TO: Mayor and City Council for the City of Sandy Springs, Georgia

FROM: Keith Sanders, Fire Chief

DATE: October 24, 2016, for submission onto the November 1, 2016 Mayor and City Council Work Session Agenda

ITEM: Request Approval of an Ordinance to amend Chapter 18 (Emergency Management and Emergency Services), Chapter 22 (Fire Prevention and Protection), and Chapter 105 (Buildings and Building Regulations) of the Code, relating to multifamily rental housing and related provisions governing fire safety and prevention.

Background:

The past few years, there has been a marked increase in structure fires in multi-family rental dwellings. The more serious and damaging of these fires have occurred predominately in older apartment buildings built 20 to 30 years ago. Many of these fires originated in the kitchen area from cooking fires, though several have started on balconies from carelessly discarded smoking materials. Most of these fires could have been controlled quickly by tenants if working smoke alarms were present as well as a multi-purpose fire extinguisher.

Compared to newer apartment buildings, these old apartment buildings were not required by code, state law, or Fulton County to install automatic fire sprinkler systems or fire alarm systems. A few of the larger apartment buildings were required to install fire protection systems because they exceeded a set square footage in size. However, these are the exception and not the rule.

A major contributing factor to the severity of these fires has been open and common attic areas. These old attics are full of exposed lumber which has been drying out for decades. This is ready fuel for a large and quick spreading fire. Some attics originally had fire barriers in them but many of those have been breached or penetrated by utility or maintenance workers. Ensuring that these attic fire barriers are properly installed and any breaches repaired would dramatically slow and confine a fire to a smaller area. That would provide firefighters critically needed time to locate, confine and extinguish the fire.

Other fire and life safety protection equipment in these apartment buildings has been found to be absent or poorly maintained. During recent inspections, fire officials discovered improperly stored fire extinguishers, expired fire extinguishers, malfunctioning smoke detectors and several detectors with expired batteries.

Discussion:

The attached ordinance would amend the Sandy Springs Code by requiring multifamily rental dwellings and units to implement five fire safety features: automatic stovetop fire suppression, fire extinguishers in every unit, intumescent paint on any exposed and untreated wood surfaces, emergency access to gated areas, and provision of a fire safety informational packet for owners to distribute to tenants. These amendments would be implemented gradually, allowing for amortization of the costs borne by owners of multifamily rental dwellings and units. The provisions governing automatic stovetop fire suppression, fire extinguishers in every unit, and intumescent paint on any exposed and untreated wood surfaces would apply to all multifamily rental dwellings in the City without a working sprinkler protection system.

Enforcement measures would occur in large part through the apartment inspection mechanism in place pursuant to Chapter 105, Division 2 of the Code. Though Chapter 105, apartments must comply with Code provisions through inspections in order to renew their business license with the City. Exhibit A, attached to the ordinance, will be incorporated into the documentation submitted by apartment owners assuring compliance with the new safety requirements.

The ordinance also amends the regulations governing inspections of private hydrants, qualifications and definition of certified inspectors, recordkeeping and reporting requirements. In total, these changes put responsibility on the owner(s) of private hydrants to maintain, retain, and report to the City, subject to enforcement.

Finally, the attached ordinance makes clerical changes to correct other errors and clarify provisions.

Alternatives:

The City could decide not to approve the Ordinance.

Attachments:

- Ordinance

STATE OF GEORGIA
COUNTY OF FULTON

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF SANDY SPRINGS, GEORGIA TO AMEND CHAPTER 18 (EMERGENCY MANAGEMENT AND EMERGENCY SERVICES), CHAPTER 22 (FIRE PREVENTION AND PROTECTION), AND CHAPTER 105 (BUILDINGS AND BUILDING REGULATIONS) OF THE CODE OF THE CITY OF SANDY SPRINGS, GEORGIA; TO DELETE, MODIFY AND ADD PROVISIONS PERTAINING TO THE REGULATION OF MULTIFAMILY RENTAL HOUSING AND RELATED PROVISIONS GOVERNING FIRE SAFETY AND PREVENTION; TO PROVIDE FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES

WHEREAS, the Mayor and Council of the City of Sandy Springs ("City Council") are charged with the protection of the public health, safety, and welfare of the citizens of the City of Sandy Springs; and

WHEREAS, the City Council has determined that it is appropriate from time to time to modify the Code of Ordinances of the City of Sandy Springs (the "Code") to further protect the public health, safety, and welfare of the citizens of Sandy Springs; and

BE IT ORDAINED by the Mayor and City Council of the City of Sandy Springs, Georgia that the City's Code of Ordinances are amended as follows:

SECTION I: Division 2 of Article II of Chapter 18 relating to Alarm Systems is hereby amended by changing the requirements for a KNOX Rapid Entry System and will read as follows:

Sec. 18-35. - Definitions.

…

KNOX Rapid Entry System or *KNOX System* means a secure access program ~~developed for owners and fire departments~~ that provides immediate entry <u>for emergency responders</u> into buildings and other secured property ~~without causing forced entry damage or delay~~. <u>The KNOX System utilizes three devices: KNOX boxes, KNOX key switches and KNOX padlocks. The KNOX box is a small, wall-mounted safe that holds building keys for emergency responders to retrieve for access in emergency situations. A KNOX key switch allows electric override to power operated gates and doors. A KNOX padlock allows access to non-power operated gates and doors.</u>

Sec. 18-37. - Duties of the alarm user/owner.

