

State of California
Business, Transportation and Housing Agency
Department of Housing and Community Development
Division of Codes and Standards



**EMPLOYEE HOUSING FACILITY
INSPECTION INFORMATION BOOKLET
FOR OWNERS, OPERATORS AND RESIDENTS**

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- *Review Important Information For Owners, Operators and Residents of Employee Housing Facilities Regarding Inspections, Violations and Legal Requirements*
 - *Understand about the Planned Inspection of Your Employee Housing Facility*
 - *Save This Booklet for Future Reference*

EMPLOYEE HOUSING PROGRAM DESCRIPTION

The Employee Housing Program is a part of the Division of Codes and Standards of the State of California Department of Housing and Community Development (“HCD”). The program adopts and enforces statewide regulations for the construction, maintenance, use, and occupancy of employee housing facilities providing living accommodations for five or more employees or farmworkers in order to assure their health, safety, and general welfare.

The HCD Program Staff includes inspectors and managers who directly enforce the Employee Housing Act and oversee enforcement by local enforcement agencies who choose to enforce the provisions of the Employee Housing Act in their jurisdictions. Where local enforcement agencies do not enforce the provisions of the Employee Housing Act, HCD acts as the enforcement agency.



PROGRAM PURPOSE

The Legislature enacted the Employee Housing Act to protect the health, safety and general welfare of persons living in employee housing, and to provide them a decent living environment. The Act provides protection for the general public, who may be impacted by conditions in and around employee housing, and ensures that employee housing owners and operators operate under fair and consistent laws.

PROGRAM HISTORY

Employee housing protections started in 1913. The California Legislature created a commission, which discovered substandard living conditions and inadequate housing in labor camps. The Commission’s recommendations became the Labor Camp Act in 1915. In 1965, the modern version of the Employee Housing Act was adopted by the Legislature, and enforcement of the Act was given to HCD.

Due to the importance of employee housing, and particularly the need for decent and affordable farmworker housing to support California’s agricultural economy, the Employee Housing Act has been modified many times to provide new standards, new

rights, and new remedies for violations. Recent amendments provide special protections for agricultural workers, who include farmworkers, horticultural workers, forestry workers, and others involved in the growth of natural products.

Other State laws also encourage the development and preservation of decent and affordable farmworker housing. HCD has operated and funded construction and rehabilitation of both migrant and permanent farmworker rental and homeowner housing for many years. HCD also provides the Legislature with a "farmworker housing plan" to encourage new farmworker housing. In the 1990's, the Legislature changed the name of "labor camps" to "employee housing". It also mandates cities and counties to allow farmworker housing in single-family homes where there are 5-6 farmworkers, and multi-family units or mobilehome spaces for up to 12 families, when those land uses are deemed the same as other agricultural land uses.

In June, 2000, the Legislature appropriated and Governor Davis signed laws adding over \$50 million for housing programs exclusively for farmworkers, and millions of dollars for other housing programs open to farmworkers and other lower and moderate income households. Some of these funds can be used to save farmworker mobilehome groups in danger of being closed and for farmworkers to buy new mobilehomes. These funds are given to local governments and nonprofit corporations by another branch of HCD, the Division of Community Affairs.

APPLICATION AND SCOPE

1. The Employee Housing Act and regulations set standards for the construction, maintenance, use, and occupancy of living quarters called "employee housing," which are provided for five or more employees under specified circumstances. Employee housing subject to the Act generally is privately owned and operated. It includes government-owned farmworker housing or employee housing when that housing is operated by a private person or corporation.
2. Certain types of housing are exempt from the Employee Housing Act while other facilities may have a partial exemption. (See Health & Safety Code Sections 17030-17039) Examples of these exempt facilities include:
 - Housing maintained in connection with a horse racing facility is not subject to the Act, if it is backstretch housing or housing for persons training or caring for horses.
 - "Employee Community Housing," is exempt if it is a community of at least 200 single-family dwellings of four or more rooms owned and maintained by the employer, pursuant to the provisions of the State Housing Law.
 - Properly maintained permanent housing, including manufactured homes and mobilehomes on a dairy farm, may be exempted from the annual permitting requirements of the Act.

- Certain employee housing related to specific religious or educational activities or owned by nonprofit corporations are exempt from the Act.
3. In general, employee housing is privately-owned housing which houses five or more employees and meets either of the following:
- Living quarters in urban or rural areas provided by an employer in connection with any work, whether or not rent is involved.
[See Health & Safety Code Section 17008(a)]
 - Housing in a rural area which is both:
 - Provided by someone who is not an agricultural employer, and
 - Provided for agricultural workers employed by any agricultural employer. [See Health & Safety Code Section 17008(b)]
4. Employee housing residential accommodations may be of any type, as long as they meet the requirements of laws and regulations. The owner may provide an area or park for mobilehomes or travel trailers, or may provide both the area and living units. The housing may be single-family home, apartments, dormitories, or other structures. The units may be open only part of the year or for the entire year.
5. In most cities and counties, HCD enforces the Employee Housing Act with state inspectors. Some cities and counties, however, have chosen to assume local responsibility for enforcement of the Employee Housing Act, and employee housing owners and residents are directed to local government for permits, inspections, complaints, and investigations.
6. The Employee Housing Laws are contained in the California Health & Safety Code commencing with Section 17000. Copies are available at many libraries and on the Internet at www.leginfo.ca.gov. The Employee Housing Regulations are contained in the California Code of Regulations, Title 25, commencing with Section 600. This Handbook and copies of the regulations are available through the HCD website at <http://www.hcd.ca.gov/codes/eh/>.

ACTIVITIES

In carrying out the Employee Housing Act, enforcement agencies perform a variety of functions. These include:

HCD and LOCAL AGENCIES:

- Issue new permits to operate employee housing and annual renewals which include invoicing employee housing operators, receiving and banking fees, field inspections, and maintaining all records related to the housing.
- Inspect employee housing **prior to occupancy** to assure compliance with the maintenance requirements of laws and regulations.
- Inspect employee housing **during occupancy** to assure compliance with the use, maintenance, and occupancy requirements of laws and regulations.
- Investigate complaints of violations of the Employee Housing Act laws and regulations.

