repairs or rehabilitation, you must determine if lead is present in the dwelling unit/apartment/room. All corrective actions must be conducted in a manner that will protect occupants, workers, and others from exposure to contamination from lead.</p>	
OTHER INDOOR ENVIRONMENTAL HAZARDS	<p>OTHER INDOOR ENVIRONMENTAL HAZARDS:</p> <p>Exposure to internal environmental elements, such as asbestos, molds and mildew, dust mites, droppings from cockroaches and rodents, carbon monoxide, formaldehyde, pesticides, and radon also contribute to unhealthy housing environments. All corrective actions must be conducted in a manner that will protect occupants, workers, and others from exposure to these elements.</p>	
CALIFORNIA STATE FRANCHISE TAX BOARD WARNING	<p>CALIFORNIA STATE FRANCHISE TAX BOARD WARNING:</p> <p>Sections 17274 and 24436.5 of the State Revenue and Taxation Code provide, in part, that a taxpayer, who derives rental income from housing determined by the local regulatory agency to be substandard by reason of violation of state or local codes dealing with health, safety, or building, cannot deduct from state personal income tax and bank and corporation income tax, deductions for interest, depreciation or taxes attributable to such substandard structure where the substandard conditions are not corrected within six (6) months after notice of violation by the regulatory agency. THE DATE OF THIS NOTICEMARKS THE BEGINNING OF THAT SIX-MONTH PERIOD. The Department is required by law to notify the Franchise Tax Board of failure to comply with these code sections.</p> <p>Please be advised that the above WARNING is for the purpose of compliance with the State Revenue and Taxation Code QD. Compliance with Health Laws as noted on the attached Inspection Report or Notice of Violation must be made within the time specified in the report or notice.</p>	

IX. HEALTHY HOMES ADVISORY

To complete the Healthy Homes Advisory, which is the last page of the HOIR, the EHS shall conduct a survey and identify any potentially hazardous conditions which could cause harm/injury to persons on the property or may lead to conditions that may be a violation. Any concerns identified either at the common areas/premises, or inside any of the dwelling units, are marked on the advisory form in the corresponding category, and a description of the concern is documented in the Overall Inspection Comments. The EHS shall include a notation to inform the owner that healthy homes advisory concerns are recommendations only.

A. Building lacking rain gutter system

The EHS is to mark this category when rain gutter systems are missing which may lead to the pooling of water on the roof and/or water intrusion into the building.

B. Sprinklers hitting the building

The EHS is to mark this category when sprinkler spray patterns are observed hitting the building which may cause water damage on the interior/exterior walls and surfaces.

C. Drainage issues

The EHS is to mark this category when improper water drainage can lead to water intrusion into the units / interior and common areas of the building.

D. Poor traction

The EHS is to mark this category when poor traction surfaces are observed on walkways and stairs due to missing or damaged slip resistant step treads, staircase treads that damaged, or walkways/steps painted with paint products that do not contain aggregate material which provides traction.

E. Inadequate lighting

The EHS is to mark this category when inadequate lighting is observed causing poor visibility and which may lead to safety hazards such as trips and falls.

F. Child attractive nuisance

The EHS is to mark this category when dangers to children are present such as open trenches, unattended ladders, exposed nails, equipment/appliances with exposed sharp edges which are not secured from access by children and unsecured tools.

G. Hazardous materials

The EHS is to mark this category when hazardous materials such as paint cans/pesticides stored in sheds / storage locations are open and accessible to children.

H. Lead hazards

The EHS is to mark this category when bare soil located around buildings which were built prior to 1978 are exposed instead of covered with grass or other ground cover.

I. Termites

The EHS is to mark this category when evidence of termites, including live termites, termite shelter (mud tubes), termite droppings, or termite damaged wood is observed.

J. Bees, wasps, spiders, ants, or other venomous pests

The EHS is to mark this category when bee/wasp/hornet nests, large soil mounds with ant activity or ants inside the unit, or excessive burrows in the ground are observed.