…

(g). KNOX Rapid Entry System:

1. All new and existing commercial occupancies having an automatic fire alarm system shall have an approved KNOX System~~s~~ installed in a location approved by the fire department.

2. The KNOX System box shall contain all keys, fobs, reader cards, etc. for all locked areas of the building as required by the fire department. "Keys" shall include but not be limited to, all areas of the building, automatic fire alarm systems, pull station resetting tools, all elevators and elevator machine rooms, ~~and~~ sprinkler systems riser rooms, and gated areas with keypad access, including the front gate and any interior gate/areas, including pools and common areas. "Keys" shall not include keys to individual multifamily rental units.

3. All commercial properties within the city with power operated vehicle or pedestrian access gates ~~utilized on roads utilized by public safety departments by for commercial occupancies~~ shall ~~be provided with~~ have an approved KNOX key switch system for access by public safety personnel. All commercial properties with non-power operated vehicle or pedestrian access gates shall be equipped with a KNOX padlock.

4. All building owners and managers shall notify ~~T~~the fire department ~~shall be notified~~ immediately of changes of locks and/or keys, fobs, reader cards, etc., for ~~the~~ building access to allow for the placement of new keys in the KNOX System box.

5. All new and existing commercial occupancies having an automatic fire alarm system~~s~~ shall comply with the provisions of ~~this~~ section 18-37(g) of the ordinances of the City of Sandy Springs, ~~subparagraph (g)~~ ~~no later than the last day of the sixth month~~ within six (6) months following the effective date of this division as amended.

SECTION II: Division 1 of Article II of Chapter 22 relating to Fire Prevention Code & Safety Standards is hereby amended by changing the definition of the word "New" and will read as follows:

Sec. 22-34. – Sprinkler protection requirements.

(a)

…

New means any additions to existing buildings, whether vertically or horizontally, or any existing building or structure which shall be deemed to be a new building in the event such building or structure is subject to substantial renovation ~~or~~due to a fire or other hazard of serious consequence. For purposes of this definition, the term "substantial renovation" shall mean any construction project involving ~~exits~~egress or internal features of such building or structure costing more than 50 percent the building's or structure's gross assessed value according to county tax records at the time of such renovation. For the purposes of this section, the 50 percent gross assessed value standard shall be calculated for each individual building or structure being renovated, and not the gross assessed value of a multi-building development which is contained in a single tax parcel. Any requirements of this section triggered by substantial renovation under this definition shall apply solely to the individual building or structure being renovated. Notwithstanding the foregoing, any requirements of this section triggered by substantial renovation to an individual building or structure contained within a larger multi-building development on a single tax parcel, when such renovation costs more than 50 percent of the gross assessed value of the entire multi-building development, shall apply to the entire multi-building development.

SECTION III: Division 3 of Article II of Chapter 22 relating to Private Fire Hydrants, is hereby amended as follows:

Sec. 22-57. – Definitions.

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

AWWA Standard means the current edition of American Water Works Association (AWWA) M17 titled "Installation, Field Testing and Maintenance of Fire Hydrants, as the same may be modified from time to time

Certified private fire hydrant contractor means a ~~person who has demonstrated to the Fire Department the degree of competency required to perform necessary inspection of private hydrants and to certify to the city the private fire hydrant meets the NFPA Standard. The fire department shall maintain a list of certified private hydrant contractors for reference by an owner or owner's designee desiring such information~~ contractor qualified to perform testing, inspection or maintenance of private fire hydrants pursuant to this Chapter, who possesses a current State of

Georgia issued plumbers license, utility contractor's license or a fire protection sprinkler contractor license. Contractors performing such certification testing, inspection or maintenance shall adhere to the provisions of the current editions of National Fire Protection Association (NFPA) 24: "Standard for the Installation of Private Fire Service Mains and their Appurtenances" and American Water Works Association (AWWA) M17: "Installation, Field Testing and Maintenance of Fire Hydrants".

Code means the Code of the City of Sandy Springs, Georgia.

Emergency impairment means a condition where a private fire hydrant is out of service due to an unexpected occurrence, whereby the fire hydrant fails, or may fail, to provide an adequate water supply.

Fire department means the fire department of the City of Sandy Springs.

~~*Hydrant* or *private hydrant* means a private fire hydrant as defined below.~~

Impaired fire hydrant means a private fire hydrant which is not operational due to an emergency impairment or a pre-planned impairment.

Impairment means a shutdown of or damage to a private fire hydrant which renders the fire hydrant non-operational and therefore out of service.

Inspection means an examination of a private fire hydrant to verify that it appears to be in operating condition and is free from physical damage.

Maintenance means work performed to keep a private fire hydrant operable or to make repairs.

NFPA Standard means Publication 25 of the National Fire Protection Association (NFPA) titled Standard for the Inspection, Testing and Maintenance of Water-Based Fire Protection Systems 2012, and any subsequent editions, amendments or revisions thereto.

Owner means the person that holds record title to the property upon which a private fire hydrant is located.

