



KALAMAZOO COLLECTIVE HOUSING

MAINTENANCE COMMITTEE HANDBOOK

2019-2020 Lease Year



Emergency Contact

In the event of a maintenance emergency please immediately contact:

Chris Moore (Executive Director),
director@kalamazoo.coop,
269 330 1010;

or

Andrew Alm (Maintenance Committee Chair),
andrewalm10@gmail.com,
269 365 5891.



MAINTENANCE COMMITTEE	5
PURPOSE	5
STRUCTURE	5
REGULAR MEETINGS	5
MAINTENANCE OFFICER	5
ADDITIONAL MEMBERS	5
COMMITTEE REPORT	6
MAINTENANCE REQUESTS	7
DEFINITION	7
SUBMITTING A REQUEST	7
EMERGENCIES	7
DUTIES AND RESPONSIBILITIES	7
PREVENTATIVE MAINTENANCE	9
DEFINITION	9
PROCEDURES	9
MAINTENANCE LOG	9
DUTIES AND RESPONSIBILITIES	9
MAINTENANCE PROJECTS	10
DEFINITION	10
PROJECT ESTIMATE	10
PROJECT APPROVAL	10
HISTORIC DISTRICT	10
RESPONSIBILITIES	10
INSPECTIONS	11
ANNUAL INSPECTION	11
CITY INSPECTIONS	11
INDEPENDENT INSPECTION	11
DUTIES AND RESPONSIBILITIES	12
RESIDENT TURNOVER	12
INVENTORY CHECKLIST	12
LOCKS	12
CLEANING	12



ABANDONED PROPERTY	12
DUTIES AND RESPONSIBILITIES	12
GROUNDS AND GARDENS	13
COMMON GROUNDS	13
LAWN MAINTENANCE	13
VEGETABLE GARDENS	13
TOOL USE	14
TOOLS, EQUIPMENT, AND SUPPLIES	15
TOOL AND EQUIPMENT USAGE	15
TOOL SAFETY	15
CHECKOUT PROCEDURE	15
SUPPLY USAGE	15
HEALTH AND SAFETY	16
PERSONAL SAFETY	16
PERSONAL PROTECTIVE EQUIPMENT (PPE)	16
LEAD HAZARD	16
TOOLS AND EQUIPMENT	17
FIREPITS	17
APPENDIX A - TEMPLATES	19
MEETING AGENDA	21
STAFF REPORT	23
PM PROCEDURE	25
MAINTENANCE LOG	27
ANNUAL INSPECTION REPORT	29
INVENTORY CHECKLIST	31
APPENDIX B - RESOURCES	33
PROTECT YOUR FAMILY FROM LEAD IN YOUR HOME	35
LEAD WARNING AND DISCLOSURE	45



MAINTENANCE COMMITTEE

PURPOSE

The Maintenance Committee seeks to maintain, repair and improve our homes to continue to provide safe and affordable cooperatively-owned housing in Kalamazoo.

STRUCTURE

The Maintenance Committee consists of the Maintenance Officers from each Collective, a board-appointed Chair, and the Executive Director.

REGULAR MEETINGS

Maintenance Committee meetings are held monthly. Meetings typically last one hour. The Chair is responsible for setting meeting dates and times in cooperation with Committee Members.

Meeting agendas ([see Appendix A - Templates - Meeting Agenda](#)) shall be prepared by the Chair at least 48 hours before a scheduled meeting and shall be digitally filed and be accessible for review by KCH staff and members.

MAINTENANCE OFFICER

A Maintenance Officer is appointed by each Collective to serve on the Maintenance Committee and is expected to attend all Maintenance Committee meetings. The Maintenance Officer serves as a point-of-contact in coordinating maintenance operations at their Collective as needed and may be assigned additional tasks by the Chair.

Additionally, Collectives may choose to give additional responsibilities to their Maintenance Officer that are outside the scope of the Maintenance Committee (e.g., replacing light bulbs). Maintenance Committee Officers, like all KCH members, are also invited to assist in maintenance projects as they are willing and able.



ADDITIONAL MEMBERS

The Maintenance Committee may choose to appoint additional members to the Committee. Anyone interested in joining the Maintenance Committee should contact the Chair.

COMMITTEE REPORT

The Chair shall prepare a monthly report for the Board of Directors which includes a record of all decisions made by the Maintenance Committee.



MAINTENANCE REQUESTS

DEFINITION

Maintenance requests are any member-requested repairs or modifications to KCH property estimated to cost less than \$600 and not involve substantial modification to KCH buildings or grounds, unless the task is considered an emergency.

SUBMITTING A REQUEST

Maintenance Requests should be submitted online by any KCH member through the KCH Website's Maintenance page (<https://kalamazoo.coop/maintenance>). In cases where the website cannot be used, contact the Executive Director, or designated maintenance staff person, immediately.

EMERGENCIES

In the event of an emergency, members should contact the Executive Director or designated maintenance staff person immediately. Emergency Maintenance Requests should be limited to instances where people's health and well-being may be at immediate risk or damage to KCH property is imminent (e.g., furnace failure, water leak, gas leak, electrical fault, A/C failure).

In event of a life-threatening emergency contact 911 immediately.

If you smell natural gas (a rotten egg or sulfur odor) or suspect a leak: DO NOT try to locate the source of the leak. Call 911 and 800 477 5050 immediately.

DUTIES AND RESPONSIBILITIES

The Executive Director is responsible for overseeing all Maintenance Requests and ensuring they are addressed in a timely manner.

The Executive Director shall include in the monthly staff report a list of any recent Maintenance Request activity and list all outstanding Maintenance Requests ([see Appendix A - Templates - Maintenance Staff Report](#)).



MAINTENANCE HANDBOOK

2019-2020 Lease Period

Each Maintenance Officer is responsible for educating members of their Collective about the Maintenance Request procedure. Additionally, each Maintenance Officer serves as the point-of-contact for their Collective.



