
Approved Housing Uniform Physical Condition Standards

Site

Signage

- The main signage for the property must be fixed (no banners, oversized posters, temporary ground signs, etc.), posted prominently on the premises, and, at the very least, include the name of the property and “BYU-Idaho Approved Housing.”
- The property cannot use the approved BYU-Idaho logo or any typographic artwork similar to it.
- Signage must be reviewed and approved by the Housing & Student Living Office prior to posting.

Parking Lot/Driveway

(includes all parking lots, driveways, or roads within the property lines under the control of the landlord)

- Must be clean and in good condition.
- Must be free from the following hazards/deficiencies:
 - significant cracking (i.e., visible faults in the pavement);
 - significant ponding (i.e., water or ice that has accumulated in a depression on an otherwise flat plane);
 - significant settlement/heaving (i.e., the pavement sinks or rises due to the failure of sub-base materials); and
 - significant deterioration marked by potholes and/or loose, freestanding material that exposes the subsurface.
- Must be free from snow and ice.
- Parking stalls must be properly marked.

Sidewalks/Walkways

- Must be clean and in good condition.
- Must be free from the following hazards/deficiencies:
 - significant cracking, flaking, chipping, or crumbling;
 - significant ponding (i.e., water or ice that has accumulated in a depression on an otherwise flat plane); and
 - significant settlement/heaving causing unevenness in the pedestrian path (i.e., the pavement sinks or rises due to the failure of sub-base materials);
- Must be free from snow and ice.

Grounds

- Must be clean, landscaped, and well-maintained.

Garbage Storage

- There must be adequate garbage storage including trash cans or dumpsters on the premises of the property.
- Garbage storage areas must be well-maintained and kept reasonably clean.

Recreation and Gathering Areas

- Volleyball/basketball courts, soccer fields, and/or open play fields must be well-maintained and all associated structures/systems (i.e., standards, poles, backboards, rims, nets, goals, etc.) must be intact and in good condition.
- Sites designed for gathering (i.e., patios, fire pits and associated seating, pavilions, etc.) must be clean, well-maintained, and in good condition.
- Damage to recreation and gathering areas caused by significant cracking, heaving, settling, ponding, potholes, loose materials, erosion, etc., must be remediated.
- Damaged structures/systems associated with recreation and gathering areas must be repaired or replaced.

Building Exterior

The condition and appearance of all exterior buildings must meet the following standards:

Walls

The exterior enclosure of the building or structure comprised of construction and finished materials such as concrete, masonry block, brick, stone, wood, metal, vinyl, and/or stucco.

- Must be clean.
- Must be free from significant gaps, holes, cracking, flaking, chipping, rotting, and/or crumbling.
- Must not be missing pieces or have broken sections.
- Where applicable, paint must not be cracking, flaking, or otherwise significantly deteriorating.
- Caulking designed to resist weather or mortar must be intact without signs of significant deterioration.

Windows

Window systems provide light, security, and exclusion of exterior noise, dust, heat, and cold.

- All glass panes must be intact. Panes must not be cracked, broken, or missing.
- Must have screens intact, tightly fitted, and in good condition (i.e., must not be punctured, torn, bent, or otherwise damaged).
- Frame materials such as wood, aluminum, vinyl, etc., must be in good condition (i.e., free from significant decay, rot, rust, corrosion, or other deterioration/damage).
- Paint covering the window assembly or trim must not be significantly cracking, flaking, or otherwise deteriorating.
- Caulk and seals must be clean, continuous, and free from significant flaking, crumbling, or other noticeable deterioration.