Owner's designee means the occupant, management firm, or managing individual designated by the owner who, through specific provisions in the lease, written use agreement or covenants, has assumed responsibility to maintain and repair a private fire hydrant located on the owner's property.

Person means any individual, partnership, institution, public or private corporation, or other entity.

Preplanned impairment means a condition where a private fire hydrant is out of service due to maintenance or repair work that has been planned in advance.

Private fire hydrant means a valved connection to a water main or water supply system for the purpose of supplying water to a fire hose or ~~other~~ fire protection apparatus, which fire hydrant is owned by ~~any person~~ a non-governmental entity and located on ~~non-public~~ private property~~.~~, including any residential private street where there is ownership of the street by an individual, group of individuals, or a legal entity

Record means written documentation of the inspection, testing, maintenance, correction, or repair of a private hydrant.

Testing means a procedure of periodic physical and operational checks used to determine whether a private fire hydrant is capable of being operated as intended and will perform as intended, e.g., water flow tests. These tests shall be performed at intervals specified in this division.

Sec. 22-58. - General requirements.

(a). *Responsibility.* Responsibility for properly inspecting and maintaining a private fire hydrant shall be that of the owner or the owner's designee~~. Where the owner has designated an owner's designee to be responsible for maintaining the private property of the owner on which a private hydrant is located, the owner's designee~~, who shall comply with the requirements of this ~~division~~ ordinance and shall be subject to its enforcement ~~of this division~~ in the event of a failure to so comply.

(b). *Time of inspection.* All private fire hydrants shall be inspected and field tested annually by a certified private fire hydrant contractor ~~and shall meet, or exceed, the NFPA Standard, which the certified private hydrant contractor~~ who shall certify in writing to the fire department~~.~~: ~~Private hydrants shall also be inspected and tested after completion of any repairs to ensure that the hydrant is operational according to NFPA 25 Standard~~

1. the person's name and the date the inspection was performed;
2. the location of the private fire hydrant;
3. the repairs, if any, performed;
4. the service condition of the private fire hydrant.

(c). *Testing.* All testing of a private fire hydrant shall be conducted by a certified private fire hydrant contractor in accordance with the NF~~D~~PA and AWWA Standards, and shall also comply with Code Section 103-93, water system and fire hydrants.

(d). *Repair*. The owner or the owner's designee shall repair ~~as soon as possible~~ within thirty (30) days a private fire hydrant which ~~does not pass~~ fails inspection, is impaired or otherwise does not function as required by the NFPA Standard or the manufacturer's specifications. After completing any repairs, the owner or the owner's designee shall have the fire hydrant inspected by a certified private fire hydrant contractor to certify ~~it meets the NFPA Standard~~ its serviceability.

(e). *Impairment device.* An ~~approved~~ impairment device as approved by the Fire Department shall be placed on any fire hydrant which has been damaged or turned off for repairs or is out of service for any reason. The fire department shall immediately be notified of: (i) the fire hydrant being taken out of service; (ii) the completion of repairs; and (iii) the fire hydrant being placed back in service.

(f). *Locations.* The GPS location of all private fire hydrants shall be provided to the fire department.

Sec. 22-59. - Records.

(a) Contents. The owner or the owner's designee shall maintain a ~~A~~ permanent record ~~shall be maintained by the owner or owner's designee that shall~~ that indicates the procedure performed to inspect, test, ~~maintain, correct,~~ and repair a private fire hydrant. ~~Such~~ The records shall include the ~~entity that~~ name of the individual who performed the work, ~~the~~ test results, the date work was performed, and other pertinent information as the fire department may reasonably require ~~to make this division effective~~.

~~(b) Report to fire chief. Within 30 days after completion of an inspection by a certified private hydrant contractor, the owner or owner's designee shall submit to the fire chief of the city a report documenting the inspection of each private hydrant and advising of any repairs made to any hydrant.~~

~~(c)~~ (b) Records retention. All inspection r~~R~~ecords shall be maintained by the owner or the owner's designee for a period of four years ~~after~~ from the date of the inspection ~~required by this division~~. All inspection records shall be provided to the city within ten business days from the date a request is made by the city in writing to the owner or the owner's designee. Failure to provide such records shall be deemed a violation of this ordinance.

Sec. 22-60. - Enforcement of violations and penalties.

Failure to comply with this division shall be a violation and is subject to those penalties contained herein and in section 1-10 of the Code. Each week that the violation continues shall constitute a separate violation of this division.

Secs. 22-61—22-70. - Reserved.

SECTION IV: Article II of Chapter 22 relating to Fire Prevention Code & Safety Standards is hereby amended by adding Division 4: Multifamily Rental Housing, as follows:

DIVISION 4 MULTIFAMILY RENTAL HOUSING

Sec. 22-71. Purpose

This Division shall apply to all "multifamily rental housing", unless otherwise noted.

Sec. 22-72. Definitions

(a). *Fire extinguisher* shall mean a fire extinguisher classified as a 2A10BC extinguisher or larger with at least 5 pounds of extinguishing powder.

(b). *Intumescent paint* means a type of fire retardant paint which provides passive fire protection to a building by slowing down the progress of a fire and protecting the underlying structures.