PREVENTATIVE MAINTENANCE

DEFINITION

Preventative Maintenance (PM) is any regularly performed maintenance task intended to ensure KCH equipment and property are safe and functional and to minimize the likelihood of failure (e.g., replace furnace filters).

PROCEDURES

Every PM task intended to be completed by KCH Members, Staff, or Volunteers will have a PM Procedure ([see Appendix A - Templates - PM Procedure](#)) detailing the steps needed to complete the task and the tools, equipment, and PPE required.

MAINTENANCE LOG

The house Maintenance Log ([see Appendix A - Templates - Maintenance Log](#)) shall be updated immediately after completion of the PM task.

DUTIES AND RESPONSIBILITIES

The Executive Director shall include in the monthly staff report a list of any upcoming or outstanding PMs.

The Chair is responsible for ensuring all PMs are performed as indicated in the Maintenance Schedule.

Maintenance Officers are responsible for ensuring the Collective's Maintenance Logs are up to date.

Committee members are requested to assist with PM tasks where they are willing and able.



MAINTENANCE PROJECTS

DEFINITION

A Maintenance Project is any repair, modification, or improvement to a KCH Property that is estimated to cost more than \$600 or involve substantial modification to KCH buildings and grounds.

PROJECT ESTIMATE

Every Maintenance Project must have a written estimate which includes a scope of work and cost. Any KCH member or staff person may present a project to the Maintenance Committee.

PROJECT APPROVAL

All Maintenance Projects must be approved by consensus by the Maintenance Committee before beginning. A quorum of at least 51% of the Maintenance Committee must be present to approve a Maintenance Project.

HISTORIC DISTRICT

Some of KCH properties are within historic districts. All projects in historic districts shall be approved by the historic authority before committee approval.

RESPONSIBILITIES

The Executive Director shall oversee Maintenance Projects and ensure they are within budget and completed as specified.

The Executive Director and Chair shall ensure that long-term maintenance goals are being accomplished through projects.



INSPECTIONS

ANNUAL INSPECTION

An annual inspection of each KCH property must be conducted by the Executive Director. An annual inspection includes both a site visit along with an audit of all maintenance records for the property since the last inspection (e.g. maintenance requests, preventative maintenance logs, city citations). All observations made in the Annual Inspection report should have supporting photographic evidence when appropriate.

The Maintenance Committee must approve a written plan for the goals and scope of annual inspections submitted by the Executive Director each year.

Annual Inspection site visits must be attended by the Collective's Maintenance Officer and conducted by KCH staff as assigned by the Executive Director. Residents of the property should also be invited to be present for the site visit if they wish to participate.

Annual inspections should be compiled into an inspection report ([see Appendix A - Templates - Annual Inspection Report](#)) and digitally filed so that it is accessible for review by KCH staff and members.

CITY INSPECTIONS

KCH Properties are periodically inspected by building officials in order to renew rental permits. The Executive Director, or designated KCH staff, shall be present at all City Inspections and be present with the building inspector at all times. Maintenance requests should be created for any citations found by the building inspector.

Written records of citations should be digitally filed and be accessible by KCH staff and members.

INDEPENDENT INSPECTION

Each property should be independently inspected by a licensed building inspector at least once every ten years.

Building inspection reports should be digitally filed and be accessible for review by KCH staff and members.



DUTIES AND RESPONSIBILITIES

The Executive Director shall include in the Staff Report ([see Appendix A - Templates - Staff Report](#)) a list of all recent City Inspection activities.



RESIDENT TURNOVER

INVENTORY CHECKLIST

All members must be given two blank copies of the Inventory Checklist ([see Appendix A - Templates - Inventory Checklist](#)) at the commencement of the lease. The Inventory Checklist shall be returned to the Executive Director within 7 days after obtaining possession of the unit.

Upon termination of a member's lease the Executive Director, or designated maintenance staff, shall complete the Inventory Checklist and assess damages.

LOCKS

Locks for individual and apartment units shall be rekeyed before a new member takes possession of the unit.

CLEANING

At the discretion of the Executive Director, or designated maintenance staff, individual and apartment units shall be cleaned before new member takes possession of the unit.

ABANDONED PROPERTY

Property left at KCH over 30 days is considered abandoned and is subject to removal by KCH staff.

DUTIES AND RESPONSIBILITIES

The Executive Director, or designated staff, shall coordinate all resident turnover and repairs related to damage caused by the previous resident.



GROUNDS AND GARDENS

COMMON SPACE RULES

Common Grounds are outdoor areas which are available to all KCH members and their guests to use. The following rules must be observed in Common Grounds:

1. *Quiet Hours*

Quiet hours are in effect from 10PM to 10AM.

2. *Pets*

Members are responsible for monitoring their pet's behavior and are responsible for any damage caused by their pet. Dogs must be kept on leashes.

3. *Mosquito Control*

Dump any containers containing standing water and store upside down.

4. *Invasive Species*

Avoid introducing plants considered invasive into the area.

5. *Fires*

Fires should only be in designated areas. Burn only brush and wood from the designated burn pile. Notify Maintenance Officer if burn pile needs resupply.

LAWN MAINTENANCE

Lawns should be maintained on a weekly basis; it is the responsibility of each collective to care for their own lawn. The Maintenance Committee will direct lawn maintenance in KCH Common Spaces.

VEGETABLE GARDENS

All members are welcome to participate in the vegetable garden. Members should consult the garden manager before picking items from the garden to ensure there is no overpicking, etc.



TOOL USE

Gas powered and motorized lawn and snow equipment should be stored in the south shed. Hand tools, wheelbarrows, etc. should be stored in north shed.

All tools must be checked out before use using the check out system in the sheds.



TOOLS, EQUIPMENT, AND SUPPLIES

TOOL AND EQUIPMENT USAGE

Maintenance Officers and designated KCH staff have access to all KCH tools and equipment. KCH Members may request access to tools through their Collective's Maintenance Officer.

