



**Window Limiting Devices
Policy Implementation
November 12, 2014**

As part of our ongoing Risk Management effort, POAH and PHM have collaborated on the attached policy for the installation of devices that limit or restrict the opening of windows in both apartments and common areas to no more than 4 inches.

Attached please find the new on page document titled Window Hardware Policy which outlines the elements of this new policy

This policy shall go into effect immediately and applies to all properties that have dwelling units 2.5 stories or higher.

For those locations that do not have limiting devices available, please contact your Regional Property Supervisor and Michael Donovan.

Implementation

The policy shall be implemented over a period of up to 12 months.

All applicable units with move in dates occurring after the effective date of this policy shall be equipped with limiting devices. The presence of the device shall be documented on the revised Move In - Move-Out inspection form. This form is signed by the Resident at the time of the initial orientation and inspection of the new apartment. In addition, all screens shall have a standard warning label adhered to it.

Common area windows shall be equipped with limiting devices on or before March 30, 2015.

The installation of the limiting devices in all other occupied units can be completed all at once or can be completed in phased manner. If you should opt for the phased in approach it should be completed in conjunction with the scheduled Annual Unit Inspection cycle. Ideally, the window limiter should be installed 30 days prior to the inspection. When the actual inspection is completed the presence of the installed and functional device is documented on inspection form.

Attached please find the revised inspection form. On page 2 in the Windows Section, there are two lines used specifically for documenting the window limiters and warning labels for the screens. Please remember to document the installation of the device as a Yardi Work Order under the Safety Category.

Residents may request to have the devices removed, however this must be completed by a staff member only after the resident has signed the Window Guard Release form. In addition, the removal of the limiting device MUST be documented in the form of a work order.

Window Hardware Policy

Mission

It is the goal of PHM to provide, install and maintain Window Limiter devices that provide all residents the ability to open windows but restrict the opening to 4 inches or less.

Application

This policy shall apply to all residential units and common areas including hallways for structures that that are at or above 2.5 stories over ground level. In all cases, in municipalities that have Fire or Egress codes or regulations governing window openings, the code shall apply. Furthermore, in order to avoid a REAC blocked egress deficiency, the limiting device must be able to be removed without the use of a tool.

Screens

All windows are to be equipped with a framed screen that properly fits in the opening. The window screen is not to be considered a means of securing the apartment from intruders nor preventing an accidental fall from the window.

All window screens shall have a warning label affixed to it. These are commercially available.

Please note, any time a screen is replaced a new warning label shall be secured to it prior to installation.

Procedures - Window Opening Control Device

Upon initial occupancy all window limiting or control devices as well as locks and security devices shall be installed, inspected and documented on the move in inspection as being in proper working order. Based on the recommendation by the Consumer Product Safety Commission, the window opening control device shall be set so the window opens 4 inches or less.

The Inspection Forms and protocol shall include the inspection, confirmation and documentation that the window control device is installed and properly limits the window opening.

The Resident shall not be permitted to remove the hardware from any window opening.

The Resident may request in writing to have the devices removed. This work shall be performed by staff only after the resident signs the PHM Window Limiters Release Form.

A work order MUST be created documenting the removal of the limiting device. The Yardi category shall be Safety and Subcategory, Window Limiting Device.

The limiting device may be removed by staff to accommodate a window mounted air conditioner. The resident shall request in writing to remove the device, the aforementioned Window Limiters Release Form must be signed and a work order completed.

Any questions regarding the proper window hardware should be directed to the Director of Maintenance.