(c). *Multifamily rental dwelling* means any structure containing three (3) or more separate multifamily rental units used as a residence or sleeping unit. This definition includes, but is not limited to, multiple-family apartment units, boardinghouses, rooming houses, group homes, and flats.

(d). *Multifamily rental unit* means any one area, room, structure, flat, apartment, or facility of a multifamily rental dwelling that is being leased or rented to only one tenant, group of tenants, or family under one lease, or under terms of joint and severable liability.

(e). *Owner* means any person, agent, firm, or corporation having a legal or equitable interest in premises.

Sec. 22-73. Fire suppression system

(a). All vent hoods, or open areas located above a stove or cooking range, shall be equipped with an NSF certified automatic fire suppression device. Such device shall be maintained in an operable condition at all times by the Owner or Owner's designee. This section shall not apply to any multifamily rental unit that is equipped with an operable sprinkler head as part of a sprinkler protection system.

(b). Any existing multifamily rental housing at the time of this ordinance shall have up to two (2) years to conform with the provisions of this ordinance.

Sec. 22-74. Fire extinguishers

(a). A fire extinguisher is required to be located within each multifamily rental unit not equipped with an operable sprinkler head as part of a sprinkler protection system. In addition, fire extinguishers must be located in all common hallways and breezeways on each floor of all structures within a multifamily rental dwelling. The Owner is required to maintain all fire extinguishers in good working condition, and compliant with all applicable laws and standards, including a current service tag from a licenses fire extinguisher contractor indicating the fire extinguisher has been serviced within the past 365 days.

(b). Any existing multifamily rental housing at the time of this ordinance shall have up to one (1) year to conform with the provisions of this ordinance.

Sec. 22-75. Intumescent paint

(a). All areas of any multifamily rental housing without a sprinkler protection system, where there is interior exposed and unprotected wood, studs or plywood, including any attic area not otherwise protected by a dry sprinkler system, must be painted with intumescent paint.

(b). Intumescent paint requires a one-time application to all applicable untreated interior exposed and unprotected wood, studs or plywood. Thereafter, intumescent paint shall be applied and maintained where there is a surface breach of the paint.

(c). Any existing multifamily rental housing at the time of this ordinance shall have up to the earlier of seven (7) years from the date of this ordinance or the transfer of ownership to conform with the provisions of this ordinance.

Sec. 22-76. Fire safety education

The fire department shall make available to Owners a fire safety pamphlet describing safety information of user benefit to tenants of multifamily units.

Sec. 22-77. Enforcement

Failure to comply with the requirements of this Division shall result in a citation and a fine not exceeding $1,000.00 for each offense.

SECTION V: Division 2 of Article IV of Chapter 105 relating to multifamily rental housing is hereby amended as follows:

Sec. 105-118. - Definitions.

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Certified building inspector means any person inspecting for compliance with the various adopted codes who is a licensed design professional (architect or engineer) or holds one of the following certifications from ~~SBCCI (~~ICC~~)~~: property maintenance and housing inspector~~,~~ ~~housing rehabilitation inspector~~, building inspector, building plan examiner or commercial combination inspector.

~~Certified private hydrant contractor means any person inspecting for compliance with the various adopted codes who is an approved (by the City of Sandy Springs Fire Marshal's office) private hydrant contractor.~~

Code ~~of~~ compliance certificate means a certificate, substantially similar to exhibit A attached to the ordinance from which this division is derived and incorporated herein, executed by a certified building inspector and stating compliance with those minimum standards described in the inspection report attached thereto.

Inspection report means ~~the~~ a report, substantially similar to exhibit A attached to the ordinance dated November 15, 2016 from which this division is amended and incorporated herein, attached to the code compliance certificate and describing the minimum requirements for inspection of each unit. The inspection report may be modified from time to time by the Director of Community Development to comply with the adoption, revision or amendment of all applicable laws, certifications or standards.

Lease means any written or oral agreement which sets forth any and all conditions concerning the use and occupancy of multifamily rental dwellings or multifamily rental units.

Multifamily rental dwelling means any multifamily structure, multifamily building, or other facility promised and/or leased to a residential tenant or tenants for use as a home, residence, or sleeping unit. This definition includes, but is not limited to, multiple-family dwellings, multiple-family apartment units, boardinghouses, rooming houses, group homes, and flats.

Multifamily rental unit means any one area, room, structure, flat, apartment, or facility of a multifamily rental dwelling that is being leased or rented to only one tenant, group of tenants, or family under one lease, or under terms of joint and severable liability.

Occupancy means all tenants, lessees and persons residing within a multifamily rental dwelling or multifamily rental unit.

Owner means any person, agent, firm, or corporation having a legal or equitable interest in premises.

Owner-occupied means any part of a structure used as living quarters by the owner of said structure where other parts of the structure are used as multifamily rental units. Example: Two-family dwelling, owner occupies one flat; rooming house, owner occupies one unit.

Premises means any lot or piece of land inclusive of the multifamily rental dwelling or multifamily rental unit

Sec. 105-119. – Fee and certificate required.