K. Water too hot, over 120F

The EHS is to mark this category when water temperature measured at faucets inside a unit, common areas, or exterior premises measures in excess of 120F.

X. APPENDIX A



HOUSING OFFICIAL INSPECTION REPORT COUNTY OF LOS ANGELES • DEPARTMENT OF PUBLIC HEALTH



WWW.PUBLICHEALTH.LACOUNTY.GOV/EH

Facility Name:				Inspection Date:	
Owner/Permittee:				Re-Inspection Date:	
Facility Address:				City/Zip:	
Program Identifier:			Time In:		Service: Result: Action:
FA:	PR:	PE:	Time Out:		

The checked items represent Health Code violations for the units or areas specified and must be corrected by the compliance date(s) given above, unless otherwise stated in the body of the report. All violations, including violations existing in units not inspected, shall be corrected in a workmanlike manner to conform with all state and local regulations. Obtain any necessary approvals and/or permits before commencing repairs or construction.

VIOLATION CATEGORY

VERMIN	Unit Count	Unit		Premises		APPLIANCE FURNISHING	Unit Count	Unit		Premises	
		Critical	Non-Crit	Critical	Non-Crit			Critical	Non-Crit	Critical	Non-Crit
Cockroaches						Appliances					
Flies						Bedding					
Mosquitoes						Furniture					
Mites / Fleas						Counter, Cabinets, Vanities, Shelving, etc.					
Bedbugs						OCCUPANCY		Unit		Premises	
Rats / Mice								Critical	Non-Crit	Critical	Non-Crit
PLUMBING		Unit		Premises		Illegal Conversions					
No Water		Critical	Non-Crit	Critical	Non-Crit	Unapproved Use					
No Hot Water						Overcrowding					
Water Line						LIGHTING		Unit		Premises	
Cross Connection								Critical	Non-Crit	Critical	Non-Crit
Inadequate Flow						Inadequate Lighting					
Sewer / Drain Lines						SANITATION		Unit		Premises	
ELECTRICAL		Unit		Premises				Critical	Non-Crit	Critical	Non-Crit
Cover Plates		Critical	Non-Crit	Critical	Non-Crit	Common Restroom					
Outlet / Fixtures						Laundry Room / Rec Room					
Wiring						Refuse Area / Bins					
TOILET		Unit		Premises		Cast - Offs / Debris / Waste					
Tank / Base / Bowl / Other		Critical	Non-Crit	Critical	Non-Crit	Animals					
SINKS		Unit		Premises		STRUCTURE		Unit		Premises	
Faucet Fixtures		Critical	Non-Crit	Critical	Non-Crit			Critical	Non-Crit	Critical	Non-Crit
Sink Basin						Wall / Ceiling / Floor - General					
BATH / SHOWER		Unit		Premises		Wall / Ceiling / Floor - Peeling Paint					
Tub / Shower Stall		Critical	Non-Crit	Critical	Non-Crit	Wall / Ceiling / Floor - Suspected Mold					
Fixtures						Window / Screens					
COMFORT HEAT		Unit		Premises		Ventilation					
Inoperable		Critical	Non-Crit	Critical	Non-Crit	Roof					
Unapproved Type						Stairs					
Missing						Vent Screens					
						MISCELLANEOUS		Unit		Premises	
								Critical	Non-Crit	Critical	Non-Crit
						Responsible Person					
						Permit Available					

PIC/Owner Signature

EHS Signature

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HOUSING OFFICIAL INSPECTION REPORT

COUNTY OF LOS ANGELES • DEPARTMENT OF PUBLIC HEALTH
OFFICE: GLENDALE • CHIEF: KYONG LEE
1101 W MAGNOLIA BLVD, BURBANK, CA 91506 - Phone: (818) 557-4188
WWW.PUBLICHEALTH.LACOUNTY.GOV/EH



It is improper and illegal for any County officer, employee or inspector to solicit bribes, gifts or gratuities in connection with performing their official duties. Improper solicitations include requests for anything of value such as cash, free services, paid travel or entertainment, or tangible items such as food or beverages. Any attempt by a County employee to solicit bribes, gifts or gratuities for any reason should be reported immediately to either the County manager responsible for supervising the employee or the Fraud Hotline at (800) 544-6881 or www.lacountyfraud.org. YOU MAY REMAIN ANONYMOUS.