HCD ONLY:

- Investigate complaints of non-enforcement of the Employee Housing Act and regulations by local enforcement agencies that have assumed enforcement of the Employee Housing Act.
- Adopt regulations in the California Code of Regulations, Title 25, Division 1, Chapter 1, Subchapter 3, (“T25, CCR”), beginning with Section 600.
- Conduct annual evaluations of the local enforcement agency's performance enforcing the Act.
- Respond to inquiries and concerns from legislators, local enforcement agencies, employee housing operators and occupants, and advocates for employee housing occupants, and prepare annual report for the legislature.

PLANNED INSPECTIONS

California law requires each enforcement agency to enter and inspect employee housing facilities annually to ensure compliance with the Employee Housing Act. The purpose of the inspection is to identify problems with the employee housing facility, if any exist. One or more of the following documents and directions will be provided at the end of the inspection:

1. The facility is in substantial compliance with the EHA. Upon proof of compliance with zoning requirements (if applicable) and health department requirements and/or building department requirements, the operator may pay the Permit to Operate fees and receive a permit to operate.

2. The facility has violations which are immediate and life-threatening problems of health and safety of the residents or the public. These must be repaired

and/or abated immediately, or within one (1) to five (5) days, depending on the inspector's judgment of the seriousness of the violation. These may include the following types of problems (and solutions):

- * Ungrounded mobilehomes or recreational vehicles: properly ground the structures.
- * Dangerous electrical system: obtain temporary generators and/or a temporary repair or upgrade to the electrical system and/or disconnect all electrical connections.
- * Leaking, inadequate and/or defective septic system or leach fields: Obtain portable toilets and a service contract and/or use water only for health necessities (e.g., no washing machine operation) and/or daily pumping of septic tanks.
- * Leaking or dangerous gas source or lines or interior unvented appliances. Disconnect gas from source and/or appliance and replace with proper fixtures, lines, or container.

Failure to comply with these orders may result in the violations being referred for immediate court orders. These orders may include closing the facility, displacing the residents (with costs being charged to the operator), or appointment of a receiver to make emergency repairs at the owner's expense.

3. The facility has serious violations which are not life-threatening problems related to health and safety, but may cause injury or illness to residents or the public. Usually, the inspector provides an order to correct these problems within 30 days. Depending on the nature of the problem, the number of problems, and the progress being made, the inspector can provide an extension.

No permit to operate is issued until all violations are corrected, and the facility may operate without a permit until corrections occur. Failure to comply with these orders also may result in the violations being referred for court orders if reasonable progress is not being made to correct the problems or if the problem suddenly gets worse without an effort to correct.

4. The facility has violations that currently are not a threat to health and safety, but may be in the future. The report will identify these for correction at a future date, usually before issuance of the next year's permit to operate.

TYPES OF PERMITS

Several types of permits are involved in the construction, repair, and maintenance of employee housing. It is important to know the types of permits, what the general requirements are, and where to obtain them. The most important permits are:

Annual operating permit. This permit is obtained from the Employee Housing Act enforcement agency. A facility inspection is conducted and after correction of any

violations found and after payment of minimal fees, the permit will be issued. It indicates that the facility meets the State Employee Housing Act laws and regulations including the other requirements, as discussed below.

Land use permit. This is a zoning approval for employee housing. The city or county with jurisdiction over the property approves zoning. Generally, housing accommodations must meet the descriptions in the local zoning ordinances. However, the Employee Housing Act provides specific exceptions (Health & Safety Code Sections 17021.5 and 17021.6). The use of a single-family home serving 6 or fewer farmworkers is considered a residential property use. Also, generally, no zoning variance or similar permit is required of employee housing serving 12 or fewer agricultural workers and their families that is not required of any other agricultural activity in the same zone. Check with the local planning department.

Water and sewer/septic systems permits. These permits are necessary to assure safe water and proper disposal of water and other waste into sewers or septic systems. They are issued by the county health department with jurisdiction over the property.

Structure permits. Building permits are for construction and/or repair of employee housing in buildings which are not mobilehomes or mobilehome parks. These are issued by the local city or county building department.

Work Within Mobilehome Parks or RV Used for Employee Housing. Permits are required for construction or repair of mobilehome, RV, or trailer parks used for employee housing. Permits are issued by:

(a) The local city or county building department, when the mobilehomes or RV's are used for the purpose of housing five to 12 agricultural employees on five (5) to 12 spaces (this is not considered a "mobilehome park" or "RV park").

(b) The local city or county building department (if it has jurisdiction over other mobilehome or RV parks in the city or county), when there are either two (2) to four (4) mobilehome, RV's, or spaces or 13 or more mobilehomes, RV's, or spaces (this is considered a "mobilehome park or RV park").

(c) HCD in all other cases

Repair of mobilehomes or recreational vehicles. HCD is the agency which issues building permits for the repair of mobilehomes; no permit is required if original parts are replaced with equivalent parts. No permits are required for the repair of recreational vehicles, including travel trailers.

For questions about which agency is responsible for any permits or inspections, your local government city or county offices and HCD can provide information and direction. Contact HCD as follows:

Southern Area Office:

Mail: HCD, 3737 Main Street, Suite 400, Riverside, CA 92501

Telephone: (951) 782-4420

Facsimile: (951) 782-4437

Northern Area Office

Mail: HCD, 9342 Tech Center Drive, #550, Sacramento, CA 95826

Telephone: (916) 255-2501

Facsimile: (916) 255-2508

HOW TO PREPARE FOR AN INSPECTION (WHAT TO LOOK FOR):

This booklet contains important information about the inspection, violations and related issues. HCD encourages owners and operators of employee housing facilities to review the following list of common violations in preparation for inspection. Many of the violations can be easily corrected before the inspection.