…

~~(e) Fire hydrant inspection and compliance certificate. Upon initial inspection of hydrants/mains, should a certified private hydrant contractor determine that further work is necessary to comply with the minimum standards adopted by the city and state, an acceptable plan of correction shall be submitted to the fire marshal outlining the time and scope of work necessary to bring hydrants/mains into compliance. Any such units without a properly functioning fire hydrant within 1,000 feet (or closest hydrant at the time of adoption of this ordinance [section]) of the unit shall not be leased until hydrant(s) and or main(s) are brought into compliance. All private hydrants shall be field tested every three years and be capable of a minimum flow rate as determined by the fire marshal. An approved impairment device shall be placed on any fire hydrant which has been turned off for repairs or is out of service for any reason and immediate notice will be given to the fire marshal. The fire marshal shall also be notified when such hydrant is returned to active service. All existing right-open hydrants (clockwise) shall be marked with a minimum four-inch-long contrasting arrow. The GPS location of all hydrants shall be provided. All hydrants shall be numbered with designation established by the fire marshal. All new/replacement hydrants shall comply with section 103-93, water system and fire hydrants.~~

~~(1) After submission of the initial hydrant/main code compliance certificate, each owner shall submit a hydrant/main code compliance certificate annually, commencing on January 1, 2010, with their business license renewal. Such subsequent hydrant/main code compliance shall cover 100 percent of all private hydrants and water mains connected to fire hydrants for their property. All hydrants and mains shall be listed individually on a city furnished document attached to the hydrant/main code compliance certificate submitted to the city by the certified private hydrant contractor.~~

~~(2) Furthermore, each owner and certified private hydrant contractor shall keep a written record of:~~

~~a. All inspections for each hydrant and main including the date of the inspection, items inspected and all violations, if any observed.~~

~~b. All repairs including but not limited to itemized receipts that indicate replacement parts.~~

~~c. Such records shall be presented to the city within ten business days after such request is made in writing to the inspector or property owner. Failure to provide~~

~~such records shall nullify the hydrant/main code compliance certificate for the affected units.~~

Sec. 105-121. - Penalty for false certification and false inspection.

(a) An owner who knowingly participates in furnishing a code compliance certificate to the city which contains a false certification that all multifamily rental dwellings or multifamily rental units inspected are in compliance with those standards contained in the code compliance certificate shall be guilty of a violation of this Code for each multifamily rental dwelling or multifamily rental unit for which the certification is shown to be false and can be fined up to $1,000.00, or imprisoned for up to one year, or any combination of these, by the court for each violation.

(b) A certified building inspector ~~or a private hydrant contractor~~ who furnishes an inspection report which knowingly contains fraudulent information that a multifamily rental dwelling or multifamily rental unit meets the minimum housing standards ~~or fire hydrant standards~~ of the city as shown by the inspection report contained in exhibit A of the ordinance from which this division is derived shall be guilty of a violation of this Code and can be fined up to $1,000.00, or imprisoned for up to one year, or any combination of these, by the court for each violation. In addition, ~~a private hydrant contractor or~~ a building inspector's right to submit inspection reports to the city may be suspended for a stated period of time, up to five years, by resolution of the city council.

SECTION VI: It is the intention of the City Council and it is hereby ordained by the authority of the City Council that the provisions of this Ordinance shall become and be made a part of The Code of the City of Sandy Springs, Georgia, and the codifier is authorized to make the specified deletions, insertions, additions, and to insert headings, article numbers and section numbers as and where appropriate.

SECTION VII: All ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed to the extent of such conflict.

SECTION VIII: If any section, subsection, provisions, or clause of any part of this Ordinance shall be declared invalid or unconstitutional, or, if the provisions of any part of this Ordinance as applied to any particular situation or set of circumstances shall be declared invalid or unconstitutional, such invalidity shall not be construed to affect the portions of this Ordinance not so held to be invalid, or the application of this Ordinance to other circumstances not so held to be invalid. It is hereby declared as the intent of the City Council that this Ordinance would have been adopted in its current form without the invalid or unconstitutional provision contained therein.

SECTION IX: This Ordinance shall become effective immediately upon adoption.

SO ORDAINED this ___ day of _____, 2016.

CITY OF SANDY SPRINGS, GEORGIA

By: _____

Russell K. Paul, Mayor

Attest:

_____

Michael Casey, City Clerk

(SEAL)

EXHIBIT "A"

CONDITION INSPECTION REPORT TO THE CITY

Name of the Apartment Community: _____
Address: _____ Apt. # _____ Occupied? Yes__ No
Date Unit Reoccupied (If "No")_____ Inspector Date: ____

Name of Certified Building Inspector
(Print):_____Unit #: _____

No.	Minimum Standards for Basic Equipment & Facilities	PASS	FAIL	Required Action
1.	Address number for the unit(s) is posted in plain view thus: a) street address on complex's monuments sign, and b) Identify each building by number, letter (or description if Office, Clubhouse, Storage, ect.) c) Each dwelling unit's ID (number or letter) must clearly visible. ALL of the above must be quickly & readily visible, without a search struggle.			
2.	Interior and exterior doors are not ill-fitting, frames and hardware are in good condition and operate properly; privacy locks are provided for bathroom(s). (Provide "failed" location(s) if applicable)			
3.	Interior floors, walls and ceiling kept in good repair.			
4.	Windows, 8% glazing of floor space for light and ventilation, 45% shall be operable with screens if no air conditioning. Windows shall be in good repair and rodent proof, no open cracks or holes.			
5.	Floors, stairs, landings, balconies, decks and porches are maintained in sound condition and good repair; interior and exterior railings and handrails are properly secured and in good repair.			
6.	Bathroom(s) have operable bath fan in good condition or window.			
7.	Plumbing facilities including kitchen sink, lavatory, tub or shower, and water closet(s), are clean and sanitary and are in good working			