TOOL SAFETY

Inspect tools before each use. Any tool found to be excessively worn or damaged should be removed from service and reported to designated KCH staff immediately. All power tools should only be used with GFCI receptacles.

CHECKOUT PROCEDURE

Tools and equipment must be checked out by Maintenance Officers or designated staff according to the procedure posted. Items should be returned promptly after use.

SUPPLY USAGE

KCH supplies shall only be used for maintenance requests, preventative maintenance, and maintenance projects.



HEALTH AND SAFETY

PERSONAL SAFETY

If, for any reason, a KCH member, staff, or volunteer feels unsafe performing a maintenance task, stop working immediately. Always keep in mind the health and safety of yourself and all others around you.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

KCH shall provide all Personal Protective Equipment (PPE) necessary to protect staff and volunteers from identified hazards. Some examples of PPE are:

1. Eye protection;
2. Hearing protection;
3. Respirator;
4. Gloves.

KCH Members, Staff, and Volunteers are expected to use all necessary PPE while performing maintenance tasks. Anyone found not to be using all necessary PPE may be asked to stop working and may be barred, at the discretion of the Executive Director, from working on future KCH projects.

LEAD HAZARD

KCH properties may contain lead-based paints and finishes, which can cause flu-like symptoms and brain damage if disturbed. No activity disturbing an area more than 6 square feet on the interior or 20 square feet on the exterior shall be permitted without EPA-certified lead-safe practice supervision. Assume all finished surfaces in KCH properties contain lead.

All prospective KCH Members must receive a copy of “Protect Your Family From Lead In Your Home” before signing a lease ([see Appendix B - Resources - Protect Your Family From Lead In Your Home](#)). For leases on properties built before 1978, a lead disclosure and warning statement shall be attached to the lease agreement per EPA regulation ([see Appendix B - Resources - Lead Warning and Disclosure](#)).



TOOLS AND EQUIPMENT

The Executive Director shall limit the availability of any KCH tools and equipment to only those who are deemed competent in their safe use.

FIREPITS

According to city ordinance all fires must be contained in a covered fire pit. Please notify nearby residents before using the firepit. Only burn brush from the burn pile, no poison ivy, painted or treated wood, plastics, cigarette butts, etc. Do not have fires in times of drought conditions.



**KALAMAZOO
COLLECTIVE
HOUSING**

MAINTENANCE HANDBOOK

2019-2020 Lease Period



APPENDIX A - TEMPLATES



**KALAMAZOO
COLLECTIVE
HOUSING**

MAINTENANCE HANDBOOK

2019-2020 Lease Period



MEETING AGENDA



MAINTENANCE COMMITTEE MEETING AGENDA

12 Apr 2019, 4:00pm, Meristem Collective

CHECK-INS

STAFF REPORT

PREVENTATIVE MAINTENANCE SCHEDULE

PROJECT TEAM 10 min

GROUNDS TEAM 10 min

POLICY TEAM 10 min

YARD WASTE 10 min

MAINTENANCE HANDBOOK 10 min

ANNOUNCEMENTS

14-May-2019: Window Screen Repairs (Community Homeworks)

21-May-2019: Plumbing Systems (Community Homeworks)

23-May-2019: Rain Barrell Build Workshop (Community Homeworks)

28-May-2019: Painting Exteriors (Community Homeworks)

30-May-2019: Electrical: Switch & Outlet Repairs (Community Homeworks)

CHECK-OUTS

ADJOURNMENT

Next Meeting: 09 June 2019, 4:00pm, Meristem Collective



**KALAMAZOO
COLLECTIVE
HOUSING**

MAINTENANCE HANDBOOK

2019-2020 Lease Period



STAFF REPORT



MAINTENANCE STAFF REPORT

June 2019

BUDGET UPDATE - June 2, 2019

We have \$7,702.64 in maintenance funds remaining this year. We have spent \$1,127.06 since the last report on May 6, 2019. Expenses over \$100:

- 212 Houston Pl: Inspection repair supplies (\$177.90)
- 212 Houston Pl: security light repair (\$187.50)
- All properties: measuring all square footage of our buildings / rooms (\$200)
- 212 Houston Pl: dryer repair (\$131.20)

NEW MAINTENANCE REQUESTS (SINCE MAY 6, 2019)

There may be additional incomplete maintenance requests from before May 6, 2019. [All KCH maintenance requests are available to view here.](#)

Property	Description	Cost Est.	Fixed?
815 s Rose #1	Tub leaking into the basement	\$100	yes
Fletcher	Siding above back deck damaged	\$75	no
212 Houston Pl	basement foundation leaks during rain	unknown	no
Fletcher	Downstairs bathroom window cracked	\$150	no

SCHEDULED PREVENTATIVE MAINTENANCE (NEXT 2 MONTHS)

Property	Description	Date
NA	NA	NA

IMPROVEMENT PROJECTS

Members have begun to work on the landscaping and yard of 815 S Rose. Garden beds have been constructed, and we will be getting an estimate for the cost to remove the tree in the backyard.

KCH Maintenance Committee continues to make progress on establishing a maintenance office and storage area in the basement of 916 S Rose.



MAINTENANCE STAFF REPORT

June 2019

PROPERTY INSPECTIONS

Meristem has been issued conditional approval. Outstanding work to be completed this spring:

- Repair chimney damage above roofline
- Entry light missing on rear entrance
- repaint front steps and guardrails
- Repair damaged porch post at south entry
- Replace broken windows in garage

Fletcher has been issued conditional approval. Outstanding work to be completed this spring:

- Front guardrails / stairs repaired and painted
- Repair / repave driveway

916 S Rose was reinspected on May 24, 2019. I believe we have been issued an approval, although it hasn't come in the mail yet. I have heard from Andrew that the inspector wants us to improve the railings further.

211 Houston Place has had all cited repairs completed. We are waiting on a certificate of approval.

212 Houston Place had all cited repairs completed by the deadline of May 8, and pictures sent to the inspector as requested. We are waiting on a certificate of approval.

