**SAMPLE Carbon Monoxide (CO) Detection Requirements Checklist**

Overview:

The sample CO Detection Requirements Checklist is an optional form that may be used to screen for and determine whether CO detection requirements are met. HOPWA programs may edit or add to this checklist as needed based on local CO detection requirements. For example, if your community has more restrictive CO detection requirements, those requirements may be added.

As a reminder, changes to this checklist should not include information that will directly or indirectly disclose an assisted household’s HIV status. HOPWA programs must ensure that changes do not include references to the HOPWA program, the HOPWA Notice CPD-22-15 or an agency name/telephone/email address specifically tied to HIV status. For questions about HOPWA confidentiality requirements, in the HOPWA program, please review the [HOPWA Confidentiality User Guide](https://files.hudexchange.info/resources/documents/HOPWA-Confidentiality-User-Guide.pdf).

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**SAMPLE Carbon Monoxide (CO) Detection Requirements Checklist**

*This sample checklist is based on the applicable standards provided by* [*chapter 9*](https://codes.iccsafe.org/content/IFC2018/chapter-9-fire-protection-and-life-safety-systems) *and* [*chapter 11*](https://codes.iccsafe.org/content/IFC2018/chapter-11-construction-requirements-for-existing-buildings) *of the 2018 International Fire Code (IFC). State or local law that imposes more stringent standards related to the installation and maintenance of carbon monoxide alarms or detectors in housing must be followed.*

**Section 1:** In this section, enter the date, unit address, and name and title of the person completing the inspection or self-certification.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ Unit Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check one: [ ]  Program Inspection [ ]  Self-Certification

Name of person completing the inspection: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of the person completing the inspection: ­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Case manager, program staff, property manager, landlord, tenant, etc.)

**Definitions**:

* Fuel-burning appliance or fireplace - Any appliance or fireplace that burns combustible fuel. Examples include, but are not limited to, fireplaces, cooking stoves, heaters, furnaces, boilers, hot water heaters, clothes dryers, or refrigeration units that burn natural gas/propane, wood/pellets, or petroleum-based fuels such as diesel, kerosene, or oil.
* Dwelling Unit – A unit that provides complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking, and sanitation. A dwelling unit can be a single-family home, a multi-unit apartment building, or an efficiency (zero-bedroom).
* Sleeping Unit – A unit that provides rooms or spaces for one or more persons, includes permanent provisions for sleeping, and can include provisions for living, eating, and either sanitation or kitchen facilities **but not both**. Such rooms and spaces that are also part of a dwelling unit are not sleeping units. A sleeping unit can be a single room occupancy (SRO) or hotel/motel room.
* Private Garage – An enclosed or partially enclosed structure for the storage of one or more vehicles, in which structure no business or service is conducted for profit or otherwise.
* Communicating opening – An opening through which CO gas can enter the unit. Examples include, but are not limited to, doors, windows, vents, hallways, stairways, pass-throughs, etc.
* Open-ended Corridor - An interior corridor that is open on each end and connects to an exterior stairway or ramp at each end with no intervening doors or separation from the corridor.
* CO Alarm - A self-contained, single or multiple-station alarm intended to detect carbon monoxide gas and alert occupants by a distinct audible signal. It incorporates a sensor, control components, and an alarm notification appliance in a single unit. A CO alarm may be hard-wired, plugged into an electrical outlet, or battery-operated. A combination smoke/CO alarm is acceptable in place of a CO alarm.
* CO Detector - A device with an integral sensor to detect carbon monoxide gas and transmits an alarm signal to a connected alarm control unit. It is usually part of a larger, central detection and alarm system that is monitored by a central control unit and is most commonly seen in larger multi-unit occupancies.

**Section 2: Conditions for CO detection requirements.** Complete this section as it pertains to the conditions present in the dwelling or sleeping unit.