SCOPE OF INSPECTION

Inspections include the facility's open areas, buildings, equipment and electric, gas (if applicable) and sewer/septic systems for proper maintenance and code compliance. Inspections of lots include proper identification of lot lines (mobilehome or trailer lots), utility connections at each home, accessory structure maintenance, separation requirements, and improper use of extension cords, fire hazards, rubbish and other health and safety matters. Documents proving that the utility systems have systems have been approved by the appropriate local agencies will be reviewed.

All facility buildings and equipment enclosures must be accessible for interior inspections at the time of the planned inspection.

Where mobilehomes, travel trailers, or recreational vehicles are owned by the employee housing owner or operator and are provided to the employee, inspections will include the inside as well as the outside.

Where mobilehomes, travel trailers, or recreational vehicles are owned by the employee, inspections generally will be limited to the outside. The inspector may request entry when conditions observed from the outside of the home suggest a potential hazard or a substandard condition exists within the home.

The following is a list of the most common violations found during an inspection of an employee housing facility. This list will assist in assessing whether the facility complies with the requirements of the Employee Housing Regulations (Title 25, California Code of Regulations (“T25, CCR”). Each item identifies the law or regulation that is the authority for the requirement.

EMPLOYEE HOUSING REQUIREMENTS AND REFERENCES

GENERAL:

1. No Employee Housing Act notice is posted in the facility. Post the notice in English and Spanish within the facility. [25 CCR 624 (a)(b)(c)]
2. The facility does not have a bulletin board for posting the required notice. Provide for a bulletin board within the facility. [25 CCR 625 (d)]
3. Insufficient heating exists in the shower room. Provide heating equipment capable of maintaining a temperature of not less than 70 degrees in all shower rooms. [25 CCR 655]
4. Depressions in the ground where water can accumulate. All areas where water can accumulate that are within 200 feet of the facility must be drained or back filled to remove standing water. [25 CCR 700]
5. Areas of untreated standing water exist, which cannot be drained or filled. Treat the water to prevent breeding of mosquitoes, vermin or vectors in accordance with local health department requirements. [25 CCR 700]
6. Domestic animals or poultry are running at large in the facility. Remove all livestock and poultry from the facility and secure or contain all pets or other domestic animals. [25 CCR 702]
7. The housing accommodations do not shelter the occupants from the weather or dampness. Repair and maintain all housing accommodations to provide shelter to the occupants from the weather and dampness. [25 CCR 704 (a)]
8. The housing accommodations contain an accumulation of trash, debris and other deleterious materials. Remove all trash and debris from within the housing accommodations and maintain the housing accommodations clean and free from these materials. [25 CCR 704 (a)]
9. The area grounds contain an accumulation of trash, debris and other deleterious materials. Remove all trash and debris from the area and maintain the area clean and free from these materials. [25 CCR 704(a)]

10. The housing or beds are located too close to pens or structures housing livestock. Remove or move all livestock and or poultry to a location at least seventy five 75 feet from any housing accommodations. [25 CCR 704(b)]
11. The housing accommodations are not maintained in a safe and sanitary condition. Repair and maintain all housing accommodations in a safe and sanitary condition. [25 CCR 710]
12. Buildings used for housing are not properly identified. Provide all housing units with numbers or other suitable identification. Letters or numbers must be at least three (3) inches high and face the street or driveway. [25 CCR 712]
13. The exit facilities are obstructed. Maintain all exits from buildings free and unobstructed at all times. [25 CCR 722]

FIRE AND SAFETY:

14. The sleeping area is overcrowded. Provide at least 50 square feet of floor area with a minimum average ceiling height of seven (7) feet for each resident. [25 CCR 724]
15. Insect screening is missing or damaged on openable windows in rooms used for living, dining, cooking or sleeping. Provide and maintain insect screening on all openable windows in rooms used for living, dining, cooking or sleeping. [25 CCR 728(a)]
16. Exterior door openings of rooms used for living, dining, cooking or sleeping purposes are not provided with self-closing screen doors or self-closing solid wood doors. Install and maintain self-closing screen doors or self-closing solid wood doors on all exterior door openings of rooms used for living, dining, cooking or sleeping purposes. [25 CCR 728(b)(1)]
17. Exterior door openings of bathing and toilet facilities are not provided with self-closing screen doors or self closing solid wood doors. Install and maintain self-closing screen doors or self-closing solid wood doors on all exterior door openings of bathing and toilet facilities. [25 CCR 728(b)]
18. Suitable and separate beds are not being provided for all occupants. Provide suitable and separate beds for all occupants. [25 CCR 732(a)]
19. Beds are not being maintained in a clean and sanitary condition. Maintain all beds in a clean and sanitary condition. [25 CCR 732 (a)]

20. Clean and sanitary bedding is not available to occupants upon request. The facility operator shall provide a mattress or other equally comfortable bedding upon request of the occupants. [25 CCR 732 (b)]
21. Bedding is not being maintained in a clean and sanitary condition. Maintain all bedding in a clean and sanitary condition at all times. [25 CCR 732(b)]
22. Inadequate separation exists between beds. Provide all beds with adequate separation of at least 30 inches from each other. [25 CCR 732(c)(1)(2)(3)(4)]
23. Beds are provided without the required separation or are not separated by a solid partition. Provide a solid separation with a minimum of ten (10) inches clearance from the floor, 18 inches below the ceiling and 24 inches above the topmost bed. [25 CCR 732(d)]
24. The kitchen and/or mess hall area is being used for sleeping purposes. Stop using this area for sleeping purposes. [25 CCR 734]
25. No separate room is maintained and equipped for use as a community kitchen. Provide a separate room that is maintained and equipped for use as a community kitchen where occupants are permitted or required to cook for themselves. [25 CCR 736(a)]
26. No provisions exist for safe storage of food. Provide refrigerated storage capable of maintaining a temperature of 45° (7.2 Celsius) or below for the safe storage of food. [25 CCR 736(b)]
27. Properly maintained dishware and utensils have not been provided to each occupant using the community kitchen. Provide and permanently assign each occupant using the community kitchen, dishware and utensils. [25 CCR 736(c)]
28. Sufficient shelving space has not been provided to each occupant in or near the community kitchen to store food and utensils. Provide and maintain shelving space for each occupant, in or near the community kitchen, to store food supplies and utensils off the floor. Metal containers or other approved containers with tight-fitting lids must be maintained and provided for the storage of open bulk food supplies. [25 CCR 736(d)]
29. The floors, walls, ceilings, tables, shelves and countertops in the community kitchen are not clean and sanitary. Clean all floors walls, ceilings, tables, shelves and countertops in the community kitchen and maintain them in a clean and sanitary condition. Floors, tables, drain boards and countertops must be maintained with cleanable materials that are impervious to moisture. [25 CCR 736(e)].

