



CITY OF SAINT PAUL

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TENANT HANDOUT

FIRE EXTINGUISHER - If there is not one in your apartment unit, there should be one in the hallway within 50 feet of your door. (Four units or larger)

SMOKE DETECTORS - There needs to be one in the area near the outside of your bedroom(s). Test it at least monthly. If your smoke detector does not work, contact your landlord immediately. Never tamper with the smoke detector by removing the battery or covering it.

FIRE ALARMS - Your apartment building may have smoke detectors in the hallway and pull stations by each exit. The alarm system cannot be silenced by the caretaker. The fire department must be called. (16 or more units or three stories above grade)

EVACUATION PLANNING - Know and practice your building's evacuation plan.

HEAT - The furnace should be able to heat your apartment to 68 degrees, even when the temperature outside is -20 degrees below zero. This is a year-round requirement.

FURNACE ROOM - Do not store any combustible materials, such as cardboard boxes, paper, clothing, etc., in the building's furnace or mechanical room.

BATHROOM AND SINKS - The sinks, tubs, showers and toilets need to be connected to the sewer and water system and supplied with adequate hot water where applicable. Your bathroom cannot have carpeting and should have either a window or a vent fan. Water temperature must be between 120 degrees and 130 degrees to prevent burns.

ALL REQUIRED AND SUPPLIED FACILITIES AND EQUIPMENT - The appliances in your apartment that were supplied by the landlord must work and be maintained so they work properly and safely. (An air conditioner is not required, but if it is provided, it must work)

PATIO/GLIDER DOORS AND WINDOWS - Must have a removable track filler or a key operated bolt lock.

APARTMENT DOORS - Your apartment door must be equipped with a 1" deadbolt lock and substantially secure from illegal entry. The door leaving the apartment building must be able to be opened from the inside without a key. Storage is not allowed in stairways halls or blocking doors.

WINDOWS - Windows must be in sound condition, have no broken glass, be able to be held in the "open" position, have a lock and have a screen.

BEDROOM WINDOWS - One window from each sleeping room must be openable easily from the inside. If the window has security grates or bars, those must also open easily from the inside. Nothing can be blocking the window, including furniture or storage.

FLOORS/WALLS/PAINT/CABINETS/WOODWORK - All must be in good condition. Any peeling or flaking paint must be removed and repainted. All paint must be non-lead based.

ELECTRICAL - Most rooms require at least two outlets. The kitchen requires three. Extension cords cannot be used to replace permanent wiring.

EXTERIOR LIGHTS - Garages and parking lots must be adequately lit for security.

NUMBER OF EXITS - There must be two exits from the second floor if the occupant load exceeds ten persons. Third floor and above must always have two exits.

HALLWAYS AND STAIRWAYS - Common halls and stairways must have adequate illumination.

LANDLORD/CARETAKER ACCESS - The landlord/caretaker must give the tenant reasonable prior notice for access to the tenant's apartment for the purpose of inspection, maintenance, repairs or alterations.

GASOLINE PROPANE STORAGE - No gasoline or flammable liquids can be stored in a residential building unless in an approved fire rated room or cabinet. Flammable liquids can never be stored in a room with a furnace or water heater. Propane cannot be stored in the building. Gasoline can never be stored in the basement.

WOOD STOVES - Are not allowed in residential garages or where flammable liquids are used or stored.

EXTERMINATION - The owner is responsible for exterminating insects and rodents in all areas of the building and premises.

TOTAL UNIT GROSS FLOOR AREA

1 occupant - 150 square feet
100 square feet for each additional occupant.

GROSS SLEEPING ROOM/FLOOR AREA

1 occupant - 70 square feet
2 or more occupants - 50 square feet per person

TENANT SANITATION/RESPONSIBILITIES

- § **The tenant's apartment must be kept in a clean and sanitary condition and free from excess combustibles.**
- § **The tenant must dispose of all his/her refuse and garbage in a clean and sanitary manner by placing it in approved refuse and garbage containers.**
- § **The tenant must keep the supplied fixtures therein clean and sanitary and be responsible for the exercise of reasonable care in their proper use and operation.**
- § **Every fixture furnished by the tenant must be properly installed and maintained in good working condition and be kept clean, sanitary and free from defects, leaks or obstructions.**

GARBAGE CONTAINERS - The owner is required to furnish sufficient containers with lids and weekly garbage pick-up.

ROOMING UNITS/ADDITIONAL REQUIREMENTS

1. Cannot contain cooking or eating facilities. (i.e., stoves, hot plates, microwaves)
2. A bathroom containing a hand sink, toilet and tub or shower must be available within the structure directly accessible without going outside and be on the same floor or a floor adjacent to the rooming unit. One bathroom must be available for each five persons (or fraction thereof).
3. Each sleeping room must contain at least 70 square feet of floor area or 60 square feet per person for two or more people.
4. Owners are responsible for weekly changes of supplied linens and towels.
5. Every rooming unit must be supplied with shades, drapes or other materials affording privacy.
6. The occupant is responsible for the sanitary maintenance of all walls, floors and ceilings of the rooming unit. Supplied equipment and every other part of the rooming unit and common, shared or public areas is the responsibility of the owner operator.

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