Doors

- Must open and close freely.
- Exterior apartment doors must lock from both the inside and outside.
- The door surface must be clean and in good condition (i.e., free from significant cracks, holes, dents, rust or stains, broken glass, and other noticeable deterioration or damage).
- Frames, jambs, thresholds, and trim must be clean and in good condition (i.e., free from significant warping, splitting, or cracking).
- All knobs, hinges, locks, and closers must be intact, in good condition, and function properly.
- Paint must be continuous and free from significant peeling or flaking.
- Sealant and stripping designed to resist weather (or caulking) must be intact and in good condition.
- Screen or storm doors (including mesh screens, closers, handles, wind chains, etc.) must be in good condition and function properly.

Stairwells/Handrails

- The surface of all stairs must be in good condition (i.e., free from significant cracking, crumbling, buckling, or other forms of deterioration).
- Handrails must be intact, stable, and in good condition (i.e., free from significant damage).
- Where applicable, paint must not be cracking, flaking, or otherwise significantly deteriorating.
- Must be free from snow and ice.

Lighting

- Applies to all or part of the lighting associated with the building(s), including lighting attached to the building used to light the site.
- Fixtures must be in good condition, have all covers intact, and function properly.
- Bulbs must be intact and function properly.

Gutters & Downspouts

- Must be fully intact (where applicable), in good condition (i.e., free from significant damage or deterioration), and function properly.

Interior

Interior property condition and appearance must meet the following standards:

Walls & Ceilings

- Must be clean, painted, and free from significant cracks, holes, peeling, flaking, stains, mold or mildew, and/or other visible damage.
- Significant bulging, bowing, or sagging does not exist. If it does, landlords and BYU-Idaho determine whether or not water damage has caused or is causing the condition.

Flooring

- Must be clean and in good condition (i.e., free from significant tears, cracks, gouges, mold, mildew, stains, and broken tiles or slats).
- Significant bulging, bowing, or sagging does not exist. If it does, landlords and BYU-Idaho determine whether or not water damage has caused or is causing the condition.
- Applying weight does not cause noticeable deflection.
- Carpet is not significantly bunching (an indication that it needs to be stretched).
- Thresholds, transition strips, coving, and baseboards must be properly installed, clean, and in good condition.
- Any caulk or grout associated with flooring must be clean, continuous, and free from significant peeling or cracking, mold/mildew, and extensive discoloration.

Plumbing

- All faucets, pipes, fittings, valves, and drains must be intact, clean, and free from leaking or clogging.

Cabinets & Drawers

- Must function properly (i.e., open easily and close tightly).
- Facing must be intact (no signs of significant delamination) and free from significant stains or marks.
- All hinges, handles, drawer glides/rollers, and knobs must be properly affixed and in good working order.

Countertops

- Must be clean and in good condition (i.e., free from significant cracks, gouges, stains, peeling, bulging, and bowing).
- Backsplashes must be installed and in good condition.
- All caulking must be continuous, free from mold/mildew, discoloration, and peeling.

Windows

- Must open and close freely (unless specifically designed otherwise) and easily lock from the inside.
- Must be clean and in good condition (i.e., free from cracks or broken/missing panes).
- Window coverings must be intact (blinds, curtains, or drapes) and in good condition.
- Paint covering the window assembly or trim must not be significantly cracking, flaking, or otherwise deteriorating.
- Caulk and seals must be clean (i.e., free from dirt and mold/mildew), continuous, and free from significant flaking, peeling, or other noticeable deterioration.
- Tracks must be clean and unobstructed.
- Blinds and/or Curtains (required for all windows)
- Must be clean, open and close freely, and in good condition (i.e., no missing or damaged components and free from significant tears or stains).
- If installed, curtain rods must be straight and free from damage.

Doors

- Must open and close freely.
- The door surface must be clean and in good condition (i.e., free from significant cracks, holes, dents, rust or stains, broken glass, and other noticeable deterioration or damage).
- Frames, jambs, thresholds, and trim must be clean and in good condition (i.e., free from significant warping, splitting, or cracking).
- All knobs, hinges, locks, and closures must be intact, in good condition, and function properly.
- Paint must be continuous and free from significant peeling or flaking.