30. Mess halls, the mess hall kitchen and food handlers have not been approved by the local health department. Provide a certificate of approval issued by the local health department indicating that mess halls, the mess hall kitchen and food handlers comply with the sanitation requirements of California Health and Safety Code, Division 22, Chapter 11, California Restaurant Act, as applicable. [25 CCR 738]
31. Food utensils and implements are not maintained in a clean and sanitary condition. Provide and maintain clean, unbroken and sanitary utensils and implements in which food is prepared or kept or from which food is to be eaten. [25 CCR 740(a)]
32. The mess hall kitchen is not maintained in a clean and sanitary condition. Clean and maintain the floors, walls, ceilings, tables and shelves of all kitchens in a clean and sanitary condition. Floors, tables, drain boards and countertops must be maintained with cleanable materials, which are impervious to moisture. [25 CCR 740(b)]
33. The dining room is not maintained in clean and sanitary condition. Clean and maintain floors, walls, ceilings, tables and shelves of all dining rooms in clean and sanitary condition. Floors, tables, drain boards and countertops must have cleanable materials impervious to moisture. [25 CCR 740(b)]
34. The refrigerators and food storage rooms are not maintained in a clean and sanitary condition. Clean and maintain the refrigerators, floors, walls, ceilings, tables and shelves of all food storage rooms in a clean and sanitary condition. Floors, tables, drain boards and countertops must be maintained with cleanable materials impervious to moisture. [25 CCR 740(b)]
35. Sufficient shelving and containers are not available in or near the community or mess hall kitchen to properly store all food supplies. Provide and maintain sufficient shelving and containers in or near the kitchen to store all food supplies at least six (6) inches (15.2 centimeters) above the floor. Metal or other approved containers with tight-fitting covers must be provided for the storage of all opened or unopened bulk food supplies. [25 CCR 740(c)]
36. Sufficient approved receptacles are not available to contain and dispose of garbage, kitchen waste, and rubbish. Provide and maintain approved covered receptacles for the disposal of all garbage, kitchen waste and rubbish. The receptacles must be emptied when filled and the contents must be disposed of in a sanitary manner. [25 CCR 742]
37. The required type and/or number of fire extinguishers have not been provided in the mess hall kitchen. Provide and maintain approved Class B-C fire extinguishers providing at least 20 units of extinguishing capacity in each mess hall kitchen. [25 CCR 744(a)]

38. The required type and/or number of fire extinguishers are not provided in the dormitories. Provide and maintain approved Class A fire extinguishers providing at least two (2) units of extinguishing capacity for each 5,000 square feet of floor area or portion thereof of any dormitory. [25 CCR 744(b)]
39. The required fire extinguishers are inoperable. Provide and maintain operable fire extinguishers. [25 CCR 744(c)]
40. Materials are on the premises that create a fire hazard. Remove all materials from the premises that may create a fire hazard. [25 CCR 746]

PLUMBING:

41. The number of complying toilets and bathing facilities provided for the occupants of the facility is insufficient. Provide one (1) toilet and one (1) bathing facility for every fifteen (15) occupants of each sex. (for facilities constructed prior to 2/22/73)
[25 CCR 760(a)]
42. The number of complying toilet and bathing facilities provided for the occupants of the facility is insufficient. Provide one (1) toilet and one (1) bathing facility for every ten (10) occupants of each sex. (for facilities constructed after 2/22/73)
[25 CCR 760(b)]
43. The shower wall areas are not cleanable, non-corrosive, and waterproof. Provide and maintain shower wall areas that are cleanable, non-corrosive, and waterproof to a height not less than six (6) feet above the drain outlet.
[25 CCR 760(e)]
44. The floor of the shower compartment does not slope uniformly to a watertight drain outlet. Provide and maintain the floor of the shower compartment to slope uniformly to the drain, and maintain the joint around the drain outlet in a watertight condition. [25 CCR 760(f)]
45. The floor and walls around the urinal are not cleanable, non-corrosive, and waterproof. Provide and maintain the floor space to a point one (1) foot in front of a urinal lip and the wall to a point four (4) feet above the floor and at least one (1) foot to each side of the urinal in a cleanable, non-corrosive, and waterproof condition. [25 CCR 760(h)]
46. The toilet and bathing facilities are not clearly identified. Clearly mark toilet and bathing facilities for "MEN" or "WOMEN". The use of the proper symbols will be permitted. [25 CCR 762]
47. Existing toilet and bathing facilities are not maintained in a separate room or building. Provide and maintain existing toilet and bathing facilities in a separate room or building. [25 CCR 764]

