

# **Property Standards For Rental Property Owners**

**Created for:**

**Landlords of Off-Campus Housing for  
Students of Bucknell University**

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**DISCLAIMER:**

Bucknell University is providing this list of standards to reflect the minimum requirements of rental properties occupied by students of Bucknell University. This list is by no means complete, and it does not relieve the building owner from meeting the requirements of all applicable building codes and ordinances, including the latest edition of the International Residential Code (IRC). If future editions of the IRC require more stringent criteria than what is described in this document, the updated code criteria shall be met. Building owners should use this document as a tool to evaluate their properties. By offering leases to Bucknell University students, the landlord acknowledges acceptance of this document and certifies that his/her property meets the standards and requirements described herein. Bucknell University will not inspect or certify any property, and the University disclaims any responsibility, among other things, for the condition of any premises, terms of any leases, treatment by any landlord, or compliance with any applicable local zoning ordinances.

**BUCKNELL UNIVERSITY**  
**CONSTRUCTION & DESIGN GROUP**

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## **LIFE SAFETY**

### **Fire Protection:**

#### **Comply by August 1, 2009:**

1. Smoke detectors shall be located on each floor of the building, including the basement, and shall be placed in each room used for sleeping. A smoke detector shall also be placed in the kitchen. Batteries must be changed at least twice per year by the Landlord.
2. Each sleeping room must contain at least one operable window for emergency egress.
3. All hallways, exit doors, egress windows, and stairways shall remain unobstructed and clear of rubbish or storage.
4. Third floor units require a second means of egress (i.e. fire escape meeting code requirements).
5. Each unit must contain at least one fire extinguisher in the kitchen and at each exit.
6. Carbon monoxide detectors shall be installed in each level of all units.
7. All stairways require continuous, grippable handrails.

#### **Comply by January 1, 2013:**

1. All smoke detectors must be hardwired without disconnect switches and contain back-up batteries. The battery must be changed twice a year as a minimum.
2. Sprinklers shall be installed in all buildings with three or more levels containing more than three units on each level.
3. Battery back-up emergency lighting shall be provided in all common hallways and stairs.

### **Hazardous Materials:**

#### **Comply by January 1, 2011:**

1. All units shall be tested for radon.
2. All units shall be surveyed for asbestos.
3. All locations containing lead paint shall be identified.
4. Water and plumbing shall be tested for lead and other harmful contaminants and reported to the occupants.

**Comply by June 30, 2013:**

1. All units shall be free from mold.
2. If radon levels are above acceptable limits, a mitigation system must be installed.
3. All locations containing asbestos shall be identified with a description of how it is confined within the space. If the asbestos containing materials (ACM's) are not confined, the ACM's must be abated.
4. Any other known hazardous materials or contaminants within the unit or underground shall be disclosed.

**Education:**

**Comply by August 1, 2009:**

1. Each tenant shall be acquainted with emergency egress procedures (i.e. fire escape, flooding plan).
2. Each tenant shall be acquainted with the operation of the building systems (i.e. main electrical disconnect switch, boiler/furnace disconnect) in the event of an emergency.
3. Each tenant shall be aware of the potential hazardous materials described in the previous section of this document.

**Occupancy:**

**Comply by August 1, 2009:**

1. Basements must meet all permit construction requirements for light, ventilation, egress, etc. prior to being used as a habitable space.
2. Attics must meet all permit construction requirements for light, ventilation, egress, etc. prior to being used as a habitable space.

## **BUILDING EXTERIOR**

### **Windows and Doors:**

#### **Comply by August 1, 2009:**

1. Shall be insect and rodent proof.
2. Shall be weather-tight and free of defects.
3. All hardware shall be fully functional and of good repair.
4. All operable windows located 6 feet or less above ground level shall be equipped with locking devices. Windows next to fire escapes shall also be lockable.

#### **Comply by January 1, 2013:**

1. All exterior doors shall be equipped with deadbolt locks. Slide bolts are not acceptable. The deadbolts shall be able to be opened from the inside by hand without the use of a key.
2. All first floor windows shall be treated with a security film (manufactured by 3M or equivalent).