Lighting

- There must be sufficient lighting for each respective space.
- Light switches and outlets must have cover plates.
- Wall and ceiling mounts must be securely attached and include light covers in good condition (i.e., free from cracks or other noticeable damage).

Storage Space

- There must be storage space for luggage and totes/bins belonging to students either in the apartment or in a secure storage area.
- Must be clean and well-maintained.

Living Room

- There must be sufficient seating in the living room to accommodate all tenants.
- Couches, cushions, and chairs must be clean, sturdy, and in good condition (i.e., free from significant tears, stains, scratches, and undue odor).
- Couch cushions must be sufficiently supported by the springs of the couch to prevent cushions from significantly sagging when body weight is applied.

Bedroom

- As of January 2012, all new developments must include 60 square feet of floor space per tenant in the bedroom (not including closet space). There must be at least 50 square feet of floor space per tenant in the bedroom for all properties approved prior to 2012.
- There must be closet space of at least 22 inches deep and 36 inches wide for each tenant.
- Closets must be in an enclosed space in or immediately adjacent to the bedroom. Freestanding or wall-mount hanging racks do not qualify as closet space. Armoires may be used as closets.
- Closet doors must work properly (i.e., open and close freely) and be free from significant damage.
- A separate bed must be provided for each tenant. No more than four tenants are permitted to sleep in a single bedroom.
- Beds must not block egress from the room (e.g., bunk beds cannot be situated in front of windows).

- Mattresses must be clean, sanitary, in good condition (i.e., free from significant tears, stains, and odor), and equipped with a mattress cover either provided by the tenant or the landlord. If provided by the landlord, it must be clean and free from significant tears and stains.
- Bed frames must be sturdy, clean, and in good condition (i.e., intact with no missing parts or hardware and free from significant structural damage).
- Box springs must be firm, clean, and in good condition (i.e., free from significant tears, stains, and odor).
- There must be one adequately-sized dresser or equivalent per tenant. Drawers must be contained in freestanding dressers, built-in closets, bed frames, or armoires.
- There must be sufficient light for the entire bedroom. Lamps may be needed to enhance lighting.

Bathroom

- There must be at least one toilet, sink, and shower or bathtub in good condition (i.e., clean and free from cracks, leaks, significant stains, and extensive discoloration) and in good working order for every six tenants.
- All toilet, sink, and shower/bathtub fixture elements (e.g., seats, covers, hinges, flush handles, faucets, knobs, shower heads, stoppers, etc.) must be intact, tightly fitted, and in good condition (i.e., free from significant cracking, stains, and extensive wear).
- Any caulk surrounding a toilet, sink, or shower/bathtub must be clean, continuous, and free from mold/mildew, significant cracking or peeling, and extensive discoloration.
- The area beneath the sink must be clean, dry, and free from the effects of significant water damage (e.g., peeling, flaking, bulging, or sagging).
- The seam line along the bath or shower (i.e., the junction between the base of the bath/shower and the floor) must be sealed and firmly fixed to the floor.
- Towel racks must be securely attached to the wall with all parts intact.
- Each bathroom must include an exhaust fan, an operable outside window, or a continuous exhaust system for ventilation. Fans must be clean and function properly.
- Each bathroom must include adequately-sized mirrors that are free from cracks, sharp edges, and significant stains or discoloration.

Kitchen

- There must be sufficient table/bar space and seating to accommodate all tenants for meals. This includes an adequate-sized table with chairs or a large enough bar with chairs/barstools to accommodate all tenants.
- Kitchen tables and chairs must be clean, sturdy, and in good condition.
- There must be a sink in the kitchen connected to hot and cold water.
- All sink fixtures (e.g., faucets, knobs, handles, etc.) must be intact, tightly fitted, and in good working condition.
- The area beneath the sink must be clean, dry, and free from the effects of significant water damage (e.g., peeling, flaking, bulging, or sagging).