48. The hand-washing facilities are not maintained waterproof. Provide and maintain hand-washing facilities that are constructed or lined with waterproof material. [25 CCR 766(b)]
49. Sinks are not maintained adjacent to toilet facilities. Provide and maintain sinks adjacent to toilet facilities. [25 CCR 766(c)]
50. Clothes washing machines are not connected to an approved drainage systems. Drain all washing machines into a properly vented trap, into a laundry tub tailpiece with watertight connections, into an open standpipe receptor or over the rim of a laundry tub. Wastewater may be disposed of using a different method if approved by the local health department. [25 CCR 768]
51. Inadequate supply of potable water is not available in the facility. Repair and maintain the water supply system to provide the capacity required at the time the system was installed. [25 CCR 770(a)]
52. The water supply system is leaking. Repair the water leaks and maintain the water system free of leaks. [25 CCR 770(b)]
53. The water system is not capable of supplying normal operating pressure to all fixtures. Repair and maintain the water system to provide normal operating pressure to all fixtures. [25 CCR 770(b)]
54. An adequate supply of drinking water is not being provided to residents. Provide and maintain an adequate supply of potable drinking water for all residents. [25 CCR 772(a)]
55. Water faucets are leaking or flowing onto the ground. Repair and/or provide approved drainage for water faucets. [25 CCR 772(c)]
56. Water storage containers are not maintained in a clean and sanitary condition. Provide and maintain clean and sanitary water storage tanks or receptacles and provide covers for the containers to prevent contamination. [25 CCR 772(d)]
57. Common drinking cups are being used for residents. Remove all common drinking cups from the facility. [25 CCR 772(e)]
58. Plumbing fixtures are in a condition to allow back siphoning into the water supply system. Repair and maintain all toilets or other plumbing fixtures to prevent siphonage of water back into the water supply. [25 CCR 774]
59. The underground sewage disposal system is open to the atmosphere. Cover and maintain the underground sewage disposal system insect and rodent-tight. [25 CCR 784]

60. Waste liquids are accumulating on the surface of the ground. Repair and maintain the underground sewage system to prevent surfacing or the accumulation of sewage. [25 CCR 784]
61. The underground septic tank is structurally failing. Repair and maintain the underground septic tanks in a safe and structurally sound condition. [25 CCR 786]
62. The trap and vent connections are not watertight. Repair and maintain trap and vent connections in a watertight condition. [25 CCR 788]
63. There is an open connection to the drain piping. Cap all drain inlets when not in use. [25 CCR 790]
64. There is a leak in the drainage system. Repair and maintain drain lines from all buildings and other housing accommodations in the facility in good working order and all connections to the sewage disposal system shall be maintained watertight. [25 CCR 792]

MECHANICAL:

65. A Liquefied Petroleum Gas (LPG) tank or cylinder is located within an enclosed housing accommodation. Relocate the LPG tank or container outside the housing accommodation. [25 CCR 806(a)]
66. An LPG tank or cylinder located is within five (5) feet of a source of ignition. Relocate the LPG tank or container or remove the source of ignition and maintain a distance of at least five (5) feet between the LPG tanks or containers and any source of ignition. [25 CCR 806(a)]
67. The outlet of an LPG tank or cylinder is less than five (5) feet (1.5 meters) from a building opening, which is below the level of that outlet. Relocate the LPG tank or container and ensure a distance of at least five (5) feet between the LPG tank or container and the building opening. [25 CCR 806(a)]
68. An LPG tank or cylinder is stored beneath a shed or structure in the facility. Remove the tank or cylinder from beneath the structure. [25 CCR 806(b)]
69. An LPG tank or cylinder is stored beneath a mobilehome, recreational vehicle, or commercial coach. Remove the tank or cylinder from beneath the mobilehome, recreational vehicle, or commercial coach. [25 CCR 806(b)]
70. An LPG tank or cylinder is stored beneath a housing accommodation. Remove the tank or cylinder from beneath the housing accommodation. [25 CCR 806(b)]
71. An LPG tank with a capacity of 61 gallons or more is located too close to a building, structure, mobilehome, recreational vehicle, commercial coach or other housing accommodations. Maintain a minimum clearance of ten (10) feet (3

meters) for tanks with a capacity of 61 to 575 gallons (230.5 to 2177.1 liters) and twenty-five (25) feet (7.5 meters) minimum clearance for tanks with a capacity of 576 to 2000 gallons (2177.2 to 7560 liters) from the nearest building, structure, mobilehome, recreational vehicle, commercial coach or other housing accommodations. [25 CCR 806(c)]

72. LPG tanks or cylinders are located adjacent to driveways or parking areas without protection from mechanical damage. Provide protection from mechanical damage for LPG tanks or cylinders located adjacent to driveways and parking areas. [25 CCR 808]
73. The required "No Smoking" warning signs at LPG tank locations are missing. Provide and maintain the required "No Smoking" warning sign(s) at all LPG tank locations. [25 CCR 810]
74. The LPG tank has inadequate support. Provide and maintain a firm pad or foundation for all LPG tanks. [25 CCR 812]
75. Gas supply tubing or connectors are running through a wall or partition. Replace tubing or connectors with approved piping where it passes through a wall or partition. [25 CCR 814]
76. Unused gas outlets are not capped. Cap and maintain capped all unused gas supply outlets. [25 CCR 816]
77. An unvented heater is in use. Remove all unvented heaters. Install heaters in accordance with manufacturer's installation instructions. [25 CCR 820]
78. A gas hotplate, cook stove or range is being used as a room heater. Stop the use of gas hotplates, cook stoves or ranges for room heating. If heat is required, install an approved heating system. [25 CCR 822]
79. The heating and/or air conditioning equipment is not functioning properly. Repair and maintain all heating and/or air conditioning equipment according to the manufacturer's installation instructions. [25 CCR 824]
80. Insufficient clearance exists below the existing heating appliance and combustible materials. Provide and maintain the required clearances between the appliance and combustible materials. [25 CCR 826]
81. No shut-off valve is adjacent to the gas-burning or liquid-burning appliance. Install and maintain a shut-off valve installed in the supply line immediately adjacent to the appliance. [25 CCR 828]
82. The heating and cooking appliance is not maintained clean and grease-free. Clean all heating and cooking appliances and maintain them in a clean and grease-free condition. [25 CCR 828]