	order.			
8.	Water heating equipment is operational, in good repair and hot water is supplied to bathroom fixtures and the kitchen sink.			
9.	Existing smoke alarm devices are operational (test buttons checked), located in the vicinity of all sleeping rooms.			
10.	Electrical in good working order with proper covers, no exposed wiring, existing light fixtures in good working order.			
11.	Heating facilities are operational and in good working order. No gas burning appliances are located in bedrooms.			
12.	Evidence of roaches, insects and rodents, were not observed in more than one unit and/or in shared, public or exterior areas: (Note: extermination is required prior to re-leasing a vacant unit).			
13.	A safe, continuous and unobstructed path of travel shall be provided from any point in the unit or structure to the public way. Means of egress shall comply with the International Fire Code.			
14.	Properly tagged fire extinguishers are located in the common hallways within 75’ of the entrance doors to all units on the same floor.			
15.	Premises are being maintained with no excessive trash, rubbish or similar items in trash collection or dumpster areas.			
16.	Maintain the exterior grading & drainage to prevent erosion & stagnant water.			
17.	Exterior sidewalks & driveways to be kept in good repair; free of trip hazards.			
18.	Defacement of exterior property – no marking, carving, graffiti or willful damage.			
19.	Exterior walls free from holes, breaks, and loose or rotting materials; maintained weatherproof and properly surface coated to prevent deterioration.			
20.	Light for common halls & stairways at least one 60 watt incandescent bulb or equivalent per 200 sq. ft. of floor or stairs. Light fixture to be “whole”.			
21	Attic check confirms no breach in firewalls (100% of all units the first year, 20% of units each year thereafter, provided that over each five			

	year span after the first year, 100% of all units must be inspected			
22.	Where installed, building fire alarm systems have been tested and certified as operable for each individual unit.			
23.	All controlled access locked gates on the premises are equipped with a KNOX Rapid Entry System.			
24.	If an alarm notification system has been installed at the property, the battery for the system was last changed on the ____ day of _____, 20__.			
25.	The batteries in all smoke alarms in every unit of the property have been changed in the last 365 days, and all smoke alarms have been replaced within the last 10 years.			
26.	Beginning November 15, 2018, every unit not serviced by a sprinkler protection system is equipped with an automatic fire suppression device			
27.	Beginning November 15, 2017, a fire extinguisher has been placed in every unit not serviced by a sprinkler protection system.			
28.	All areas without sprinkler protection where there is interior exposed and unprotected wood, studs or plywood, have been painted with intumescent paint (beginning November 15, 2023 for properties acquired before November 15, 2016).			
29.	All fire extinguishers on the property are in place, tagged, and all inspections and certifications are current.			
30.	The tenants of each unit have been provided with fire safety information.			
31.	The property is equipped with an automatic fire sprinkler system, and it has been inspected and tested in accordance with the rules of the state safety fire commissioner pursuant to the requirements of Code Section 22-34. Or in the alternative, that the Property is exempt from the requirements of Code Section 22-34 for the reason(s) set forth below:			
32.	All private fire hydrants located on the property are current on all inspections and repairs, and are compliant with all local, state and federal regulations.			

I hereby attest to the accuracy of the information contained in this report. Further, I attest that I am a Certified Building Inspector within the meaning of the City of Sandy Springs Municipal Code, Section 105-118.

Signature:_____

No._____

Fire Ordinance Proposed Amendments

Keith Sanders
Fire Chief

November 01, 2016

Knox Box Ordinance

- *KNOX Rapid Entry System* or *KNOX System* means a secure access program-~~developed for owners and fire departments~~ that provides immediate entry for emergency responders into buildings and other secured property-~~without causing forced entry damage or delay.~~
- The KNOX System utilizes three devices: KNOX boxes, KNOX key switches and KNOX padlocks. The KNOX box is a small, wall-mounted safe that holds building keys for emergency responders to retrieve for access in emergency situations. A KNOX key switch allows electric override to power operated gates and doors. A KNOX padlock allows access to non-power operated gates and doors.

Knox Box Ordinance

Sec. 18-37 - KNOX Rapid Entry System:

- All new and existing commercial occupancies having an automatic fire alarm system shall have an approved KNOX Systems installed in a location approved by the fire department.
- The KNOX System box shall contain all keys, fobs, reader cards, etc. for all locked areas of the building as required by the fire department. Keys shall include but not be limited to, all areas of the building, automatic fire alarm systems, pull station resetting tools, all elevators and elevator machine rooms, ~~and~~ sprinkler systems riser rooms, and gated areas with keypad access, including the front gate and any interior gate/areas, including pools and common areas. "Keys" shall not include keys to individual multifamily rental units.