### **Exterior Walls:**

#### **Comply by August 1, 2009:**

1. Shall be free from holes, breaks, and loose or rotting material.
2. Shall be properly maintained with surface coating to prevent deterioration.
3. Shall be free of peeling or otherwise deteriorated paint
4. All siding and masonry joints shall be maintained weather resistant and water-tight.
5. Address numbers shall be properly identified and visible from the street.

### **Foundation:**

#### **Comply by August 1, 2009:**

1. Shall be structurally sound and free of cracks, leaks, and openings.
2. The ground shall be properly graded to allow water to drain away from the foundation.

## **Roof:**

### **Comply by August 1, 2009:**

1. Shall be structurally sound and free of leaks.
2. Shall not contain loose or missing shingles.
3. Roof drains, gutters, and downspouts shall be maintained and free from obstructions.

## **Porches, Stairs, and Railings:**

### **Comply by August 1, 2009:**

1. Shall be structurally sound with proper anchorage and of good repair.
2. Guardrails shall be present for all open porches, decks, and landings that are higher than 30" above grade or 30" below grade. Minimum height of guardrails shall not be less than 36" in height. Guardrails on stairs shall have a minimum height of 34" measured vertically from the nosing of the treads. The clear spacing between all interior rails shall not exceed 4". If future editions of the building codes require more stringent criteria, the new criteria will supersede the above requirements.
3. All handrails and railings shall be able to within a 200 pound force in any direction or as required by any updates to the building codes.
4. Stairs shall contain level, uniform treads and risers. The maximum riser height shall be 7-3/4" and the minimum tread depth shall be 10".
5. Handrails are required on at least one side of the stairs if the stairs contain 4 or more risers.

## **Landscaping and Structures:**

### **Comply by August 1, 2009:**

1. Sidewalks, walkways, stairs, driveways, and parking spaces shall be in proper state of repair and maintained free from hazardous conditions.

2. Accessory structures such as garages, fences, and walls shall be structurally sound, of good repair, and free of peeling paint.
3. The grass shall be cut and weeds shall be removed on a regular basis.
4. No litter or debris shall remain on the property.
5. Snow removal at the sidewalks and building entrances is the responsibility of the Building Owner.
6. At least one exterior light shall be located near each exterior door.

## **Garbage and Recycling:**

### **Comply by August 1, 2009:**

1. Proper trash and recycling containers and storage area shall be provided.
2. All containers must contain closed lids without any overflowing.
3. No trash or recyclables shall be kept outside the designated trash/recyclable storage area.

## **BUILDING INTERIOR**

### **Walls and Ceilings:**

#### **Comply by August 1, 2009:**

1. Shall be in good repair and free from holes.
2. Shall not contain any loose wall paper, loose plaster, or peeling paint.
3. Shall be free from mold and/or water damage.
4. Unfinished drywall is not acceptable.

### **Floors:**

#### **Comply by August 1, 2009:**

1. Shall be in good repair, structurally sound, and free from holes.
2. Shall not have any tripping hazards (i.e. torn carpet).
3. Floor covering must be intact and secured to the floor.

### **Bedrooms:**

#### **Comply by August 1, 2009:**

1. Must contain operable smoke detector in each bedroom. One smoke detector shall also be installed outside each sleeping area in the immediate vicinity of the bedrooms.
2. Must contain at least one window in each bedroom. Minimum window area shall be 8% of floor area. Minimum opened window area shall be 4% of floor area.
3. Floor space shall be no less than 70 square feet per bedroom with a minimum of 50 square feet per occupant.

#### **Comply by January 1, 2013:**

1. Shall contain a minimum of 2 duplex electrical outlets OR 1 duplex outlet and 1 switched overhead light fixture. Branch circuits supplying the bedroom outlets shall be protected by an arc-fault circuit interrupter.
2. Must contain proper egress or door opening to the outside. Minimum opened window area for egress shall be 5.7 square feet.

