

XII. APPENDIX C

REFERRALS

Conditions under the purview of different enforcement agencies shall be noted on the HOIR as a referral and shall be followed up with a written referral to that agency. Some structural conditions will be marked as a violation and referred to the local Building and Safety entity so that permits may be pulled or so that Building and Safety can provide instructions or verify that the repairs were made correctly. Concerns regarding gas burning appliances or possible carbon monoxide shall be immediately referred to the Gas Company. The EHS shall include documentation in the “Overall Comments” to indicate a referral was made and provide specific details and the referral case number as well as enter a Time Accounting entry linked to the FA/PR.

Examples include:

- Illegal wiring – include as a violation on HOIR and refer to local Building and Safety entity.
- Illegal conversions – include as a violation on HOIR and refer to local Building and Safety entity.
- Missing smoke alarms – refer to local Building and Safety entity / Code Enforcement.
- Missing, uncharged, or expired fire extinguishers – refer to local Fire Department.
- Sagging floor/ceiling compromising structural integrity – include as violation on HOIR & refer to local Building and Safety entity.
- Faulty wiring (sparks, flickering/dimming lights, or outlet/switch covers that become warm to the touch) – include as violation on HOIR and refer to local Building and Safety entity.
- Gas appliance leaking– include as a violation on HOIR if appliance is tagged by the Gas Company and include notes provided on tag regarding the problem.
- Unapproved gas appliances – refer to local Building and Safety entity.
- Mosquito breeding observed – refer to Mosquito Abatement District.
- Inoperable vehicles – refer to Zoning / Code Enforcement.
- Child/Elder Abuse – refer to nonmandatory CPS/APS; EHSs are not mandated reporters, however, EHSs are highly encouraged to make referrals if child or elder abuse is suspected.