



RESIDENT ANNUAL HEALTH & SAFETY INSPECTION AUDIT

Dear Resident:

In our ongoing effort to provide you with safe and comfortable housing, McKee Asset Management requires our residents to conduct annual health and safety inspections of their premises. These inspections are required when you first move in to your premises, and at each anniversary thereafter, as a requirement of your lease renewal. These important annual inspections help us to ensure that your premises are properly maintained. Please complete the enclosed worksheet, and return it to our office as soon as possible. Completion of the Annual Health and Safety Inspection Audit is a requirement of your rental agreement with McKee Asset Management. Failure to comply with this requirement will put you in breach of your rental contract. **For your convenience, you may fax your worksheet to us at (619) 435-2661.**

You will find the following items attached to this letter:

Visual Inspection Worksheet

This worksheet is designed for your convenience in performing the visual inspection of the major health & safety components of your premises. As part of this inspection, you are required to contact SDG&E to schedule an inspection of your gas appliances. We recommend that you schedule this inspection as soon as possible, since SDG&E and Heating Contractors schedules become very busy once cooler weather arrives in San Diego. As you are completing the enclosed inspection worksheet, please make note of any needed maintenance at your premises, under Step 9.

Mold/Mildew Prevention Guide

This important guide is provided to help you prevent the growth of mildew and mold in and around your premises. Most mold growth can be prevented if you will follow a few simple procedures around your home. If you ever experience mold/mildew growth that cannot be controlled through the enclosed procedures, please contact our office immediately. We will provide professional assistance to remediate the problem.

Sex Offender Database Disclosure

As the result of recent, highly publicized child abductions throughout the United States, there is a heightened concern about the safety of our children. California provides various informational resources to assist concerned citizens in determining the presence of convicted sex offenders in their communities. We urge you to utilize these resources. For a current list of registered sex offenders in your area, please visit:

www.sannet.gov/police/newsflash/sexoffender.shtml

We value you as a resident, and wish to ensure your comfort and safety. Please assist us by completing the enclosed worksheet now, and either faxing or mailing it to us as soon as possible.

Sincerely,
MCKEE ASSET MANAGEMENT

Russell B. McKee, CCIM, MBA
President

**Resident
Annual Health & Safety Audit
Visual Inspection Worksheet
(Complete and Fax to (619) 435-2661)**

RESIDENT INFORMATION

Resident's Name: _____

Property Address: _____ Unit #: _____

Telephone (Work): _____ Telephone (Home): _____

Fax: _____ E-Mail: _____

Step 1 - Furnace, Water Heater, Appliance Inspection

Contact SDG&E to schedule a free safety inspection of all gas appliances, including your gas furnace, gas water heater and gas appliances. **Call 1 (800) 411-7343** to schedule this required inspection. You, or someone of your choosing, must be present for this inspection. SDG&E technicians will never enter your premises if you are not present. Upon completion of this inspection, the technician will provide you with a "trouble ticket" if a hazardous condition is discovered. **IF YOU ARE NOTIFIED THAT A HAZARDOUS CONDITION EXISTS IN YOUR PREMISES, CONTACT OUR OFFICE IMMEDIATELY. WE WILL DISPATCH A LICENSED CONTRACTOR TO YOUR HOME TO CORRECT THE PROBLEM.**

SDG&E Inspection Date: _____ Inspector's Name: _____

Inspection Results: ____ **Safe** (All Systems Safety Certified) ____ **Unsafe** (Systems Unsafe - Note Condition Below)

Unsafe Condition(s) Explanation: _____

Does your home have its own water heater? Yes No Type of Water Heater? Gas Electric

Is your water heater secured with metal straps to prevent tipping? Yes No

Step 2 - Smoke Detector Inspection

Visually inspect your premises to ensure that you have at least one operable smoke detector on each floor of your residence, and near the doorway to each bedroom. Push test button on front of each smoke detector to confirm proper operation. Alarm should beep loudly if it is operating properly.

Resident Inspection Date: _____

Do you have one operable smoke detector on each floor of your premises? Yes No

Do you have one operable smoke detector near doorway to each bedroom? Yes No

NOTE: IT IS YOUR RESPONSIBILITY TO CHANGE THE BATTERIES IN ALL SMOKE DETECTORS AT LEAST ONCE EACH YEAR.

Step 3 - Exterior Doors, Windows & Locks Inspection

Visually inspect your premises to ensure that all windows and doors are in sound working order, and that all exterior doors and windows have locking mechanisms that provide adequate security. All exterior doors must be equipped with single cylinder deadbolt locks (unlock from inside without key), in addition to handset locks. All bedroom window security bars must have quick-release mechanisms for escape in the event of fire.

Are all exterior doors in sound, operable condition?	Yes	No	
Are all exterior doors equipped with operable single cylinder deadbolt locks?	Yes	No	
Are all windows in sound, operable condition?	Yes	No	
Are all windows equipped with locking mechanisms?	Yes	No	
Are all windowpanes intact and unbroken?	Yes	No	
If your premises are equipped with security bars, are bedrooms equipped with quick-release mechanisms? Applicable	Yes	No	Not

Step 4 - Plumbing Leaks Inspection

Visually inspect all plumbing fixtures in and outside your premises to ensure that no leaks exist, and that all fixtures are operating properly.