815 S Rose has one outstanding repair to be made by the reinspection date of June 7. Andrew and I plan to complete that project before the inspection.

2 of 2



PM PROCEDURE



MAINTENANCE

PM Procedure

TASK	PM01 - Replace furnace filter
FREQUENCY	Per Manufacturer's Specifications
TOOLS REQUIRED	Wet-Dry Vacuum
MATERIALS REQUIRED	1x Replacement Furnace Filter 1x Garbage Bag
PPE REQUIRED	Safety gloves

PROCEDURE	
1	Turn power off to furnace.
2	Remove furnace filter cover.
3	Remove and dispose of old furnace filter.
4	Inspect opening for debris and clean if necessary.
5	Install new furnace filter and ensure arrow on filter is in the same direction as the arrow on furnace.
6	Replace furnace filter cover.
7	Restore power to furnace.



**KALAMAZOO
COLLECTIVE
HOUSING**

MAINTENANCE HANDBOOK

2019-2020 Lease Period



MAINTENANCE LOG

MAINTENANCE
Maintenance Log

PROPERTY: 926 S Rose (Meristem)

**KALAMAZOO
COLLECTIVE
HOUSING**



DATE	INITIALS	NOTES
01-Oct-2018	AA	replace furnace #1 filter per PM-01
02-Oct-2018	AA	replace furnace #2 filter per PM-01
01-Jan-2019	AA	added salt to water softener brine tank per PM-03
01-Apr-2019	AA	added salt to water softener brine tank per PM-03



**KALAMAZOO
COLLECTIVE
HOUSING**

MAINTENANCE HANDBOOK

2019-2020 Lease Period



ANNUAL INSPECTION REPORT



MAINTENANCE
Annual Inspection Report

PROPERTY	Meristem
DATE OF SITE VISIT	20-July-2019
INSPECTED BY	Andrew Alm

Score and provide additional notes of your observations for each category below. Score according to the following scale: 1 = does not meet expectations, 2 = meets expectations, 3 = exceeds expectations.

	SCORE	NOTES
EXTERIOR		
Roof <i>Missing/damaged shingles; flashing; fallen branches; chimney damage</i>	1	chimney requires repointing of masonry (city citation)
Gutters and Downspouts <i>Missing/damaged gutters and downspouts; debris in gutters; evidence of leaks</i>	1	cleaning needed(overhead electrical hazard), minor repair S entrance porch
Siding <i>Missing/damaged siding; chipped/checked paint</i>	2	minor paint chipping
Doors and Windows <i>Broken/damaged glass; deteriorated glazing; caulking around casings; window sash and sill condition; weather stripping</i>	1	front door operating improperly, cracked pane on S and W side of house
Porches and Decks <i>Missing/damaged decking, stair treads, or railing elements; chipped/checked paint</i>	1	front porch rails (city citation)
Foundation <i>Missing damaged mortar or masonry; rising damp; improper grading; damage from trees/plants</i>	2	minor repointing of masonry required (limestone mortar, concrete mortar may cause damage)
Driveways and Paving <i>Driveway surface free of potholes; trees and weeds in sidewalks; landscaping meets city and zoning ordinance</i>	1	broken concrete creating pothole near S porch steps



MAINTENANCE Annual Inspection Report

INTERIOR		
Floors, Ceilings, and Walls <i>Damaged/sagging plaster; trip hazards; evidence of water damage</i>	1	damaged plaster, unpainted surfaces
Doors and Windows <i>Lock and operate properly; evidence of water damage</i>	1	dining room window will not stay open
Kitchen and Bathrooms <i>Fixtures and appliances function; evidence of water damage or plumbing leaks</i>	2	kitchen cabinet toe kick missing (in garage)
Health and Safety <i>Smoke detectors function; carbon monoxide detectors function; evidence of pests or mold</i>	2	upstairs CO battery replaced july 2019
NON-OCCUPIED AREAS		
Basements and Crawl Spaces <i>Evidence of water presence; excessive humidity; plumbing leaks; exterior penetrations; structural components; evidence of pests or mold</i>	2	possible water leak at utility sink
Attic <i>Evidence of water damage; condition of roof penetrations; evidence of pests</i>	2	evidence of water damage from chimney leak (repaired oct 2019)
MEP SYSTEMS		
Mechanical <i>Filters replaced on schedule; clean and tune as needed</i>	2	
Electrical <i>Fixtures, receptacles, and appliances function; test gfcı receptacles</i>	2	many ungrounded circuit
Plumbing <i>Evidence of leaks; shutoff valves function</i>	2	
ADDITIONAL NOTES		



INVENTORY CHECKLIST



MAINTENANCE
Inventory Checklist

You should complete this checklist, noting the condition of the rental property, and return it to the landlord within 7 days after obtaining possession of the rental unit. You are also entitled to request and receive a copy of the last termination inventory checklist which shows what claims were chargeable to the last prior tenants.

UNIT	926 S Rose #4 (Meristem)
RESIDENT	Andrew Alm
KEYS	1 entry key, 1 garage key

Note the condition of the items listed below. Any damaged asses upon move out may be deducted from your security deposit.

	MOVE-IN	MOVE-OUT
Doors and Windows <i>Cracked or broken glass; damaged door locks or hardware</i>	SW door off hinges	
Floors, Ceilings, and Walls <i>Damage to walls, floors or ceilings; condition of paint and finish; condition of carpeting</i>		
Kitchen and Bathrooms <i>Condition of sinks, baths and other fixtures; condition of appliances</i>	N/A	
Electrical <i>Condition of fixtures, switches and receptacles</i>		
Health and Safety <i>Smoke or CO detectors missing or damaged; evidence of pests; cleanliness</i>	Smoke alarm does not have battery	

Date	21-Jul-2019	
Signature	Andrew Alm	

Completed By Resident Upon Move-In

Completed By Office Upon Move-Out



**KALAMAZOO
COLLECTIVE
HOUSING**

MAINTENANCE HANDBOOK

2019-2020 Lease Period



APPENDIX B - RESOURCES



**KALAMAZOO
COLLECTIVE
HOUSING**

MAINTENANCE HANDBOOK

2019-2020 Lease Period



PROTECT YOUR FAMILY FROM LEAD IN YOUR HOME

Protect Your Family From Lead in Your Home



IMPORTANT!

