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HOUSING AUTHORITY OF THE CITY OF SEATTLE

MANUAL OF OPERATIONS

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**SUBJECT:** Smoke Detectors

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**SCOPE:** This policy shall apply to all housing programs administered by the Seattle Housing Authority.

**POLICY:**

In compliance with Washington State Law, the Seattle Housing Authority has installed a smoke detection device in each of its dwelling units. This policy has been written to clearly define the responsibility of both the Housing Authority and its residents in regard to installation and maintenance of the smoke detection device.

It shall be the responsibility of the Housing Authority to inform it's residents as to the location of each smoke detection device in the unit, and instruct them on the purpose, operation and maintenance of the device(s). The Housing Authority shall inspect and test all smoke detection devices at the time of vacancy and make the necessary repairs or replacements to insure that the smoke detector devices are operational prior to re-occupancy.

It shall be the responsibility of the resident to ensure that the smoke detector is in fully operational condition at all times during their tenancy and to immediately report any malfunction to the Housing Authority.

**PROCEDURE:**

1. New residents at the time of leasing shall be advised of the presence of smoke detectors and other life / safety systems in their units and building. Residents shall be shown the location of smoke detectors, and shown how to test these detectors for proper functioning. In each instance Housing Operations staff shall complete and the resident shall be required to sign an SHA-802 Fire Safety Addendum (Exhibit No. 1) indicating compliance with this requirement. A copy of the SHA-802 shall be given to the resident and the original placed in the resident's file.
2. Each year a SHA employee shall test the unit's smoke detector(s). If the device does not function properly, a Maintenance Work Order (MWO) shall be processed as an emergency repair.
3. If the resident is home, he/she shall be advised that SHA maintenance staff will complete repairs to the smoke detector(s) within 24-hours. Notice will be left if the resident is not home.
4. Any resident who fails to comply with the requirements as outlined in section 1. of the Fire Alarm Addendum shall be charged a \$75.00 fine for the violation. Violations include disabling a smoke detector; removing a smoke detector; failing to properly maintain the detector failing to replace batteries, if applicable; failing to report a malfunctioning detector, unplugging a detector (inside it's mounting box), allowing it to dangle by it's wiring, and covering it.

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Rescinds L12.2-2 effective 3/1/87. Policy revised to comply with RCW 59.18.060(11). A \$75 fine will be charged to residents who don't comply with requirements. SHA-802 title changed from "Smoke Detector Notice" to "Fire Safety Addendum". SHA-814 is obsolete and was deleted from policy.

**In MLS**

- Select "*Charge a Tenant*"
  - Enter the charge using bill code: 0009
  - Override the description and enter "smoke detector fine"
5. Staff shall issue a 10-Day Notice to Comply as notification of the violation and fine.
  6. Residents would still be responsible for any and all charges associated with the repair or replacement of the smoke detector(s).

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