



PEACE OUTside Campus The Lindsey M. Bonistall Foundation

Certified Off Campus Housing Program

1. ORGANIZATION

1.1. PEACE OUTside Campus, The Lindsey M. Bonistall Foundation has developed the Certified Off Campus Housing Program in concert with law enforcement agencies to promote safety and security standards for multi-family housing residences. These standards will provide a wide array of housing options that include increased safety through housing environmental awareness combined with augmented security systems.

1.2. The standards for certification include fire safety, environmental awareness and increased criterion for security. The program is voluntary for residence owners.

1.3. The Certified Off-Campus Housing Program is organized and developed by PEACE OUTside Campus – The Lindsey M. Bonistall Foundation. The program is a collaborative effort by the Foundation, local law enforcement, the municipality, the University, landlords and the students/residents of the municipality. Each entity plays a significant role in development, implementation and certification.

2. OBJECTIVES

2.1. The objective of the Foundation's Certified Off-Campus Housing Program is to provide safe environments for all students living in off-campus residences.

2.2. Each residence must comply with environmental standards that include landscaping, security lighting and all exterior points of entry.

2.3. The standards developed will provide residents with increased security through sturdier locking mechanisms, self locking exterior doors, deadbolts, peepholes, window locks and bar locks for sliding glass doors.

3. PROCEDURES FOR CERTIFICATION

3.1. Application - The owner/operator shall apply in writing to PEACE OUTside Campus, The Lindsey M. Bonistall Foundation, P.O.Box 15, Valhalla, NY 10595, requesting to be included in the Certified Off-Campus Housing Program. This request must include the following information:

3.1.1. The address of the property to be certified

3.1.2. Type of housing, i.e. single family dwelling, multiple family dwelling or apartment community

3.1.3. Number of units

3.1.4. Percentage of student occupied units

3.1.5. Contact information including mailing address, phone and email

3.2. Certified Off-Campus Housing Standards. Within thirty days of the certification request, the Foundation will mail the guidelines and standards for certification to the owner/operator. Upon completion of the prescribed standards, the owner/operator shall request a compliance inspection through the Foundation to be a participant in the program.

3.3. Certified Off-Campus Housing Inspection. Upon receipt of a written request for certification, the Foundation will coordinate with the inspection team to establish a date and time for the physical inspection.

3.4. Inspection Reports. After the inspections have been completed, formal inspection reports will be forwarded to the appropriate owner/operator or corporation board of record by the inspection team, with a copy to the Foundation. As a requirement of certification, the owner/operator or corporation board of record shall give written permission for the results of the inspection report to be released to the University for posting. Refusal or failure to authorize this release will be grounds for denial or withdrawal of certification.

3.5. Full Compliance. When the inspection team determines that the program criteria have been complied with, the Foundation will notify the owner/operator and the University that the facility is in full compliance with the standards for safety and security. A complete list of the certified residences will be available through the University or the Foundation.

3.6. Formal Notification of Certification. The Foundation will notify the owner/operator of certification approval or denial. In order for the facility to

receive formal notification of certification, the owner/operator shall obtain and sign the following items provided by the Foundation

3.6.1. A letter indication acknowledgement and agreement to comply with the Certified Off-Campus Housing Programs Standards.

3.6.2. A letter granting permission for the Foundation to release copies of their reports to the University as long as that facility desires to be certified or to continue certification.

3.7. Student Residence Facilities Lease Agreements. Students choosing to live in Certified Off-Campus Housing Facilities will do so based entirely upon the student executing individual lease agreements/contracts with the owner/operator or corporation board of record.

4. MAINTAINING CERTIFICATION

4.1. Annual Inspections. Representatives of the Foundation or appropriate municipality will inspect the off-campus residence facilities on at least an annual basis in order to insure that the Certified Off-Campus Housing Standards are maintained. Copies of the inspection reports will be sent to owner/operators with a copy to the University.

4.2. Change in Status. Operators of certified facilities that plan to change the type of housing, increase the capacity of approved occupancy, or change ownership, management, or leasing of the facility, must reapply for certification. Certification is not transferable or is it guaranteed.

5. WITHDRAWAL OF CERTIFICATION

5.1. Failure to Meet Certified Off-Campus Housing Standards. If a certified facility does not meet the certification standards as described in this document, the owner/operator will be notified in writing by the Foundation that a recommendation will be made that certification will be revoked provided the violations are not corrected within a sixty day period.

5.2. Failure to Correct Violations. If, upon expiration of specified time period identified to correct violations of Certified Off-Campus Housing Standards, the certification will be revoked and the listing deleted from any web sites.

5.3. Notification to Residents. When the certification is withdrawn, the owner/operator and the residents will be notified of the change of status.

6. STANDARDS FOR CERTIFIED OFF-CAMPUS HOUSING PROGRAM

Compliance with Applicable Municipal & State Codes. Each Certified Off-Campus Housing Facility shall comply with all applicable municipal and State codes. Any violation of these codes will be considered a violation of the Certified Off-Campus Housing Standards and will result in the revocation of the certified status.

Additional Requirements for Rooms Below Grade. There are additional municipal standards and State regulations stipulated for rooms partially or wholly below grade. Any violation of these codes will be considered a violation of the Certified Off-Campus Housing Standards and will result in revocation of the certified status.

Each of the standards listed below represent the basic and fundamental standards for safety and security in multiple residential housing facilities. Recognizing the diversity of the housing options in the community, the standards reflect those differences by distinguishing between those facilities of three units or less in a single property and those that are larger. The basic standards for security are applied equally.