Lead From Paint, Dust, and Soil in and Around Your Home Can Be Dangerous if Not Managed Properly

- Children under 6 years old are most at risk for lead poisoning in your home.
- Lead exposure can harm young children and babies even before they are born.
- Homes, schools, and child care facilities built before 1978 are likely to contain lead-based paint.
- Even children who seem healthy may have dangerous levels of lead in their bodies.
- Disturbing surfaces with lead-based paint or removing lead-based paint improperly can increase the danger to your family.
- People can get lead into their bodies by breathing or swallowing lead dust, or by eating soil or paint chips containing lead.
- People have many options for reducing lead hazards. Generally, lead-based paint that is in good condition is not a hazard (see page 10).



June 2017



Are You Planning to Buy or Rent a Home Built Before 1978?

Did you know that many homes built before 1978 have **lead-based paint**? Lead from paint, chips, and dust can pose serious health hazards.

Read this entire brochure to learn:

- How lead gets into the body
- How lead affects health
- What you can do to protect your family
- Where to go for more information

Before renting or buying a pre-1978 home or apartment, federal law requires:

- Sellers must disclose known information on lead-based paint or lead-based paint hazards before selling a house.
- Real estate sales contracts must include a specific warning statement about lead-based paint. Buyers have up to 10 days to check for lead.
- Landlords must disclose known information on lead-based paint and lead-based paint hazards before leases take effect. Leases must include a specific warning statement about lead-based paint.

If undertaking renovations, repairs, or painting (RRP) projects in your pre-1978 home or apartment:

- Read EPA's pamphlet, *The Lead-Safe Certified Guide to Renovate Right*, to learn about the lead-safe work practices that contractors are required to follow when working in your home (see page 12).



Consumer Product Safety Commission (CPSC)

The CPSC protects the public against unreasonable risk of injury from consumer products through education, safety standards activities, and enforcement. Contact CPSC for further information regarding consumer product safety and regulations.

CPSC

4330 East West Highway
Bethesda, MD 20814-4421
1-800-638-2772
cpsc.gov or saferproducts.gov

U. S. Department of Housing and Urban Development (HUD)

HUD's mission is to create strong, sustainable, inclusive communities and quality affordable homes for all. Contact HUD's Office of Healthy Homes and Lead Hazard Control for further information regarding the Lead Safe Housing Rule, which protects families in pre-1978 assisted housing, and for the lead hazard control and research grant programs.

HUD

451 Seventh Street, SW, Room 8236
Washington, DC 20410-3000
(202) 402-7698
hud.gov/offices/lead/

This document is in the public domain. It may be produced by an individual or organization without permission. Information provided in this booklet is based upon current scientific and technical understanding of the issues presented and is reflective of the jurisdictional boundaries established by the statutes governing the co-authoring agencies. Following the advice given will not necessarily provide complete protection in all situations or against all health hazards that can be caused by lead exposure.

U. S. EPA Washington DC 20460
U. S. CPSC Bethesda MD 20814
U. S. HUD Washington DC 20410

EPA-747-K-12-001
June 2017



U. S. Environmental Protection Agency (EPA) Regional Offices

The mission of EPA is to protect human health and the environment. Your Regional EPA Office can provide further information regarding regulations and lead protection programs.

Region 1 (Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, Vermont)
Regional Lead Contact
U.S. EPA Region 1
5 Post Office Square, Suite 100, OES 05-4
Boston, MA 02109-3912
(888) 372-7341

Region 2 (New Jersey, New York, Puerto Rico, Virgin Islands)
Regional Lead Contact
U.S. EPA Region 2
2890 Woodbridge Avenue
Building 205, Mail Stop 225
Edison, NJ 08837-3679
(732) 321-6671

Region 3 (Delaware, Maryland, Pennsylvania, Virginia, DC, West Virginia)
Regional Lead Contact
U.S. EPA Region 3
1650 Arch Street
Philadelphia, PA 19103
(215) 814-2088

Region 4 (Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee)
Regional Lead Contact
U.S. EPA Region 4
AFC Tower, 12th Floor, Air, Pesticides & Toxics
61 Forsyth Street, SW
Atlanta, GA 30303
(404) 562-8998

Region 5 (Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin)
Regional Lead Contact
U.S. EPA Region 5 (DT-81)
77 West Jackson Boulevard
Chicago, IL 60604-3666
(312) 886-7836

Region 6 (Arkansas, Louisiana, New Mexico, Oklahoma, Texas, and 66 Tribes)
Regional Lead Contact
U.S. EPA Region 6
1445 Ross Avenue, 12th Floor
Dallas, TX 75202-2733
(214) 665-2704

Region 7 (Iowa, Kansas, Missouri, Nebraska)
Regional Lead Contact
U.S. EPA Region 7
11201 Renner Blvd.
WVPPD/TOPE
Lenexa, KS 66219
(800) 223-0425

Region 8 (Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming)
Regional Lead Contact
U.S. EPA Region 8
1595 Wynkoop St.
Denver, CO 80202
(303) 312-6966

Region 9 (Arizona, California, Hawaii, Nevada)
Regional Lead Contact
U.S. EPA Region 9 (CMD-4-2)
75 Hawthorne Street
San Francisco, CA 94105
(415) 947-4280

Region 10 (Alaska, Idaho, Oregon, Washington)
Regional Lead Contact
U.S. EPA Region 10
Solid Waste & Toxics Unit (WCM-128)
1200 Sixth Avenue, Suite 900
Seattle, WA 98101
(206) 553-1200

Simple Steps to Protect Your Family from Lead Hazards

If you think your home has lead-based paint:

- Don't try to remove lead-based paint yourself.
- Always keep painted surfaces in good condition to minimize deterioration.
- Get your home checked for lead hazards. Find a certified inspector or risk assessor at epa.gov/lead.
- Talk to your landlord about fixing surfaces with peeling or chipping paint.
- Regularly clean floors, window sills, and other surfaces.
- Take precautions to avoid exposure to lead dust when remodeling.
- When renovating, repairing, or painting, hire only EPA- or state-approved Lead-Safe certified renovation firms.
- Before buying, renting, or renovating your home, have it checked for lead-based paint.
- Consult your health care provider about testing your children for lead. Your pediatrician can check for lead with a simple blood test.
- Wash children's hands, bottles, pacifiers, and toys often.
- Make sure children eat healthy, low-fat foods high in iron, calcium, and vitamin C.
- Remove shoes or wipe soil off shoes before entering your house.



Lead Gets into the Body in Many Ways

Adults and children can get lead into their bodies if they:

- Breathe in lead dust (especially during activities such as renovations, repairs, or painting that disturb painted surfaces).
- Swallow lead dust that has settled on food, food preparation surfaces, and other places.
- Eat paint chips or soil that contains lead.

Lead is especially dangerous to children under the age of 6.

- At this age, children's brains and nervous systems are more sensitive to the damaging effects of lead.
- Children's growing bodies absorb more lead.
- Babies and young children often put their hands and other objects in their mouths. These objects can have lead dust on them.



Women of childbearing age should know that lead is dangerous to a developing fetus.

- Women with a high lead level in their system before or during pregnancy risk exposing the fetus to lead through the placenta during fetal development.

For More Information

The National Lead Information Center

Learn how to protect children from lead poisoning and get other information about lead hazards on the Web at epa.gov/lead and hud.gov/lead, or call **1-800-424-LEAD (5323)**.

EPA's Safe Drinking Water Hotline

For information about lead in drinking water, call **1-800-426-4791**, or visit epa.gov/safewater for information about lead in drinking water.

Consumer Product Safety Commission (CPSC) Hotline

For information on lead in toys and other consumer products, or to report an unsafe consumer product or a product-related injury, call **1-800-638-2772**, or visit CPSC's website at cpsc.gov or saferproducts.gov.

State and Local Health and Environmental Agencies

Some states, tribes, and cities have their own rules related to lead-based paint. Check with your local agency to see which laws apply to you. Most agencies can also provide information on finding a lead abatement firm in your area, and on possible sources of financial aid for reducing lead hazards. Receive up-to-date address and phone information for your state or local contacts on the Web at epa.gov/lead, or contact the National Lead Information Center at **1-800-424-LEAD**.

Hearing- or speech-challenged individuals may access any of the phone numbers in this brochure through TTY by calling the toll-free Federal Relay Service at **1-800-877-8339**.



Other Sources of Lead, continued

- **Lead smelters** or other industries that release lead into the air.
- **Your job.** If you work with lead, you could bring it home on your body or clothes. Shower and change clothes before coming home. Launder your work clothes separately from the rest of your family's clothes.
- **Hobbies** that use lead, such as making pottery or stained glass, or refinishing furniture. Call your local health department for information about hobbies that may use lead.
- Old **toys** and **furniture** may have been painted with lead-containing paint. Older toys and other children's products may have parts that contain lead.⁴
- Food and liquids cooked or stored in **lead crystal** or **lead-glazed pottery or porcelain** may contain lead.
- Folk remedies, such as "**greta**" and "**azarcon**," used to treat an upset stomach.

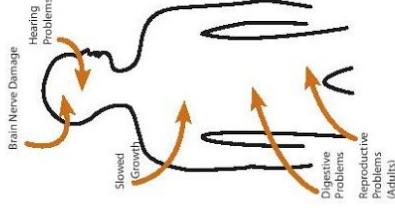
⁴ In 1978, the federal government banned toys, other children's products, and furniture with lead-containing paint. In 2008, the federal government banned lead in most children's products. The federal government currently bans lead in excess of 100 ppm by weight in most children's products.

Health Effects of Lead

Lead affects the body in many ways. It is important to know that even exposure to low levels of lead can severely harm children.

In children, exposure to lead can cause:

- Nervous system and kidney damage
- Learning disabilities, attention-deficit disorder, and decreased intelligence
- Speech, language, and behavior problems
- Poor muscle coordination
- Decreased muscle and bone growth
- Hearing damage



While low-lead exposure is most common, exposure to high amounts of lead can have devastating effects on children, including seizures, unconsciousness, and in some cases, death.

Although children are especially susceptible to lead exposure, lead can be dangerous for adults, too.

In adults, exposure to lead can cause:

- Harm to a developing fetus
- Increased chance of high blood pressure during pregnancy
- Fertility problems (in men and women)
- High blood pressure
- Digestive problems
- Nervous disorders
- Memory and concentration problems
- Muscle and joint pain



Check Your Family for Lead

Get your children and home tested if you think your home has lead.

Children's blood lead levels tend to increase rapidly from 6 to 12 months of age, and tend to peak at 18 to 24 months of age.

Consult your doctor for advice on testing your children. A simple blood test can detect lead. Blood lead tests are usually recommended for:

- Children at ages 1 and 2
- Children or other family members who have been exposed to high levels of lead
- Children who should be tested under your state or local health screening plan

Your doctor can explain what the test results mean and if more testing will be needed.

Other Sources of Lead

Lead in Drinking Water

The most common sources of lead in drinking water are lead pipes, faucets, and fixtures.

Lead pipes are more likely to be found in older cities and homes built before 1986.

You can't smell or taste lead in drinking water.

To find out for certain if you have lead in drinking water, have your water tested.

Remember older homes with a private well can also have plumbing materials that contain lead.