*To correctly answer the questions below and ensure compliance with CO detection requirements, present and properly installed CO detection is defined as follows:*

* *CO detection (either alarm or detector) is present in the immediate vicinity of all bedrooms/sleeping units if the fuel-burning appliance is outside of the bedroom/sleeping unit and its attached bathroom. Note: Immediate vicinity is not defined in Chapter 9/11 of the 2018 International Fire Code. Grantees must define "immediate vicinity" and utilize the definition consistently throughout their service area. A common interpretation of immediate vicinity is within 10 feet. Whatever definition the grantee adopts must be consistent with any State or local requirements.*
* *CO detection (either alarm or detector) is present in sleeping units and bedrooms where a fuel-burning appliance or fireplace is located within the sleeping unit/bedroom or its attached bathroom.*
* *All required CO alarms and/or combination smoke/CO alarms have been tested and appear to be functioning properly.*
* *All required CO alarms are listed in accordance with UL 2034 and required combination smoke/CO alarms must be listed in accordance with UL 2034 and UL 217.*
* *All required CO alarms and/or combination smoke/CO alarms are hard-wired with a battery backup for power outages UNLESS the unit is in a building without commercial power and a battery-powered CO alarm or combination smoke/CO alarm is an acceptable alternative.*
* *If a CO* ***detector*** *is present to satisfy detection requirements, it must be properly located, signal to a central control unit, ring an alarm to an approved location, and appears to be part of a properly functioning system.*