7. Building Entry & Exit Doors

7.1.1. Four Plus Units

Each entry door must have automatic locking devices and self closing mechanisms to insure a secure and locked door each time the door is opened. Any landscaping in the immediate area should not include stones or objects that can be utilized to prop open doors.

Interior/unit entry doors must have two locking devices. One must be a deadbolt lock. Each interior entry door must also have a peep hole that provides a clear line of sight to the interior hallway of the building.

All areas within twenty five feet of the entrance and exits must be clear at all times of debris and obstacles. Landscaping within this perimeter should be kept no higher than three feet.

Doors that have been designated exclusively as exit doors must also include handle alarms that will alert tenants to unauthorized use.

7.1.2. Up To Three Units

Each exterior entry door must have automatic locking devices that may include locking door knobs. Automatic closing mechanisms are strongly recommended so that the doors automatically lock. Secondary locking systems should also be included. A dead bolt or chain lock mechanism is preferred. Exterior entry doors must be secured by a minimum of 2 ½ inch screws.

Interior / unit entry doors must have two locking devices. One must be a deadbolt lock. Each interior / unit entry door must also have a peephole that provides a clear line of sight to the interior hallway of the building.

All areas within twelve feet of the entrance and exits must be clear at all times of debris and obstacles. Landscaping within this perimeter should be kept no higher than three feet.

8. Windows, Skylights & Sliding Doors

8.1. Windows

8.1.1. All Units

Each window must have a sash locking device that provides a secure fit and no gaps. If an air conditioning unit is in place in the window, secondary sash locking mechanisms must be installed and utilized. These secondary locking devices must be secured with 2 ½ inch screws.

The windows cannot be cracked or broken. Screens and storm windows must also have functioning locking mechanisms.

All windows must not be obscured by landscaping or environmental obstructions.

8.2. Skylights

8.2.1. All Units

All Skylights must be securely locked. Skylights cannot be cracked or broken.

8.3. Sliding Glass Doors

8.3.1. All Units

Each sliding glass door must have a primary standard functional locking mechanism.

Each sliding glass door must have a secondary security bar that fits between the door guides to prevent the door from being jarred open.

9. Lighting

9.1. Exterior Lighting

9.1.1. All Units

Exterior lighting must be sufficient to illuminate all walkways, entrance and exit areas up to ten feet in each direction. It is strongly recommended that motion detection area lights including halogen and spot are located throughout the property including common parking areas. These will provide adequate lighting in areas that are normally not illuminated.

9.2. Interior Lighting

9.2.1. All Units

Hallways, corridors, foyers, lobbies and stairways must have sufficient, continuous lighting that illuminates dark areas. Hardwired exit/emergency lights are strongly recommended for all interior areas for facilities with more than two units.

Each unit must have a light switch on the wall directly inside each entry and exit point in the unit. Electrical outlets in the bathroom and the kitchen must be ground fault interrupted (GFI).

10. Structure

The structure requirements are applied to all building types, regardless of the number of units.

10.1. Basement

If the structure has rooms that are four foot or greater below grade and it is used as living or common areas, each window must have two types of locking devices. Sash lock and deadbolt applications are recommended.

All hallways and rooms should be free of debris. Paint and other chemicals must be clearly labeled and stored in a cabinet. Electrical, cable and phone wires must be properly secured and present no risk of accident. Interior lightning standards apply to these areas. Entry and Exit door standards also apply.

Hardwired smoke detectors and carbon monoxide detectors are required in the basement.

10.2. Attics

Attic areas that are utilized as living or common space must adhere to the lighting, skylight, window and door standards previously identified.

10.3. Stairways

All stairways must be completely secure. Carpeting and flooring materials must present no risk of accident. All stairways must have railings that are securely fastened. Interior and emergency lighting must be functional and adequate to illuminate each stair and any dark areas.

10.4. Bathrooms

All electrical outlets in the bathroom must be ground fault interrupted (GFI). Secondary window sash locks are required. Shut off valves for the sink and toilet are accessible.

10.5. Kitchens

All electrical outlets in the kitchen are ground fault interrupted (GFI). Gas and water shut offs are accessible. Smoke detectors are required. Interior lighting standards apply. Secondary sash locks are required.

11. Exterior

All walkways must be maintained in strict repair. Railings must be securely fastened on any walkway, patio or balcony. Landscaping within a fifteen foot perimeter should be no taller than four feet. Trees in excess of twenty feet are exempted. Landscaping rocks should not be used in the areas around doors to prevent use as a door stop. Motion detecting halogen lights are recommended for walkways, patios, front and rear yards (where applicable).

Conclusion

From time to time these standards will change based on new technology and the leadership role the community plays. The expectations are that the standards will be enhanced and play a greater part in the security and safety of all of the residents.

After review of the standards, landlords can request checklists to conduct a self audit. Once the standards have been met and implemented, the landlord will request a PEACE OUTside Campus audit. A Foundation representative will coordinate time and date for the inspection.

The results of the inspection are made available to the Foundation, landlord and property owner. Deficiencies with any of the standards will delay the certification process.

Once certified, the property will be listed on the Foundation and college website for off-campus housing. A certificate will be sent with the property name and date of the certification to the management office for display.

These standards have no guarantees of safety or security. The most powerful asset for your residents to utilize is their common sense. Help them use it.