- There must be at least one refrigerator and freezer in good working condition (i.e., providing adequate cooling and freezing) in the kitchen for every six tenants.
- Refrigerators and freezers must be clean and free from significant stains, discoloration, leaks, and excessive accumulation of ice.
- Refrigerator and freezer drawers, shelves, door seals, and handles must be intact and free from significant damage. The vent at the bottom of the fridge must be securely in place.
- There must be one standard range (30" oven and stovetop) in each kitchen equipped with at least four functional burners. All range components (e.g., heating elements, knobs, handles, drip pans, etc.) must be intact, securely fitted, and in good condition. The oven door must seal properly and close tightly.
- The range must include a hood with either a charcoal filter or direct exhaust vent that is clean and in good working condition.
- The kitchen must include at least one microwave in good working condition.
- Dishwashers must be clean, have all of their components intact, and function properly.
- Garbage disposals (where applicable) must function properly.

Laundry

- Washers and dryers must function properly and be in good condition (i.e., free from significant rust, stains, or other noticeable damage/deterioration).
- Dryer exhaust must be adequately vented to the outside.
- Dryer vents must be intact and function properly.
- Washer hoses must be intact and in good condition.
- In a central laundry facility, a fire extinguisher must be mounted to a wall (top not more than 5 feet from the floor) in a conspicuous, unobstructed place with a current inspection tag.

Desk and Shelving Requirements and Specifications

- As of January 2012, all new developments must provide one desk of at least six square feet of surface space per tenant. For all properties approved prior to 2012, six square feet of study space per tenant must be provided somewhere within the apartment or in common areas throughout the complex.
- There must be at least three feet of shelving for each tenant for books or personal items. This can be located in either a living room or a bedroom.

Heat and Water

- Each apartment must be heated. Apartments must be capable of maintaining a temperature of 70° Fahrenheit.
- Except for radiant heaters, all other portable heating units are prohibited. Portable heating units cannot contain coils, propane, pilot lights, or infrared elements. Consequently, wire or infrared space heaters cannot be used. Management must either provide or approve all portable heating units to be used.
- Hot water must be provided. The hot water supply must be adequate for the number of tenants in the apartment.

- Water pressure must be strong and present at all times.

Safety

- No fireworks, oil, propane, butane, kerosene, gasoline, or other combustibles are permitted in buildings. Empty propane tanks must be stored outside of buildings.
- Nothing can be stored in a closet that contains a gas water heater. A closet that contains an electric water heater may share the space with other items as long as a dividing barrier exists (drywall or plywood) that creates at least 12 inches of separation. Nothing can be stored in a furnace closet.
- Door locks must be in good condition and function as intended to secure the apartment and prevent entrance from anyone except for those who have a key. A key must be issued to each tenant occupying the apartment.
- Operable bedroom windows must provide at least 5.7 square feet of openable space for egress.
- Smoke detectors must be installed in each bedroom and in areas between the kitchen and bedroom. Ceiling mounted alarms must be installed at least 4 inches away from the nearest wall; wall-mounted alarms must be installed 4 to 12 inches away from the ceiling. Smoke detectors should be checked regularly, preferably at each clean check.
- Carbon monoxide detectors must be installed in each apartment and/or common area in which gas-fueled appliances exist (e.g., water heater, stove, furnace, fireplace, etc.). Detectors must be installed according to the manufacturer's instructions and checked regularly.
- All common areas (including the kitchen/living room, lobby, laundry room, and hallways or corridors inside a building to which apartments open) must be equipped with a fire extinguisher. Extinguishers must be at least 5 lbs. (2A-10BC) and mounted to a wall (top not more than 5 feet above the floor) in a conspicuous, unobstructed place with a current inspection tag. In hallways or corridors, extinguishers must be readily available for use with a minimum of one extinguisher for every 75 feet of travel.
- All shared hallways inside a building and all lounges or gathering areas with more than one exit must have an exit sign at each exit that is in working condition and equipped with batteries in case of a power outage.
- Furniture, electrical cords, and draperies cannot be covering wall mount or baseboard heaters and must maintain at least three feet clearance of any combustible or flammable material.
- Extension cords and flexible cords are not a substitute for permanent wiring. Extension cords and flexible cords cannot be affixed to structures, extended through wall, ceilings or floors, or under doors and floor coverings. Extension cords can only be used with portable appliances.

