

**HEATING SYSTEM MAINTENANCE REQUIREMENTS FOR RENTAL PROPERTIES
FINAL NOTICE**

TO: All those with an interest in residential rental properties in the City of Ann Arbor: This notice supplements the City of Ann Arbor's Housing Code Chapter 105, Section 8:506 "Heating Facilities". The City of Ann Arbor's Building Department consulted with groups including property owners and tenant representatives and arrived at this language. It was reported to the Housing Board of Appeals May 15, 2001 and becomes effective November 15, 2001. It gives additional requirements for the maintenance of heating systems. If you have questions, please call the Building Department's Housing Bureau at 734-994-2678. rev. Feb. 12, 2003

**Administrative Decision:
Inspection of Heating Facilities**

The following decision is being reported in accordance with Chapter 105, Section 8:512(1) to address procedures involved in determining the service intervals of heating facilities.

The City Housing Inspection Bureau shall adhere to the definitions and guidelines contained in this decision.

A. Definitions

As used in this decision, the following terms shall have the following meanings:

- (1) **Licensed Mechanical Contractor:** A person or entity currently licensed by the State of Michigan under the Forbes Mechanical Contractors Act, being Act 192 of 1984, and carrying the requisite endorsement(s) under Section 6(3) of this Act.
- (2) **Heating Facilities:** Shall include, but not be limited to, forced air furnaces, boilers and other HVAC equipment along with associated controls, blowers, plenums, vent connectors, chimneys, heat exchangers and other related equipment.
- (3) **Complete Inspection:** Shall include a check of the heating facilities and service and cleaning as required to certify that the heating facilities are in a safe and good working condition per/ section 8:506. A complete inspection shall include, but not be limited to, a check of the heat exchanger and safety controls.

B. Inspections of Heating Facilities

- (1) Prior to the issuance or renewal by the City of a Certificate of Compliance, the heating facilities shall have a complete inspection by a licensed mechanical contractor. The inspection shall be performed within five years prior to the expiration of the current Certificate of Compliance and no more than five years shall elapse between inspections.
- (2) A record of each inspection shall be supplied to the Housing Bureau of the City of Ann Arbor upon request.

- (3) A written record of an inspection shall include the name of the contractor who performed the work, the date of the inspection, the address and dwelling unit number, and that the heating facilities were checked, serviced & cleaned as required. The written record shall include the type of services performed by the contractor.
- (4) This written record may appear on an invoice or as a separate document and shall be signed by the contractor or the contractor's authorized representative. A current State Boiler Inspection approval shall be an acceptable record of inspections.
- (5) This inspection requirement shall not be required if the forced air furnace, boiler or other central heating device was new and installed within five years of the expiration of the existing Certificate of Compliance. The installation of new equipment requires permits, inspection, and approval by the City.
- (6) This decision shall not limit or restrict inspection of heating facilities, and shall not limit the inspectors authority to cite violations or alter the required inspection period, based upon observation of potentially unsafe conditions or complaint.

C. Large Properties

For the first renewal of the Certificate of Occupancy following the effective date of this administrative decision, a property with more than fifty separate central heating facilities may elect to fulfill the requirements of Section (B) for a minimum of 50% of the total number of heating facilities on the site. If more than 5% of the inspections report heating facilities not in safe and good working condition as determined by the mechanical contractor, inspections for all heating facilities shall be required.

D. Effective Date

This decision shall become effective six months after it is reported to the Housing Board of Appeals. Upon approval the Housing Inspection Bureau shall notify all registered owners and/or agents of the requirements of this administrative decision.