Are all bathtub, shower and sink faucets and drains operating properly, with no drips or leaks? No	Yes
If you have laundry hook-ups, are supply line and drain operating properly, with no drips or leaks? No	Yes
Are you aware of any leaks or areas of excessive moisture around the exterior of your premises? No	Yes

Step 5 - Mold/Mildew Inspection

Visually inspect all areas of your premises for the presence of mold or mildew growth.

Have you observed the presence of mold or mildew growth anywhere within your premises? No	Yes
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Please indicate the area(s) of your home where this condition exists: _____

Step 6 - Paint Condition Inspection

Visually inspect the condition of the painted surfaces on the interior and exterior of your premises, including ceilings.

Please rate the condition of interior paint:	Excellent	Good	Average	Poor
Please rate the condition of exterior paint:	Excellent	Good	Average	Poor

Please identify the location of painted surfaces with chipped or peeling paint: _____

Have you noted any recent staining on your walls or ceilings? Yes No

Please identify the location of any recent staining: _____

Step 7 - Roof Condition (Single Family Residences Only)

If your homes roof is visible from the ground, please perform a visual inspection of the roof surface to determine its condition. DO NOT CLIMB UP ON YOUR ROOF TO CONDUCT THIS INSPECTION.

Did you observe any torn or missing shingles? Yes No

If roof surface is drained with gutters and downspouts, are these systems intact and in good repair? Yes No

Step 8 – Termite and Dry Rot Damage

Are there any noticeable signs of termite and/or dry rot damage to the interior or exterior of your premises? Yes
No

Please identify the location of any noticeable infestation: _____

Step 9 – General Maintenance Request

Please indicate any needed maintenance at your premises at this time:

1. _____
2. _____
3. _____
4. _____

Thank you for your cooperation in completing this health & safety audit of your premises. If there are maintenance items requiring attention at this time, you will be contacted by our Maintenance Division to schedule an appointment for our maintenance personnel to complete the required maintenance.

OFFICE USE ONLY: Follow- Up Required: Yes No

Resident Contact Date: _____ Employee Initials: _____

Work Order(s) Issued: _____

Notes: _____

Mold / Mildew Prevention Guide

Mold or mildew is a type of fungus (plant) growth. It can be black, white or pink in color.

The growth of mold or mildew can occur in any of the following circumstances: when you close your windows tightly, turn up the heat, take a hot shower, cook in a manner that creates steam, use a humidifier, or any number of other combination of circumstances.

The key to prevention of mold or mildew growth is ventilation and the reduction or prevention of moisture within your apartment unit.

The following measures are recommended to protect you and your property from the harmful effects caused by the spread of mold and mildew growth within your premises.

- Notify your Property Supervisor immediately if you are aware of moisture that could result (or has resulted) in mildew and/or mold conditions in or around your premises. This is your responsibility.
- Ventilate your premises when conducting activities that increase moisture in the air (cooking, bathing, using your dishwasher, etc.)
- Promote airflow within your premises whenever possible by opening windows and doors.
- Use dehumidifying crystals where ventilation and airflow are difficult to achieve (closets and cabinets).

In addition, there are a few housekeeping steps you can take to either prevent or to control the growth of mold and/or mildew.

- If you notice the presence of mildew or mold, spray it with a bleach & water solution and simply wipe it off with a sponge or cleaning cloth. NOTE: Be careful to not let any of the bleach come in contact with your skin, fabrics, carpeting or furniture, as it may cause damage to them.
- If condensation is forming on the inside of your windows, open one or more windows in the affected area periodically to circulate fresh air in your home. (Be sure to secure all windows with window locks even when in the open position).
- Leave closet doors open about one inch to allow fresh air circulation and do not lay clothing or boxes directly on the closet floor; these can create warm, damp areas, which promote mold growth.
- During or after taking showers or baths, open a window to allow the steam to escape from the bathroom, or turn on your ceiling fan if you have one.
- If any of your clothing, bedding or carpeting develop evidence of mildew growth, be sure to have them cleaned promptly. Mold and mildew will grow and spread quickly if not destroyed promptly and properly.

SEX OFFENDER DATABASE DISCLOSURE

As the result of recent, highly publicized child abductions throughout the United States, there is a heightened concern about the safety of our children. California provides various informational resources to assist concerned citizens in determining the presence of convicted sex offenders in their communities. We urge you to utilize these resources.

On The Internet:

<http://www.sannet.gov/police/newsflash/sexoffender.shtml>

At San Diego Police Department Headquarters:

Citizens are encouraged to review the Megan's Law information at San Diego Police Department Headquarters at 1400 E Street in downtown San Diego. The database provides more specific information and in most cases a picture of the offender and the violations committed by the registrant. It is available for viewing at the San Diego Police Business Center on the south side of the building from 8:00 AM to 4:00 PM, Monday through Friday. No appointment is necessary.

In order to view the Megan's Law information, you must be a California resident 18 years of age or older, or accompanied by a parent or guardian. You must have a valid California Drivers License or Military I.D. and have no felony convictions. The database can be searched by ZIP code, county or by a particular name. It displays the registrant's picture, commitment offense, aliases and the ZIP code in which he/she resides.