Internet and TV

- Internet access must be filtered for Adult/Mature/Tasteless, Gambling, Nudity, Pornography, Proxy/Anonymizer (used to bypass filters), P2P/File Sharing (used for illegal downloading), Sexuality and all other inappropriate content categories.
- Cable or satellite television must be filtered by R and NC-17 ratings as well as all inappropriate categories such as Language, Nudity, Violence, and Sexual Content. Most premium movie channels are considered inappropriate and must be filtered or blocked. Specific channels that often come with basic service and must also be blocked include MTV, VH-1, Comedy Central, and Spike.

Parking

Parking must comply with City Ordinance No. 911 as well as all university parking requirements.

City Ordinance 911

To authorize monitoring of towing and booting by third parties, all of the following conditions must be met:

- Visitor Parking: Properties with less than 10 on-site parking spaces shall not be required to provide visitor parking. Properties with 10 or more on-site parking spaces must provide visitor parking equal to 3% of the number of on-site parking permits or spaces (with a minimum of one visitor parking space).
- Visitor parking stall(s) must be conveniently located.
- Visitor parking times may be variable but not less than 10 minutes.
- Visitor parking areas must have adequate and visible signage and text. Signs must be at least 12" x 18" and include the words "Visitor Parking Only," "Permit Parking only during ** A.M. to ** P.M." (based on current BYU-Idaho curfew and visiting hours), and "All others may be booted and/or towed."
- Parking Permits: Properties may only issue parking permits equal to the number of available spaces (on and off-site parking).
- Offsite Parking: There shall be no required visitor parking for areas designated as offsite parking.

Booting and towing signs must meet the following requirements:

- Be at least eighteen inches (18") by twenty-four inches (24") in size for primary signs and allowing for secondary signs to be twelve inches (12") by twelve inches (12").
- Give adequate warning, in large lettering, that improperly parked vehicles will be booted or towed.
- Provide sufficient information to assist vehicle owners in the prompt recovery of any vehicle booted or towed.
- Give the name, telephone number and location of the firm(s) authorized to boot or tow vehicles.
- Be posted within five (5) feet of each entrance to a parking lot.

University Parking Requirements

- **Visitor Parking.** All properties that post “Permit Parking Only” signs at the entrance of their lots must also provide and clearly mark “Visitor Parking” stalls whether or not they authorize monitoring of towing and booting by third parties. This practice will provide consistency for students and prevent undue misunderstanding.
- **Temporary Permits.** Landlords are required to have temporary permits/visitor passes available for guests (students or otherwise) that cannot be accommodated by the “Visitor Parking Only” stalls. The temporary permits may be authorized for whatever period of time deemed reasonable by the landlord/manager (e.g., 30 minutes, 1 hour, 2 hours, 4 hours, overnight, etc.). Because a manager’s primary responsibility is to his/her tenants, there may be times when a manager will not be able to issue a temporary permit due to the lack of open stalls. In these cases, all guests must seek legal alternative parking options consistent with the standards set forth in the “Parking Acknowledgment” in the Student Landlord Housing Contract.
- **Parking stalls and “No Parking” zones** must be clearly marked and allow for adequate access to all exits/entrances, fire hydrants, dumpsters, etc. Parking stalls must be contained in designated lots and not on lawns, sidewalks, or in recreation areas.

Frequently Asked Questions about Inspections and Physical Condition Standards

How often should I expect my property to be inspected?