Important Steps You Can Take to Reduce Lead in Drinking Water

- Use only cold water for drinking, cooking and making baby formula. Remember, boiling water does not remove lead from water.
- Before drinking, flush your home's pipes by running the tap, taking a shower, doing laundry, or doing a load of dishes.
- Regularly clean your faucet's screen (also known as an aerator).
- If you use a filter certified to remove lead, don't forget to read the directions to learn when to change the cartridge. Using a filter after it has expired can make it less effective at removing lead.

Contact your water company to determine if the pipe that connects your home to the water main (called a service line) is made from lead. Your area's water company can also provide information about the lead levels in your system's drinking water.

For more information about lead in drinking water, please contact EPA's Safe Drinking Water Hotline at 1-800-426-4791. If you have other questions about lead poisoning prevention, call 1-800-424-LEAD.*

Call your local health department or water company to find out about testing your water, or visit epa.gov/safewater for EPA's lead in drinking water information. Some states or utilities offer programs to pay for water testing for residents. Contact your state or local water company to learn more.

*Hearing- or speech-challenged individuals may access this number through TTY by calling the Federal Relay Service at 1-800-877-8339.



Renovating, Repairing or Painting a Home with Lead-Based Paint

If you hire a contractor to conduct renovation, repair, or painting (RRP) projects in your pre-1978 home or childcare facility (such as pre-school and kindergarten), your contractor must:

- Be a Lead-Safe Certified firm approved by EPA or an EPA-authorized state program
- Use qualified trained individuals (Lead-Safe Certified renovators) who follow specific lead-safe work practices to prevent lead contamination
- Provide a copy of EPA's lead hazard information document, *The Lead-Safe Certified Guide to Renovate Right*



RRP contractors working in pre-1978 homes and childcare facilities must follow lead-safe work practices that:

- **Contain the work area.** The area must be contained so that dust and debris do not escape from the work area. Warning signs must be put up, and plastic or other impermeable material and tape must be used.
- **Avoid renovation methods that generate large amounts of lead-contaminated dust.** Some methods generate so much lead-contaminated dust that their use is prohibited. They are:
 - Open-flame burning or torching
 - Sanding, grinding, planing, needle gunning, or blasting with power tools and equipment not equipped with a shroud and HEPA vacuum attachment
 - Using a heat gun at temperatures greater than 1100°F
- **Clean up thoroughly.** The work area should be cleaned up daily. When all the work is done, the area must be cleaned up using special cleaning methods.
- **Dispose of waste properly.** Collect and seal waste in a heavy duty bag or sheeting. When transported, ensure that waste is contained to prevent release of dust and debris.

To learn more about EPA's requirements for RRP projects, visit epa.gov/getleadsafe, or read *The Lead-Safe Certified Guide to Renovate Right*.

Where Lead-Based Paint Is Found

In general, the older your home or childcare facility, the more likely it has lead-based paint.¹

Many homes, including private, federally-assisted, federally-owned housing, and childcare facilities built before 1978 have lead-based paint. In 1978, the federal government banned consumer uses of lead-containing paint.²

Learn how to determine if paint is lead-based paint on page 7.

Lead can be found:

- In homes and childcare facilities in the city, country, or suburbs,
- In private and public single-family homes and apartments,
- On surfaces inside and outside of the house, and
- In soil around a home. (Soil can pick up lead from exterior paint or other sources, such as past use of leaded gas in cars.)

Learn more about where lead is found at epa.gov/lead.

¹ "Lead-based paint" is currently defined by the federal government as paint with lead levels greater than or equal to 1.0 milligram per square centimeter (mg/cm), or more than 0.5% by weight.

² "Lead-containing paint" is currently defined by the federal government as lead in new dried paint in excess of 90 parts per million (ppm) by weight.



Identifying Lead-Based Paint and Lead-Based Paint Hazards

Deteriorating lead-based paint (peeling, chipping, chalking, cracking, or damaged paint) is a hazard and needs immediate attention. **Lead-based paint** may also be a hazard when found on surfaces that children can chew or that get a lot of wear and tear, such as:

- On windows and window sills
- Doors and door frames
- Stairs, railings, banisters, and porches

Lead-based paint is usually not a hazard if it is in good condition and if it is not on an impact or friction surface like a window.

Lead dust can form when lead-based paint is scraped, sanded, or heated. Lead dust also forms when painted surfaces containing lead bump or rub together. Lead paint chips and dust can get on surfaces and objects that people touch. Settled lead dust can reenter the air when the home is vacuumed or swept, or when people walk through it. EPA currently defines the following levels of lead in dust as hazardous:

- 40 micrograms per square foot ($\mu\text{g}/\text{ft}^2$) and higher for floors, including carpeted floors
- 250 $\mu\text{g}/\text{ft}^2$ and higher for interior window sills

Lead in soil can be a hazard when children play in bare soil or when people bring soil into the house on their shoes. EPA currently defines the following levels of lead in soil as hazardous:

- 400 parts per million (ppm) and higher in play areas of bare soil
- 1,200 ppm (average) and higher in bare soil in the remainder of the yard

Remember, lead from paint chips—which you can see—and lead dust—which you may not be able to see—both can be hazards.

The only way to find out if paint, dust, or soil lead hazards exist is to test for them. The next page describes how to do this.

Reducing Lead Hazards, continued

If your home has had lead abatement work done or if the housing is receiving federal assistance, once the work is completed, dust cleanup activities must be conducted until clearance testing indicates that lead dust levels are below the following levels:

- 40 micrograms per square foot ($\mu\text{g}/\text{ft}^2$) for floors, including carpeted floors
- 250 $\mu\text{g}/\text{ft}^2$ for interior windows sills
- 400 $\mu\text{g}/\text{ft}^2$ for window troughs

For help in locating certified lead abatement professionals in your area, call your state or local agency (see pages 14 and 15), or visit epa.gov/lead, or call 1-800-424-LEAD.



Reducing Lead Hazards

Disturbing lead-based paint or removing lead improperly can increase the hazard to your family by spreading even more lead dust around the house.