Failure to correct the violations by the compliance date may result in additional fees.

Your signature on this form does not constitute agreement with its contents. You may discuss this content of this report by contacting the supervisor at the phone number of the Environmental Health office indicated on front page of this report. Until such time as a decision is rendered by this department, the content of this report shall remain in effect.

By signing below the Person in Charge/Owner understands the above noted violations and statements.

ADVISORIES / WARNINGS

CALIFORNIA STATE FRANCHISE TAX BOARD WARNING

Section 17274 and 24436.5 of the State Revenue and Taxation code provide, in part, that a taxpayer, who derives rental income from housing determined by the local regulatory agency to be substandard by reason of violation of State or local codes dealing with health, safety, or building, cannot deduct from State personal income tax and bank and corporation income tax, deductions for interest, depreciation or taxes attributable to such substandard structure where the substandard conditions are not corrected within six (6) months after notice of violation by the regulatory agency. THE DATE OF THIS NOTICE MARKS THE BEGINNING OF THAT SIX-MONTH PERIOD. The Department is required by law to notify the Franchise Tax Board of failure to comply with these code sections.

Please be advised that the above WARNING is for purpose of compliance with the State Revenue and Taxation Code only. Compliance with Health Laws as noted on the attached Inspection Report or Notice of Violation must be made within the time specified on the report or notice.

LEAD CORRECTION ADVISORY

WARNING: You are hereby advised that corrections ordered in this report/official notice may disturb surfaces that may contain lead-based paint. Lead-based paint can commonly be found in housing built prior to 1978. If the building was built prior to 1978, all painted surfaces are presumed to contain lead and all repair work must be completed using lead safe work practices. Any contractor, including renovators, electricians, HVAC specialists, plumbers, painters and maintenance staff, who disrupts more than six square feet of lead paint in pre-1978 homes must be EPA certified and utilize lead safe work practices under the Lead-Based Paint Renovation, Repair and Painting (RRP) rule.

All corrective actions must be conducted in a manner that will protect the occupants, workers, and others from exposure to contamination. Dry sanding, dry scraping, and sand blasting without containment are prohibited.

For further information on lead hazards call 1(800) LA-4-LEAD.

OTHER INDOOR ENVIRONMENTAL HAZARDS

Exposure to internal environmental elements, such as asbestos, molds, and mildew, dust mites, droppings from cockroaches and rodents, carbon monoxide, formaldehyde, pesticides, and radon also contribute to unhealthy housing environments. All corrective actions must be conducted in a manner that will protect occupants, workers, and others from exposure to these elements.

RITA GRIGORYAN

PIC/Owner Signature

EHS Signature

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HOUSING OFFICIAL INSPECTION REPORT
 COUNTY OF LOS ANGELES • DEPARTMENT OF PUBLIC HEALTH



WWW.PUBLICHEALTH.LACOUNTY.GOV/EH

Facility Name:		Inspection Date:	
Facility Address:		City/Zip:	Phone #:
FA:	PR:	SR:	PE:

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OVERALL INSPECTION COMMENTS

UNITS INSPECTED/NOT AVAILABLE
<p>Number of unit(s) the tenant stated no violations:</p> <p>Number of unit(s) not available for inspection:</p> <p>Number of inspected unit(s) without violations:</p>

_____ PIC/Owner Signature _____ EHS Signature
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 Page 2 of 4



HOUSING OFFICIAL INSPECTION REPORT
 COUNTY OF LOS ANGELES • DEPARTMENT OF PUBLIC HEALTH



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HEALTHY HOMES ADVISORY

The potentially hazardous condition(s) marked below were observed on your property. These conditions could cause harm/injury to persons on the property or lead to costly repairs. The Environmental Health Division recommends correcting the following checked item(s).