Inspections occur once a year on a rotating schedule allowing the Housing & Student Living Office to inspect each approved housing property in different seasons and semesters. For example, your property may be inspected during the spring semester of one year, the winter semester of the next year, and the fall semester of the third year in the rotation. Also, it is important to remember that a full inspection consists of the initial inspection and all necessary follow-up inspections.

How much advanced notice can landlords expect prior to an inspection?

The inspections secretary will attempt to contact landlords the semester prior to their anticipated inspection. This will give landlords adequate time to review the Approved Housing Uniform Physical Condition Standards and prepare for the inspection. Inspections, however, may need to be conducted on shorter notice.

What is the role of the student inspections specialists in the inspections process?

The student inspections specialists play a support role in the inspections process. They will arrange appointments, prepare documents, assemble reports, and collect information during the inspection. At least one administrator will always be present during a property inspection.

Why are the standards so specific?

The details associated with the Approved Housing Uniform Physical Condition Standards are consistent with industry standards and intended to provide a mutual benefit to both the landlord and the university. The clarity afforded by the details more properly informs landlords of the

expectations associated with BYU-Idaho approved housing status. The details also provide BYU-Idaho a uniform template for conducting inspections in a more objective, accurate, and systematic way.

Do more detailed standards empower students to get out of their contract?

No, the contract states that “Student agrees to promptly notify Landlord in writing of maintenance concerns or needed repairs.” In turn, “Landlord agrees to respond promptly to . . . maintenance requests.” If this process is followed, the landlord is fully protected. Students cannot claim material breach of contract if certain standards are not immediately met. However, ongoing neglect of serious health and safety standards may constitute material breach. Most maintenance concerns (Level 2 and Level 1 items) can be addressed as landlords/managers and students properly abide by their respective obligations as outlined in the Student Landlord Housing Contract and openly communicate with each other.

What happens if landlords cannot accomplish some of the items detailed in the inspection report in the specified time period?

If there are certain items that cannot be completed within the specified time period, the landlord should contact the administrator(s) who conducted the inspection to arrange for an alternative timeline. While there are established timelines for completion, some items may be more effectively completed outside of the specified timeframe. Open communication is paramount in this regard.

Aren’t cleanliness items the responsibility of students?

Landlords, managers, and students all contribute to the way an apartment looks and feels. Certainly the day-to-day upkeep of an apartment should be the responsibility of the students, but the landlord plays a critical role in establishing clear expectations for cleanliness. Students should clean their apartment regularly and participate in periodic clean checks. The frequency and thoroughness of a clean check, however, must be clearly established by the landlord. Excessive dirt, grime, mildew, mold, etc., may violate certain physical condition standards. Landlords, managers, and students have a shared responsibility to maintain the apartment.

Is the university trying to make everything new?

The university recognizes that there are a variety of price points that meet the needs of students. The university does not intend to have all apartments in new condition. The intent of the refined standards and protocol is to maintain an adequate level of consistency in the overall condition of approved housing. Properties do not need to be new to meet the standard. An apartment can be old, but clean, well-maintained, safe, and inviting.

To what extent do I need to make repairs?

Repairs should be made to the items listed in the inspection report according to the specified timeline. Certain items listed on the inspection report, however, may not signal the need for full replacement. For example, a missing wand stick or a bent slat in an otherwise orderly set of blinds may not require the replacement of the entire set of blinds. If there is ever a question regarding a repair or an item listed on the inspection report, please do not hesitate to contact the Housing & Student Living Office.

What if I cannot meet the standards without incurring a major expense?

Approved housing physical condition standards are not new. Current properties would not have received approved status with major deficiencies. If a property has deteriorated to a point that major deficiencies do exist, the landlord and the university will need to engage in a cooperative conversation. It should be understood, however, that maintenance expenses are a natural part of being a landlord. Regular maintenance will generally prevent major expenses. Even major expenses, however, cannot always be averted. If more clarification is needed, please contact the Housing & Student Living Office.