83. An appliance vent is not properly connected to the appliance hood collar or draft diverter and is extended without openings through protective flashing to a point above the roof. Install and maintain the vent piping connected to the appliance hood collar or draft diverter and extended without openings through protective flashing to a point above the roof. [25 CCR 833(a)]
84. The appliance vent piping joints are not secured. Secure and maintain all vent joints or connections on the appliance vent. [25 CCR 833(b)]
85. The appliance vent piping is not properly graded. Properly grade and maintain the appliance vent piping. [25 CCR 833(b)]
86. The appliance vent piping is not adequately supported. Properly support and maintain the appliance vent piping. [25 CCR 833(b)]
87. A fuel-burning appliance is vented into a fireplace chimney. Remove the vent into the fireplace chimney and properly vent the appliance. [25 CCR 833(c)]
88. The water heater pressure-temperature relief valve is not provided with a drain to the outside of the building. Provide metal piping installed, undiminished in size, extending from the valve outlet to a point outside of the building not more than two (2) feet nor less than six (6) inches above the ground and pointing downward. [25 CCR 834]
89. The fuel-burning heating appliance compartment is not structurally sound. Repair and maintain the compartment in a structurally sound condition. [25 CCR 836(a)]
90. Inadequate combustion air is provided to the fuel-burning heating appliance compartment. Provide adequate combustion air to the appliance compartment through screened openings. [25 CCR 836(a)]
91. The heating appliance compartment is not maintained clean and free from storage materials. Remove any stored materials and maintain the compartment in a clean condition. [25 CCR 836(b)]
92. The outside heating appliance compartment is not maintained in weatherproof condition. Repair and maintain the outside heating appliance compartment to protect the appliance from the weather. [25 CCR 836(c)]
93. The heating appliances are not secured in place. Secure in place and maintain secured all heating appliances. [25 CCR 838]

ELECTRICAL:

94. The electrical system is in a poorly maintained condition. Repair and maintain all electrical equipment, devices, and safeguards in good working order.
[25 CCR 852]
95. Electrical equipment is in an unsafe condition. Repair and maintain all devices, appliances, fittings, and equipment in the facility in a safe condition using electrical materials approved for the purpose and connected and secured in an approved manner when in service. [25 CCR 854]
96. Electrical conductors are not properly protected. Provide and maintain overcurrent protection for all electrical conductors by means of fuses or circuit breakers rated at not more than the allowable capacity of the conductors.
[25 CCR 858(a)]
97. The overcurrent protection has been altered or tampered with. Replace overcurrent protection for all electrical conductors by means of fuses or circuit breakers rated at not more than the allowable capacity of the conductors.
[25 CCR 858(b)]
98. The service equipment is not weatherproof. Protect all service equipment from exposure to the weather, or replace with approved waterproof equipment.
[25 CCR 860]
99. Inadequate vertical clearances from open overhead electrical conductors exist. Provide and maintain minimum vertical clearance for open electrical conductors.
[25 CCR 862]
100. Overhead electrical conductors located on poles are not properly supported, secured, or routed to clear sharp objects, other conductors and tree branches. Properly support and secure all overhead electrical conductors and route the conductors to avoid damage. [25 CCR 864]
101. Fixed electrical equipment is not properly grounded. Ground all non-current carrying metal parts of fixed electrical equipment. [25 CCR 866]
102. Cord-connected appliances are not effectively grounded. Effectively ground all cord-connected appliances, such as washing machines, dishwashers, garbage disposals, electrical system of gas ranges and furnaces and other equipment required to be grounded, by means of an approved cord with a grounding conductor and a grounded-type attachment plug. [25 CCR 868]
103. Electrical convenience outlets adjacent to fixed appliances are not the grounding type. Provide grounding type outlets located adjacent to all fixed appliances and maintain the required grounded convenience outlets in good working order.
[25 CCR 870(a)]

104. Appliances located adjacent to lavatories, sinks, laundry tubs or within reach of a grounded surface are served by electrical convenience outlets that are not properly grounded. Provide and maintain grounding type outlets for all appliances located adjacent to lavatories, sinks, laundry tubs, or within reach of a grounded surface. [25 CCR 870(b)]
105. Habitable rooms are without the required minimum of one convenience outlet and one supplied electric light fixture. Install and maintain at least one convenience outlet and one supplied electric light fixture in all habitable rooms. [25 CCR 872]
106. No lighting is in bath and toilet rooms. Provide and maintain at least one light fixture in all bathrooms and toilet rooms. [25 CCR 874]
107. The light fixture located over a bathtub or shower is exposed. Enclose the light fixture located over a bathtub or shower with enclosure and gaskets and maintain in a moisture-proof condition. [25 CCR 878]
108. A light switch is located over a bathtub or in a shower compartment. Remove the light switch and reinstall outside of the bathtub space or the shower compartment in a dry location. [25 CCR 880]
109. A light fixture located in or under a range hood is exposed to grease and moisture. Provide the range hood light fixture with an enclosure and enclosure gaskets maintained in good condition. [25 CCR 882]
110. A pull chain switch is located in a damp location. Remove existing pull chain switch and provide an approved electrical switch. [25 CCR 884]
111. A pull chain switch is located over or within reach of a plumbing fixture, cookstove, range, furnace, and other grounded surface. Remove the existing pull chain switch and provide an approved electrical switch. [25 CCR 884]
112. Nonmetallic sheathed (Romex type) cable is exposed to physical or mechanical damage. Provide and maintain protection for all nonmetallic sheathed cable from physical and mechanical damage by running boards, guard strips or installation in conduit. [25 CCR 886]
113. Nonmetallic sheathed (Romex type) cable is loose and unsecured. Secure and maintain all loose nonmetallic sheathed cable in place by staples and straps at intervals not to exceed 4 1/2 feet and within 12 inches from every cabinet, box, or fitting. [25 CCR 888]
114. Electrical conductors are connected or terminated outside approved outlet boxes. Terminate or connect all electrical conductors in an approved outlet box or a junction box rigidly secured to the structure. [25 CCR 890]