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| **Column 1** | **Column 2** |
| Check boxes as directed based on your answers to questions in Column 2. | Answer each question regarding the various conditions that may be present in the unit and follow guidance to complete Column 1 for each question. Definitions are provided in Section 1 and the description of properly installed CO detection is listed above to assist with answering the questions and ensuring the requirements are met.  |
| **Question 1:**[ ]  Requirement met. [ ]  Action needed to meet requirement.[ ]  Not Applicable.**Type(s) of detection present:**[ ]  CO Alarm [ ]  CO Detector [ ]  Combination CO/Smoke Alarm [ ]  None  | **1a.** *Is there a fuel-burning appliance or fireplace located* ***within*** *the dwelling/sleeping unit?*[ ]  Yes - CO detection is required in the unit: no exception. Proceed to Question 1b. [ ]  No - This condition does not apply. Check “Not Applicable” in Column 1 and go to Question 2.**1b.** *Is properly installed CO detection present in the unit as defined above?*[ ]  Yes - CO detection is present in the unit and meets the requirements for this condition. Check “Requirement met” and select the type of detection present in Column 1 and then proceed to Question 2. [ ]  No – CO detection is not present and/or it does not meet the requirements. Check “Action needed to meet requirement” and select the type of detection present in Column 1 and then proceed to Question 2. |
| **Question 2:**[ ]  Requirement met. [ ]  Action needed to meet requirement.[ ]  Not Applicable.**Type(s) of detection present:**[ ]  Alarm [ ]  Detector[ ]  Combination CO/Smoke Alarm [ ]  None  | **2a.** *Is the dwelling/sleeping unit* *served by a fuel-burning, forced-air furnace?*[ ]  Yes – CO detection is required in the unit unless an exception applies. Proceed to Question 2b.[ ]  No - This condition does not apply. Check “Not Applicable” in Column 1 and go to Question 3.***2b****: Is properly installed CO detection present in the unit as defined above?*[ ]  Yes - CO detection is present in the unit and meets the requirements for this condition. Check “Requirement met” and select the type of detection present in Column 1 and then proceed to Question 3. [ ]  No, BUT *the first room or area served by each main heating duct leading to the unit has a CO* ***detector***. Check “Requirement met” and select the type of detection present in Column 1 and then proceed to Question 3.[ ]  No – CO detection is not present or installed in the approved location(s). Check “Action needed to meet requirement” and select the type of detection present in Column 1 and then proceed to Question 3. |
| **Question 3:**[ ]  Requirement met. [ ]  Action needed to meet requirement.[ ]  Not Applicable.**Type(s) of detection present:**[ ]  Alarm [ ]  Detector [ ]  Combination CO/Smoke Alarm [ ]  None  | **3a.** *Is the dwelling/sleeping unit* *located in a building that contains a fuel-burning appliance or fireplace that is located outside of the unit?*[ ]  Yes – CO Detection is required in the unit unless an exception applies. Proceed to Question 3b. [ ]  No - This condition does not apply. Check “Not Applicable” in Column 1 and go to Question 4.***3b****: Are there any communicating openings between the fuel-burning appliance or fireplace and the unit?*[ ]  Yes - CO Detection is required in the unit unless an exception applies. Proceed to Question 3c.[ ]  No - This condition does not apply. Check “Not Applicable” in Column 1 and go to Question 4.***3c****: Is properly installed CO detection present in the unit as defined above?*[ ]  Yes - CO detection is present in the unit and meets the requirements for this condition. Check “Requirement met” and select the type of detection present in Column 1 and then proceed to Question 4. [ ]  No, BUT there is a CO **detector** installed in an approved location between the fuel-burning appliance or fireplace and the dwelling/sleeping unit OR on the ceiling of the room that contains the fuel-burning appliance or fireplace. Check “Requirement met” and select the type of detection present in Column 1 and then proceed to Question 4. [ ]  No - CO detection is not present or installed in the approved location(s). Check “Action needed to meet requirement” and select the type of detection present in Column 1 and then proceed to Question 4. |
| **Question 4:**[ ]  Requirement met. [ ]  Action needed to meet requirement.[ ]  Not Applicable.**Type(s) of detection present:**[ ]  Alarm [ ]  Detector [ ]  Combination CO/Smoke Alarm [ ]  None  | **4a.** *Is the dwelling or sleeping unit located in a building that contains or is attached to a private garage*?[ ]  Yes - CO detection is required in the unit unless an exception applies. Proceed to question 4b.[ ]  No - This condition does not apply. Check “Not Applicable” in Column 1 and proceed to Question 5.***4b****: Is the unit located within 1 story directly above or below the garage?*[ ]  Yes - CO detection is required in the unit. Proceed to question 4c. [ ]  No - This condition does not apply. Check “Not Applicable” in Column 1 and proceed to Question 4c. **4c***:* *Is properly installed CO detection present in the unit as defined above?*[ ]  Yes - CO detection is present in the unit and meets the requirements for this condition. Check “Requirement met” and select the type of detection present in Column 1 and then proceed to Question 5. [ ]  No – CO detection is not present and/or it does not meet the requirements. Check “Action needed to meet requirement” and select the type of detection present in Column 1 and then proceed to Question 5. |
| **Question 5:**[ ]  Requirement met. [ ]  Action needed to meet requirement.[ ]  Not Applicable.**Type(s) of detection present:**[ ]  Alarm [ ]  Detector [ ]  Combination CO/Smoke Alarm [ ]  None | ***5****:* *Are there any communicating openings between the garage and the unit?*[ ]  Yes - CO detection is required in the unit unless an exception applies. Proceed to Question 5a.[ ]  No- This condition does not apply. Check “Not Applicable” in Column 1.***5a****:* *Is properly installed CO detection present in the unit as defined above?*[ ]  Yes –CO detection is present in the unit and meets the requirements for this condition. Check “Requirement met” and select the type of detection present in Column 1. [ ]  No, BUT a CO **detector** is installed in the approved location between the garage and the unit. Check “Requirement met” and select the type of detection present in Column 1. [ ]  No, BUT the garage is connected to the unit via an open-ended corridor. Check “Requirement met” and select the type of detection present in Column 1. [ ]  No – CO detection is not present or installed in the approved location(s). Check “Action needed to meet requirement” and select the type of detection present in Column 1. |

**Section 3: Final Determination.** Based on the answers in the above Sections, select whether the unit meets CO detection requirements.

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| Based on the inspection of the unit for CO detection requirements and responses to the questions on this checklist, does the unit meet CO detection requirements? [ ] Yes – This unit meets CO detection requirements/ is exempt from CO detection requirements. *This box should only be checked if ALL questions in Column 1 are marked “Requirement met” and/or “Not Applicable”.* [ ]  No – This unit does not meet CO detection requirements. **Assistance cannot be provided until CO detection requirements are met.** *This box should be checked if any of the questions in Column 1 are marked “Action needed to meet requirement”.***NOTES, including actions needed to meet CO detection requirements if applicable:** |