

**SAMPLE NOTICE FOR SUSPECTED GAS LEAK PROCEDURES, NOTICE FOR SMOKE DETECTING
DEVICES, NOTICE FOR CARBON MONOXIDE ALARMS, AND NOTICE FOR NATURAL GAS
DETECTING DEVICES**

Please note that the following text for the following four (4) notices is provided as guidance. The text of these notices is part of a proposed amendment to HPD's Rules that HPD plans to release later this spring. As such, this text only represents guidance and is subject to change, pending final approval of the HPD Rule.

See our webpage at (LINK) to see if your building must provide a notice that includes all three detector device types (and therefore the full notice – including all sections – provided below) or only certain sections.

All of the following notices shall conform with the following requirements:

1. The notice shall have letters not less than three-sixteenths of an inch in height.
2. The lettering of the notice shall be of bold type and shall be properly spaced to provide good legibility, and the background shall be of contrasting colors.
3. The notice shall be durable and shall be substantially secured to the common area where posted.
4. The notice shall be of metal, plastic, or decal.
5. Lighting shall be sufficient to make the notice easily legible.

NOTICE

The law requires the owner of the premises to notify tenants regarding the following:

Suspected Gas Leak Procedure: When a tenant suspects that a gas leak has occurred, the tenant should take the following actions:

1. Quickly open nearby doors and windows and then leave the building immediately; do not attempt to locate the leak. Do not turn on or off any electrical appliances, do not smoke or light matches or lighters, and do not use a house-phone or cell-phone within the building;
2. After leaving the building, from a safe distance away from the building, call 911 immediately to report the suspected gas leak;
3. After calling 911, call the gas service provider for this building as follows:___

Provider _____

Number _____

Smoke Detectors: The law requires the owner of the premises to provide and install one or more approved and operational smoke detectors in each apartment and to periodically replace such devices upon the expiration of their useful life in accordance with Article 312 of Chapter 3 of Title 28 of the New York City Administrative Code. The tenant of each apartment is responsible for the maintenance and repair of the detectors installed in the apartment and for replacing any or all detectors which are stolen, removed, missing or become inoperable during the occupancy of the apartment with a device meeting the requirements of Article 312 of Chapter 3 of Title 28 of the Administrative Code, unless a detector becomes inoperable within one year of being installed due to a manufacturing defect. The tenant of each apartment in this building in

which a battery-operated smoke detector is provided and installed shall pay the owner a maximum of [twenty-five dollars] \$25.00, or a maximum of [fifty dollars] \$50.00 where a combined smoke and carbon monoxide detecting device or a combined smoke and natural gas detecting device is installed or a maximum of \$75.00 where a combined smoke, carbon monoxide and natural gas detecting device is installed for the cost of providing and installing each detector. The tenant has one (1) year from the date of installation to make such payment to the owner.

Carbon Monoxide Detectors: The law requires the owner of the premises to provide a carbon monoxide alarm in each apartment in this building. The carbon monoxide alarm must be placed within 15 feet of the primary entrance to each sleeping room, must be equipped with an end of life alarm, and must be periodically replaced by the owner as necessary when the suggested useful life of the alarm expires. Tenants are responsible for the maintenance and repair of the alarms installed in the apartment and for replacing any or all alarms that are stolen, removed, missing, or become inoperable during the occupancy of the apartment, unless an alarm becomes inoperable within one year of being installed due to a manufacturing defect. The occupant of each apartment in which a carbon monoxide alarm is provided and installed must pay the owner \$25.00 per alarm, or a maximum of \$50.00 per device where a combined smoke and carbon monoxide detecting device or a combined carbon monoxide and natural gas detective device is installed or a maximum of \$75.00 per device where a combined smoke, carbon monoxide and natural gas detecting device is installed. This fee covers the cost of the work for the initial installation and each periodic replacement. The occupant has one year from the date of installation to pay the owner.

Natural Gas Detectors: The law requires the owner of the premises to install one or more natural gas alarms in this building. The natural gas alarm must be placed within 10 feet but not closer than 3 feet of each gas burning appliance. The natural gas alarm must be installed on the ceiling or wall not further than 12 inches below the ceiling. Natural gas alarms must be installed in any area, both public and private, containing a natural gas appliance. Natural gas appliances include but are not limited to, stoves, gas dryers, hot water heaters, heating plants, etc. The natural gas alarm must be periodically replaced by the owner as necessary when the suggested useful life of the alarm expires. Tenants are responsible for the maintenance and repair of the alarms installed in their residence and for replacing any or all alarms that are stolen, removed, missing, or become inoperable during the occupancy of the residence, unless an alarm becomes inoperable within one year of being installed due to a manufacturing defect. The occupant of each residence in which a natural gas alarm is provided and installed must pay the owner \$25 per alarm, or \$50 per device where combined with a smoke detecting device or a carbon monoxide detecting device, or a maximum of \$75 per device where a combined smoke, carbon monoxide, and natural gas detecting device is installed. This fee covers the cost of the work for the initial installation and each periodic replacement. The occupant has one year from the date of installation to pay the owner.