115. There are open outlet boxes, fittings or enclosures. Provide and maintain covers on all outlet boxes, fittings and enclosures. Close all openings. [25 CCR 892]
116. Extension cords are being used to energize appliances from lighting fixtures. Remove extension cords that are energizing appliances from lighting fixtures. [25 CCR 894]
117. Flexible electrical cord wiring is being used in place of permanent electrical wiring. Replace all flexible electrical cords being used or maintained as fixed wiring or run through walls and partitions with approved permanent wiring. [25 CCR 896]

MOBILEHOMES, RECREATIONAL VEHICLES, AND COMMERCIAL COACHES:

118. Mobilehomes have been installed in violation of mobilehome installation requirements. Obtain required permits and install all existing mobilehomes identified as “unsafe” and all moved or future mobilehomes in accordance with 25 CCR, Chapter 2, Subchapters 1 and 2, as applicable. [25 CCR 902]
119. (a) Mobilehomes and/or commercial coaches provided by the employer or facility operator do not bear the required California Insignia and/or Federal label indicating compliance with required health and safety standards. Submit a request with appropriate fees for an inspection of these units to determine whether they meet the requirements of Title 25, CCR. [25 CCR 904]

(b) Recreational vehicles being provided by the employer or facility operator do not bear labels or insignias of approval indicating compliance with the appropriate standards, depending on when the vehicle was built. Obtain appropriate labels or insignias for all recreational vehicles being provided for persons other than the vehicle owners. [H&SC sec. 18027.3(b) or (c)]
120. (a) A mobilehome required to bear a California insignia of approval and/or a Federal label has been altered or converted without the required alteration permit. Correct and maintain mobilehomes required to bear a California insignia of approval and/or a Federal label in compliance with CCR, Title 25, Chapter 3, Subchapters 1 and 2. Prior to making any alteration or conversion, a permit must be obtained from HCD. [25 CCR 908]

(b) A recreational vehicle has been altered or converted in a manner that is inconsistent with the applicable standards. Correct the alteration or conversion so that the recreational vehicle complies with the applicable standards [H&SC sec. 18027.3(h)]
121. Tents provided by the operator do not meet the minimum health and safety requirements. Maintain the tents provided by the operator with tight wooden floors raised at least four inches above the ground level and equipped with baseboards on all sides to a height of at least six inches or provide concrete

slabs with the finished surface at least four inches above grade and equipped with curbs on all sides at least six inches high. [25 CCR 910(a)]

122. A tent is being used as a sleeping place when it is necessary to provide heating facilities in order to maintain a minimum temperature of 50° Fahrenheit within the tent. A tent is not considered a suitable sleeping place when it is necessary to provide heating in order to maintain a minimum temperature of 50° Fahrenheit within such tent during the period of occupancy. Provide and maintain suitable sleeping facilities for employees when outside temperatures require heating facilities to maintain a minimum temperature of 50° Fahrenheit in the sleeping area. [25 CCR 910(b)]

ELECTRICAL (MOBILEHOME/RECREATIONAL VEHICLE LOT):

123. The facility/lot electrical service equipment is not accessible for inspection, repair, or disconnection in case of emergency. Provide unobstructed access 36" deep in front by 24" wide by 78" high in front of electrical equipment. [25 CCR 1183, 2183, Reference: California Electrical Code 110.2616(A)]
124. The lot electrical service equipment does not have the capacity to properly supply the installed manufactured home/mobilehome or recreational vehicle. Provide lot electrical service equipment properly sized to supply the connected unit. [25 CCR 1188, 2188]
125. The overcurrent protective device at the lot electrical service equipment is rated greater than the ampacity of the manufactured home/mobilehome or recreational vehicle cord or feeder conductors. Provide properly sized overcurrent protection (breakers/fuses). [25 CCR 1148(a), 2148(a), Reference: California Electrical Code Tables 310-16, 310-17, 310-18 and 310-19.]
126. The lot/facility electrical service equipment is in disrepair or substandard condition and/or not weatherproof. Repair or replace the lot/park electrical service equipment. [25 CCR 1134(a), 1170(a), 2134(a), 2170(a), Reference: California Electrical Code Article 230]
127. The lot/facility electrical service equipment has exposed live electrical parts. Cover all exposed live electrical parts and plug unused openings in electrical equipment. [25 CCR 1134(a), 1170(a), 1188, 2134(a), 2170(a), 2188, Reference: California Electrical Code, Article. 230-62]
128. The conductors supplying the lot electrical service equipment are undersized. Provide feeder conductors sized for the lot electrical service equipment demand. [25 CCR 1134(a), 1180, 2134(a), 1180; Reference: California Electrical Code, Article 230]

129. The lot electrical service equipment is not properly grounded. Provide a protected and properly-sized copper grounding conductor from the equipment to the grounding electrode. [25 CCR 1162, 1166, 2162, 2166]
130. The lot electrical service equipment is subject to damage by vehicles. Protect the equipment by installing posts or other type of permanent barriers. [25 CCR 1178, 2178]
131. The lot service equipment support is inadequate and/or deteriorated. Repair or replace the supports. [25 CCR 1182 (b), 2182(b)]
132. Overhead conductors are located less than eight feet over the mobilehome, or recreational vehicle roof. Relocate the overhead conductors to provide at least eight feet of clearance. [25 CCR 1134(b), 2134(b); California Public Utilities Commission Rules for Overhead Electrical Line Construction, GO #95, Table 1]
133. The overhead conductor support structures are inadequate and/or have deteriorated. Repair or replace support structures in accordance with the California Public Utilities Commission Rules for Overhead Electrical Line Construction, General Order No. 95. [25 CCR 1134 (b); PUC GO 95]
134. Exposed non-metallic electrical cable (Romex type) is being used where it is subject to physical damage. Remove the wiring or install in an approved manner. [25 CCR 1134 (a); Reference California Electrical Code, Article 334]
135. The electrical distribution panels, overcurrent devices, fuses or switches which serve the space, fixture, device or other equipment controlled at the distribution panels are not clearly and permanently marked. Clearly and permanently mark electrical distribution panels, overcurrent device, fuses or switches to identify the space, fixture, device or other equipment controlled at each distribution panel. [25 CCR 1134(a); Reference California Electrical Code, Article 230]