WATER INTRUSION - CAN LEAD TO MOLD GROWTH AND COSTLY STRUCTURAL DAMAGE	Check
Building lacking rain gutter systems - can lead to pooling of water on the roof and/or water intrusion into the building.	
Sprinklers hitting building - can cause water damage on interior/exterior walls/surfaces.	
Drainage issues - improper water drainage can lead to water intrusion into the units.	
TRIP/FALL - UNSAFE CONDITIONS CAN CAUSE ACCIDENTS AND INJURIES	
Poor traction - on common area walkways & stairs can result in slips & falls, especially when wet.	
Inadequate lighting - can result in poor visibility, safety hazards such as trips & falls, and other public safety issues.	
Child attractive nuisance - such as open trenches, wheelbarrow, unattended ladder, and exposed nails can attract a child to the hazard and become injured.	
POISONING - HAZARDOUS MATERIALS AND LEAD HAZARD EXPOSURE CAN CAUSE ACCIDENTAL POISONING	
Hazardous materials - paint cans/pesticides can cause injury if not properly stored away from children.	
Lead hazards - bare soil around buildings built before 1978 may contain lead that can poison children. Bare soil should be covered with grass or other ground cover. Do not allow children to play in areas with bare soil.	
PESTS	
Termites - can damage the building's structural integrity and compromise building safety.	
Bees, Wasps, Spiders, Ants or other venomous pests - can cause injury or illness through bites, stings, etc.	
SCALD/BURN - WATER TEMPERATURE ABOVE 120°F CAN CAUSE SCALD/BURN INJURIES	
Water too hot: over 120°F - can lead to scalding or burns, especially to young children and the elderly. Water temperatures at the fixtures should be no more than 120°F to prevent burns. Minimum requirements for hot water is at 110°F per State law (25 CRR § 32(a)).	

 PIC/Owner Signature

 EHS Signature

Help us serve you better by completing a short survey. Visit our website at www.publichealth.lacounty.gov/eh.

XI. APPENDIX B

COMPLIANCE AND ENFORCEMENT

Compliance/Re-Inspection Dates

Compliance dates vary depending on the public health risk associated with the violations observed. When there are multiple violations that require different compliance dates, the compliance date listed is the first date the EHS is scheduled to return. For example, if the EHS observes a sewage discharge that requires immediate correction, the EHS would indicate the compliance date of the following day. The EHS shall document additional compliance dates for other violations as part of the corrective text for the violation, writing the earliest date in the compliance field.

NOTE: To prevent delays in compliance, the EHS **shall** attempt to contact the owner, manager, or management company by phone to inform them of any emergency and/or priority violations and confirm their mailing address or email address.

The reinspection schedule is based on the nature of the threat to health and safety.

Emergency Violation – Means a violation that may pose an immediate danger to health and safety of occupants that should be treated as an emergency.

This includes:

- No water
- Sewage discharge
- Non-functioning toilets in multiple units
- Natural gas leaks at gas burning appliances
- Lack of electricity
- Faulty or exposed electrical wiring (danger of electrocution or fire)
- Structural damage (danger of collapse)

Priority Violation – Means any violation that poses a significant danger to health and safety.

This includes:

- No hot water at all units
- Lack of comfort heat during cold weather

Other Violation – Means any violation that is not a priority violation or an emergency violation.