3. All smoke detectors shall be hardwired with battery backup.

## **Kitchen:**

### **Comply by August 1, 2009:**

1. Must contain at least one 20-amp circuit.
2. All 15 and 20 ampere receptacles serving countertop surfaces must have ground-fault circuit interrupter protections (GFCI).
3. Shall have hot and cold running water with no dripping faucets.
4. Kitchen sink must be properly connected to the sanitary sewer.
5. Drains must be free from obstructions and function properly.
6. Supplied appliances must be in good working order.
7. Gas appliances must be connected properly with approved fittings/connectors.
8. At least one operable fire extinguisher must be located within the kitchen.

### **Comply by January 1, 2013:**

1. Must contain 2 separate electrical outlets and a ceiling fixture OR 3 separate electrical outlets.
2. Shall have kitchen exhaust hood.

## **Bathrooms:**

### **Comply by August 1, 2009:**

1. Shall contain tub and/or shower properly installed, in good repair with caulking intact.
2. Shall contain a sink properly installed, in good repair with caulking intact and no leaking faucets.
3. Shall contain a properly installed toilet with all components intact and properly functioning and maintained.
4. Faucets shall have a minimum 1 inch gap above the spill line.
5. Shall contain at least one light fixture.
6. Shall contain water impervious flooring.
7. Shall contain either an operable window or mechanical venting.
8. All electrical outlets shall have ground fault circuit-interrupter protection.

### **Comply by January 1, 2013:**

1. Shall contain an exhaust fan.

## **Windows and Doors:**

### **Comply by August 1, 2009:**

1. Windows shall be easily opened and contain screens in good repair.
2. Windows shall be capable of being held in position by window hardware.
3. Storm windows are required unless the window contains double pane glass or better.
4. Doors to the outside shall contain a storm door unless the exterior door has an R-value greater than 2.
5. Door closures must be self closing and latching.

## **Miscellaneous Interior:**

### **Comply by August 1, 2009:**

1. All common hallways and stairways in multi-unit dwellings shall be lit at all times.
2. All interior handrails and railings shall be structurally sound and properly attached. Handrails are required at all stairs contain 4 or more risers.

## **ELECTRICAL, MECHANICAL, & PLUMBING**

### **Electrical:**

#### **Comply by August 1, 2009:**

1. The service panel must be properly installed and properly grounded. Service to units shall be separately metered if the utility costs are not paid by the building owner.
2. Fixtures must be intact and properly functioning.
3. Cover plates are required on all outlets, switches, and junction boxes.
4. Extension cords cannot be used in place of permanent wiring.
5. All wiring must be intact and properly maintained.
6. All garage, exterior, kitchen, bathroom, laundry room, and basement convenience receptacles shall be GFCI receptacles.

### **Mechanical:**

#### **Comply by August 1, 2009:**

1. Heating equipment must be properly installed and maintained.
2. Temporary heating devices shall not be used as the primary source of heat.
3. Fuel burning equipment must be connected to an approved chimney, flue, or vent.
4. Heating equipment shall be inspected/cleaned/serviced on an annual basis as a minimum. Filters shall be replaced per manufacturer's recommendations.
5. Fuel burning equipment shall have a proper shut-off valve.
6. The heating system must be capable of maintaining a room temperature of 68 degree F. in all habitable rooms during the heating season.
7. Chimneys and flue liners shall be in good repair.
8. Clothes dryers shall be properly vented to the exterior. Vinyl hoses are not permitted.

## Plumbing:

### Comply by August 1, 2009:

1. Shall be installed and maintained per the International Plumbing Code (IPC).
2. All plumbing stacks, vents, waste, and sewer lines shall function properly, free from obstructions and leaks.
3. Adequate hot and cold water must be provided to all sinks and tubs.
4. All household drains must connect to the sanitary sewer.
5. Waste lines must be properly installed. "S" traps and flexible style waste lines are not allowed.
6. Unused gas lines must be capped.
7. Gas flex connectors must be Underwriters Laboratory (UL) listed and approved.
8. The washing machine must be properly connected to the sanitary sewer.
9. Water heaters shall be equipped with a temperature/pressure relief valve and discharge pipe with drain pan.
10. Sump pumps shall be fully operational and piped outside away from the building.