Knox Box Ordinance (Continued)

- All commercial properties within the city with power operated vehicle or pedestrian access gates ~~utilized on roads utilized by public safety departments by for commercial occupancies~~ shall ~~be provided with~~ have an approved KNOX key switch system for access by public safety personnel. All commercial properties with non-power operated vehicle or pedestrian access gates shall be equipped with a KNOX padlock.
- All building owners and managers shall notify ~~T~~the fire department ~~shall be notified~~ immediately of changes of locks and/or keys, fobs, reader cards, etc., for ~~the~~ building access to allow for the placement of new keys in the KNOX System box.
- All new and existing commercial occupancies having an automatic fire alarm system~~s~~ shall comply with the provisions of ~~this~~ section 18-37(g) of the ordinances of the City of Sandy Springs, ~~subparagraph (g) no later than the last day of the sixth month~~ within six (6) months following the effective date of this division as amended.

50% Gross Assessed Value Clarification

Sec. 22-34. - Sprinkler protection requirements.

- *New* means any additions to existing buildings, whether vertically or horizontally, or any existing building or structure which shall be deemed to be a new building in the event such building or structure is subject to substantial renovation ~~or~~due to a fire or other hazard of serious consequence.
- For purposes of this definition, the term "substantial renovation" shall mean any construction project involving ~~exits~~egress or internal features of such building or structure costing more than 50 percent the building's or structure's gross assessed value according to county tax records at the time of such renovation.

50% Gross Assessed Value Clarification

Sec. 22-34. - Sprinkler protection requirements.

- For the purposes of this section, the 50 percent gross assessed value standard shall be calculated for each individual building or structure being renovated, and not the gross assessed value of a multi-building development which is contained in a single tax parcel.
- Any requirements of this section triggered by substantial renovation under this definition shall apply solely to the individual building or structure being renovated. Notwithstanding the foregoing, any requirements of this section triggered by substantial renovation to an individual building or structure contained within a larger multi-building development on a single tax parcel, when such renovation costs more than 50 percent of the gross assessed value of the entire multi-building development, shall apply to the entire multi-building development.

Private Hydrant Ordinance

Sec. 22-59. - Records.

- (a) Contents. The owner or the owner's designee shall maintain a ~~A~~ permanent record ~~shall be maintained by the owner or owner's designee that shall~~ that indicates the procedure performed to inspect, test, ~~maintain, correct,~~ and repair a private fire hydrant. ~~Such~~ The records shall include the ~~entity that~~ name of the individual who performed the work, ~~the~~ test results, the date work was performed, and other pertinent information as the fire department may reasonably require ~~to make this division effective~~.
- ~~(b) Report to fire chief. Within 30 days after completion of an inspection by a certified private hydrant contractor, the owner or owner's designee shall submit to the fire chief of the city a report documenting the inspection of each private hydrant and advising of any repairs made to any hydrant.~~
- ~~(c)~~ (b) Records retention. All inspection r~~R~~ecords shall be maintained by the owner or the owner's designee for a period of four years ~~after~~ from the date of the inspection ~~required by this division~~. All inspection records shall be provided to the city within ten business days from the date a request is made by the city in writing to the owner or the owner's designee. Failure to provide such records shall be deemed a violation of this ordinance.

Fire Protection

- Sec. 22-73 - Fire Suppression system

(a) All vent hoods, or open areas located above a stove or cooking range, shall be equipped with an NSF certified automatic fire suppression device. Such device shall be maintained in an operable condition at all times by the Owner or Owner's designee. This section shall not apply to any multifamily rental unit that is equipped with an operable sprinkler head as part of a sprinkler protection system.

(b) Any existing multifamily rental housing at the time of this ordinance shall have up to two (2) years to conform with the provisions of this ordinance.

Fire Extinguishers

Sec. 22-74 -

- A fire extinguisher is required to be located within each multifamily rental unit not equipped with an operable sprinkler head as part of a sprinkler protection system. In addition, fire extinguishers must be located in all common hallways and breezeways on each floor of all structures within a multifamily rental dwelling. The Owner is required to maintain all fire extinguishers in good working condition, and compliant with all applicable laws and standards, including a current service tag from a licenses fire extinguisher contractor indicating the fire extinguisher has been serviced within the past 365 days.
- Any existing multifamily rental housing at the time of this ordinance shall have up to one (1) year to conform with the provisions of this ordinance.

Intumescent Paint

Sec. 22-75 – Intumescent Paint

- All areas of any multifamily rental housing without a sprinkler protection system, where there is interior exposed and unprotected wood, studs or plywood, including any attic area not otherwise protected by a dry sprinkler system, must be painted with intumescent paint.
- Intumescent paint requires a one-time application to all applicable untreated interior exposed and unprotected wood, studs or plywood. Thereafter, intumescent paint shall be applied and maintained where there is a surface breach of the paint.

Intumescent Paint

- Any existing multifamily rental housing at the time of this ordinance shall have up to the earlier of seven (7) years from the date of this ordinance or the transfer of ownership to conform with the provisions of this ordinance.

Apartment Inspection Ordinance

- Sec. 105-118
  - Inspection report means ~~the~~ a report, substantially similar to exhibit A attached to the ordinance dated November 15, 2016 from which this division is amended and incorporated herein, attached to the code compliance certificate and describing the minimum requirements for inspection of each unit. The inspection report may be modified from time to time by the Director of Community Development to comply with the adoption, revision or amendment of all applicable laws, certifications or standards.