- In addition to day-to-day cleaning and good nutrition, you can **temporarily** reduce lead-based paint hazards by taking actions, such as repairing damaged painted surfaces and planting grass to cover lead-contaminated soil. These actions are not permanent solutions and will need ongoing attention.
- You can minimize exposure to lead when renovating, repairing, or painting by hiring an EPA- or state-certified renovator who is trained in the use of lead-safe work practices. If you are a do-it-yourselfer, learn how to use lead-safe work practices in your home.
- To remove lead hazards permanently, you should hire a certified lead abatement contractor. Abatement (or permanent hazard elimination) methods include removing, sealing, or enclosing lead-based paint with special materials. Just painting over the hazard with regular paint is not permanent control.

Always use a certified contractor who is trained to address lead hazards safely.

- Hire a Lead-Safe Certified firm (see page 12) to perform renovation, repair, or painting (RRP) projects that disturb painted surfaces.
- To correct lead hazards permanently, hire a certified lead abatement professional. This will ensure your contractor knows how to work safely and has the proper equipment to clean up thoroughly.

Certified contractors will employ qualified workers and follow strict safety rules as set by their state or by the federal government.

Checking Your Home for Lead

You can get your home tested for lead in several different ways:

- A lead-based paint **inspection** tells you if your home has lead-based paint and where it is located. It won't tell you whether your home currently has lead hazards. A trained and certified testing professional, called a lead-based paint inspector, will conduct a paint inspection using methods, such as:

- Portable x-ray fluorescence (XRF) machine
- Lab tests of paint samples



- A **risk assessment** tells you if your home currently has any lead hazards from lead in paint, dust, or soil. It also tells you what actions to take to address any hazards. A trained and certified testing professional, called a risk assessor, will:

- Sample paint that is deteriorated on doors, windows, floors, stairs, and walls
- Sample dust near painted surfaces and sample bare soil in the yard
- Get lab tests of paint, dust, and soil samples

- A combination inspection and risk assessment tells you if your home has any lead-based paint and if your home has any lead hazards, and where both are located.

Be sure to read the report provided to you after your inspection or risk assessment is completed, and ask questions about anything you do not understand.



Checking Your Home for Lead, continued

In preparing for renovation, repair, or painting work in a pre-1978 home, Lead-Safe Certified renovators (see page 12) may:

- Take paint chip samples to determine if lead-based paint is present in the area planned for renovation and send them to an EPA-recognized lead lab for analysis. In housing receiving federal assistance, the person collecting these samples must be a certified lead-based paint inspector or risk assessor
- Use EPA-recognized tests kits to determine if lead-based paint is absent (but not in housing receiving federal assistance)
- Presume that lead-based paint is present and use lead-safe work practices

There are state and federal programs in place to ensure that testing is done safely, reliably, and effectively. Contact your state or local agency for more information, visit epa.gov/lead, or call **1-800-424-LEAD (5323)** for a list of contacts in your area.³

³ Hearing- or speech-challenged individuals may access this number through TTY by calling the Federal Relay Service at 1-800-877-8339.

What You Can Do Now to Protect Your Family

If you suspect that your house has lead-based paint hazards, you can take some immediate steps to reduce your family's risk:

- If you rent, notify your landlord of peeling or chipping paint.
- Keep painted surfaces clean and free of dust. Clean floors, window frames, window sills, and other surfaces weekly. Use a mop or sponge with warm water and a general all-purpose cleaner. (Remember: never mix ammonia and bleach products together because they can form a dangerous gas.)
- Carefully clean up paint chips immediately without creating dust.
- Thoroughly rinse sponges and mop heads often during cleaning of dirty or dusty areas, and again afterward.
- Wash your hands and your children's hands often, especially before they eat and before nap time and bed time.
- Keep play areas clean. Wash bottles, pacifiers, toys, and stuffed animals regularly.
- Keep children from chewing window sills or other painted surfaces, or eating soil.
- When renovating, repairing, or painting, hire only EPA- or state-approved Lead-Safe Certified renovation firms (see page 12).
- Clean or remove shoes before entering your home to avoid tracking in lead from soil.
- Make sure children eat nutritious, low-fat meals high in iron, and calcium, such as spinach and dairy products. Children with good diets absorb less lead.



LEAD WARNING AND DISCLOSURE

Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards

Lead Warning Statement

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, lessors must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Lessees must also receive a federally approved pamphlet on lead poisoning prevention.

Lessor's Disclosure

(a) Presence of lead-based paint and/or lead-based paint hazards (check (i) or (ii) below):

(i) _____ Known lead-based paint and/or lead-based paint hazards are present in the housing (explain).

(ii) _____ Lessor has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

(b) Records and reports available to the lessor (check (i) or (ii) below):

(i) _____ Lessor has provided the lessee with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).

(ii) _____ Lessor has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Lessee's Acknowledgment (initial)

(c) _____ Lessee has received copies of all information listed above.

(d) _____ Lessee has received the pamphlet *Protect Your Family from Lead in Your Home*.

Agent's Acknowledgment (initial)

(e) _____ Agent has informed the lessor of the lessor's obligations under 42 U.S.C. 4852d and is aware of his/her responsibility to ensure compliance.

Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information they have provided is true and accurate.

_____	_____	_____	_____
Lessor	Date	Lessor	Date
_____	_____	_____	_____
Lessee	Date	Lessee	Date
_____	_____	_____	_____
Agent	Date	Agent	Date



**KALAMAZOO
COLLECTIVE
HOUSING**

MAINTENANCE HANDBOOK

2019-2020 Lease Period



COMMUNITY ORGANIZATIONS

Vine Neighborhood Association
Community Homeworks
Building Blocks of Kalamazoo
City of Kalamazoo Historic Commission

CITY AND COUNTY SERVICES

Kalamazoo County Household Hazardous Waste Center



**KALAMAZOO
COLLECTIVE
HOUSING**

MAINTENANCE HANDBOOK

2019-2020 Lease Period