This includes:

- Vermin in dwelling units
- Peeling paint in unit occupied by a child at pre-1978 building
- Mold impacting 10 sq. feet or more of wall/floor/ceiling
- Vermin in common areas/outdoors
- Missing/non-functional toilet (another toilet available in unit) or minor water leak violations
- All other violations

VIOLATION	EXAMPLE	REINSPECTION DATE
Emergency Violations	The following "Critical" violations are considered EMERGENCY violations with respect to the compliance date: <ul style="list-style-type: none"> • No water • Sewage discharge • Only or all toilet(s) non-functional/missing • Natural gas leaks at gas burning appliances • Lack of electricity • Faulty or exposed electrical wiring (danger of electrocution or fire) • Structural damage (danger of collapse) 	24 Hours/ next calendar day (Attempt to notify property owner / manager / HOA President by phone before end of inspection)
Priority Violations	The following "Critical" violations are considered PRIORITY violations with respect to the compliance date: <ul style="list-style-type: none"> • No hot water at all units • Lack of comfort heat during heater season (October to March) 	3 days (Attempt to notify property owner / manager / HOA President by phone before end of workday)
Other Violations	The following "Critical" violations are considered OTHER violations with respect to the compliance date: <ul style="list-style-type: none"> • Vermin in dwelling units • Peeling paint in unit occupied by a child at pre-1978 building • Mold impacting 10 sq. feet or more of wall/floor/ceiling • Vermin in common areas/outdoors • Missing/non-functional toilet (another toilet available in unit) • or minor water leak violations • All other violations 	21 calendar days

Progressive Enforcement

Before any enforcement action is taken, the EHS shall contact the owner to verify receipt of the initial HOIR.

For all uncorrected violations, the EHS must evaluate the progress and amount of effort towards compliance before determining the next step. Progress towards compliance will usually warrant consideration of a suitable time extension before taking progressive enforcement. Emergency and priority violations must still be corrected as quickly as possible following the initial compliance date.

If the owner fails to make progress towards compliance, the EHS shall take the following progressive enforcement actions:

Revisit	Emergency or Priority Violations	Other Violations
1 st	Compliance Review for next day	Schedule 2 nd revisit
2 nd	Refer to City/District Attorney, and County Counsel for emergency hearing	Schedule Compliance Review
3 rd	Elevate to Branch Director	Refer to City/District Attorney

Notes:

- Delays in compliance pending the owner obtaining necessary Building and Safety permits may not result in progressive enforcement. The EHS shall discuss the situation with their supervisor and determine a reasonable timetable for compliance.
- The EHS should not include violations in units that were unavailable during a reinspection when determining whether enforcement actions should be initiated.

XII. APPENDIX C

REFERRALS

Conditions under the purview of different enforcement agencies shall be noted on the HOIR as a referral and shall be followed up with a written referral to that agency. Some structural conditions will be marked as a violation and referred to the local Building and Safety entity so that permits may be pulled or so that Building and Safety can provide instructions or verify that the repairs were made correctly. Concerns regarding gas burning appliances or possible carbon monoxide shall be immediately referred to the Gas Company. The EHS shall include documentation in the “Overall Comments” to indicate a referral was made and provide specific details and the referral case number as well as enter a DTAR entry linked to the FA/PR.

Examples include:

- Illegal wiring – include as a violation on HOIR and refer to local Building and Safety entity.
- Illegal conversions – include as a violation on HOIR and refer to local Building and Safety entity.
- Missing smoke alarms – refer to local Building and Safety entity / Code Enforcement.
- Missing, uncharged, or expired fire extinguishers – refer to local Fire Department.
- Sagging floor/ceiling compromising structural integrity – include as violation on HOIR & refer to local Building and Safety entity.
- Faulty wiring (sparks, flickering/dimming lights, or outlet/switch covers that become warm to the touch) – include as violation on HOIR and refer to local Building and Safety entity.
- Gas appliance leaking– include as a violation on HOIR if appliance is tagged by the Gas Company and include notes provided on tag regarding the problem.
- Unapproved gas appliances – refer to local Building and Safety entity.
- Mosquito breeding observed – refer to Mosquito Abatement District.
- Inoperable vehicles – refer to Zoning / Code Enforcement.
- Child/Elder Abuse – refer to nonmandatory CPS/APS; EHSs are not mandated reporters, however, EHSs are highly encouraged to make referrals if child or elder abuse is suspected.