Apartment Inspection Checklist

EXHIBIT "A"

CONDITION INSPECTION REPORT TO THE CITY

Name of the Apartment Community: _____
Address: _____ Apt. # _____ Occupied? Yes__ No
Date Unit Reoccupied (If "No")_____ Inspector Date: ____

Name of Certified Building Inspector
(Print): _____ Unit #: _____

No.	Minimum Standards for Basic Equipment & Facilities	PASS	FAIL	Required Action
1.	Address number for the unit(s) is posted in plain view that: a) street address on complex's monuments sign, and b) Identify each building by number, letter (in description of Office, Clubhouse, Storage, etc.) c) each dwelling unit's ID (number or letter) must clearly visible AT, so the above must be quickly & readily visible, without a search struggle.			
2.	Interior and exterior doors are in good condition, fixtures and hardware are in good condition and operate properly, privacy locks are provided for bedroom(s). (Provide ' Inoperable location(s) if applicable)			
3.	Interior floors, walls and ceiling kept in good repair			
4.	Windows: 8% glazing of floor space for light and ventilation, 45% shall be openable with screens if main air conditioning. Windows shall be in good repair and rodent proof, no open cracks or holes.			
5.	Floors, stairs, landings, balconies, decks and porches are in good condition and good repair, railings and railings safely and handrails are properly secured and in good repair.			
6	Bathroom(s) have operable exhaust fan in good condition or window.			
7	Plumbing facilities including kitchen sink, lavatory, tub or shower, and water closet(s), are clean and sanitary and are in good working order			
8.	Water heating equipment in operational, in good repair and hot water is supplied to bathroom fixtures and the kitchen sink.			
9	Existing smoke alarm devices are operational (test buttons checked), located in the vicinity of all sleeping rooms.			
10	Electrical in good working order with proper covers, no exposed wiring, existing light fixtures in good working order.			
11.	Heating facilities are operational and in good working order. No gas burning appliances are located in bedrooms.			
12.	Evidence of roaches, insects and rodents, were not observed in units, but not limited to alcohol, pubic or exterior areas. (Note extermination is required prior to re-leasing a vacant unit).			
13	A safe, continuous and unobstructed path of travel shall be provided from any point in the unit or structure to the public way. Means of egress shall comply with the International Fire Code			
14.	Properly located fire extinguisher are located in the common hallways within 75' of the entrance doors to all units on the same floor.			
15	Premises are being maintained with no excessive trash, rubbish or similar items in trash collection or dumpster areas.			
16	Maintain the exterior grading & drainage to prevent erosion & stagnant water.			
17	Exterior sidewalks & driveways to be kept in good repair, free of trip hazards.			
18.	Deterioration of exterior property – no marking, carving, graffiti or willful damage.			
19.	Exterior walls free from holes, breaks, and loose or falling materials, maintained weather tight and properly maintained to prevent deterioration.			
20	Light for common halls & stairways at least one 60 watt incandescent bulb or equivalent per 200 sq. ft. of floor or stairs. Light fixture to be "vandal-proof"			
21	Attic check confirms no breach in firewalls (100% of all units the first year, 10% of units each year thereafter, provided that over each five			

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Apartment Inspection Checklist

	each year thereafter, provided that over each five-year span after the first year, 100% of all units must be inspected		
22	Where installed, building fire alarm systems have been tested and certified to operate for each individual unit		
23	All controlled access locked gates on the premises are equipped with a KNOX Rapid Entry System.		
24	If an alarm notification system has been installed at the property, the battery for the system was last changed on the ____ day of _____, 20__		
25.	The batteries in all smoke alarms in every unit of the property have been changed in the last 365 days, and all smoke alarms have been replaced within the last 10 years		
26	Beginning November 15, 2010, every unit not serviced by a sprinkler protection system is equipped with an automatic fire suppression device		
27	Beginning November 15, 2017, a fire extinguisher has been placed in every unit not serviced by a sprinkler protection system.		
28.	All areas with sprinkler protection where there is interior exposed and unprotected wood, studs or plywood, have been painted with intumescent paint (beginning November 15, 2015 for properties acquired before November 15, 2016).		
29	All fire extinguishers on the property are in place, tagged, and all inspection and certifications are current.		
30.	The tenants of each unit have been provided with fire safety information.		
31	The property is equipped with an automatic fire sprinkler system, and it has been inspected and tested in accordance with the rules of the state safety fire commissioner pursuant to the requirements of Code Section 25-2-34. Or in the alternative, that the Property is exempt from the requirements of Code Section 22-34 for the reason(s) set forth below.		
32.	All private fire hydrants located on the property are current on all inspections and		

	repairs, and are compliant with all local, state and federal regulations			

I hereby attest to the accuracy of the information contained in this report. Further, I attest that I am a Certified Building Inspector within the meaning of the City of Sandy Springs Municipal Code, Section 105-118.

Signature:

No.

Educational Packet

- Provide Educational Packet (Section 404 – Fire Safety Plans for Buildings) to tenants and have them sign that they received it.
- Riverwood High School Media Team completed a 15 minute “Renter Fire Safety Video.”

Discussion