GENERAL

136. An accumulation of refuse, garbage, rubbish, lumber, waste paper, hay, weeds, litter, or other combustible waste is on the roof, in the vacant lot, or in the open space. Collect and dispose of these materials. [25 CCR 1120, 2120]

FIRE AND SAFETY:

137. No operable water outlet for fire suppression is at the individual lot. Provide a ¾-inch valved water outlet (hose-bib) designed for connecting a ¾-inch female swivel hose connection for fire suppression on the lot. [25 CCR 1308, 2308]
138. Existing fire suppression equipment is not maintained in operable condition. Repair or replace the fire suppression equipment so that it is operable. [25 CCR 1300, 2300]
139. The mobilehome or recreational vehicle is located closer than the required minimum six (6) feet from a permanent building or adjacent mobilehome or recreational vehicle. Relocate the mobilehome or recreational vehicle to provide at least a six (6) foot separation between the permanent building or adjacent mobilehome or recreational vehicle or provide an approved fire protection equivalent. [25 CCR 1330(a), 2330(a)]
140. Water accumulation under the manufactured home/mobilehome or recreational vehicle does not drain or dissipate within a reasonable period creating a health threat. Re-grade or otherwise drain the standing water or install an approved drainage system. [25 CCR 1116. 2116]
141. A mobilehome or recreational vehicle is located closer than three (3) feet to a lot line and is within six (6) feet of combustible construction on an adjacent lot. Provide a six (6) foot separation from combustible construction on the adjacent lot or approved fire protection equivalent. [25 CCR 1330 (a), 2330(a)]
142. The lots are not identified. Provide numbers or designated street addresses for all lots in a conspicuous location for easy identification by emergency vehicles. [25 CCR 1104, 2104]

GAS SYSTEMS (MOBILEHOME PARK/RECREATIONAL VEHICLE PARK)

143. A park LPG tank, or its equipment, is not protected from vehicular damage. Provide approved mechanical protection by posts, fencing, or other permanent barrier. [25 CCR 1228, 2228]
144. Inadequate clearance exists around an LPG tank. Provide adequate clearance to all structures, sources of ignition, or property lines. [25 CCR 1212, 2212]
145. The gas meter is not properly supported. Provide adequate support for the gas meter by means of post and bracket, or other approved means providing equivalent support. [25 CCR 1226(a), 2226(a)]

146. The gas outlet riser is subject to damage from vehicular traffic or other causes. Provide approved mechanical protection by posts, fencing or other permanent barrier. [25 CCR 1228. 2228]
147. The lot gas shutoff valve and/or the meter is located under the manufactured home/mobilehome or recreational vehicle in an inaccessible and/or unvented location. Relocate the lot gas shutoff valve and/or meter or provide access and ventilation. [25 CCR 1220(c), 1226(b), 2220(c), 2226(b)]
148. An unused lot gas outlet is not capped or plugged to prevent accidental discharge of gas. Install an approved cap or plug on the unused gas outlet. [25 CCR 1220(d), 2220(d)]
149. A fuel gas leak exists at the lot service. Immediately repair the fuel gas piping. [25 CCR 1102, 1206, 2102, 2206]

PERMIT REQUIREMENTS (MOBILEHOME PARKS/RECREATIONAL VEHICLE PARKS)

150. Installations and/or construction have been performed without a permit. No person shall erect, construct, reconstruct, install, relocate, or alter building, structural, or accessory structures, any electrical, mechanical, or plumbing equipment, fuel gas equipment, or fire protection equipment without first obtaining a written construction permit. [25 CCR 1018(a), 2018(a)]
151. A manufactured home/mobilehome has been installed without a valid permit. Obtain a permit to install the unit. [25 CCR 1324]

SEWAGE SYSTEMS (MOBILEHOME PARKS/RECREATIONAL VEHICLE PARKS)

152. A sewage leak exists at the lot drain. Immediately repair the leak and maintain the park sewer system. [25 CCR 1246, 1606, 2246, 2606]
153. The lot sewer inlet and/or clean out is open. Provide a gas-tight cap or plug when not in use. [25 CCR 1254, 2254]

SUBSTANDARD CONDITIONS (MOBILEHOME PARKS/RECREATIONAL VEHICLE PARKS)

154. Structural hazard(s) exist in the park building(s) causing the building to be substandard. Make the necessary repairs to eliminate the hazardous condition(s). [25 CCR 1605(c), 2605(c)]

155. Electrical hazard(s) exist in the park building(s) causing the building to be substandard. Make necessary repairs to the electrical system and eliminate the hazardous electrical condition. [25 CCR 1605(d), 2605(d)]
156. Plumbing hazard(s) exist in the park building(s) causing the building(s) to be substandard. Make all necessary repairs and eliminate the hazardous plumbing condition(s). [25 CCR 1605(a), (e), 2605(a), (e)]
157. Mechanical hazard(s) exist in the park building(s) causing the building(s) to be substandard. Make all necessary repairs and eliminate the mechanical hazard(s). [25 CCR 1605(f), 2605(f)]
158. A substandard mobilehome is in the facility. Make all necessary repairs and eliminate the conditions causing it to be substandard. [25 CCR 1606]
159. A substandard recreational vehicle is in the facility. Make all necessary repairs and eliminate the conditions causing it to be substandard. [25 CCR 1607]