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Notice of New Inspection Schedule

Date: October 2nd, 2020
To: Salem Housing Authority Residents
From: Gary Dean, Director of Maintenance
Re: **Annual Inspections**

To all Salem Housing Authority Residents:

This notice is to inform you of the new, upcoming, annual inspection schedule. We have updated the schedule to make it available in advance for all tenants, but also to help the maintenance staff be able to address maintenance issues and resulting work orders in a more timely fashion. **See the attached schedule to see exactly what month your inspection falls.** You will still receive a notice just prior to the timing of your annual inspection date for your specific unit. This year in advance notice gives you a view of the inspections for the entire year.

Here are some helpful reminders:

- Please make sure your pullcords are down and accessible. (if applicable)
- Please make sure your egresses (doors and windows) are not blocked.
- Please make sure there is no storage in the hallways. (cosmetic and decorative items are OK)
- Please make sure there is nothing flammable being stored on your stove or in your oven.
- If you have a room with only one window in it, the window needs to be free and clear in case of an emergency.
- If you have a room with two or more windows in it, one window must be free and clear in case of an emergency.

When we come to inspect the units, we are coming to check and see that the conditions are decent, safe, and sanitary. We are looking for maintenance issues. The Staff from the Salem Housing Authority that will be present that day are there to help. We want the inspection process to be a positive one. We are there to help.

Please remember during Covid-19 If you are not going to be home during inspection, you can leave a note taped to your door with any issues you may have in the unit. If you are going to be at home, please make sure you are wearing a mask, and please try to stay in a different room from where the inspector and the maintenance staff are working.

Thank you in advance for your cooperation! Feel free to call me with any questions, 978-744-4431 ext. 116.

file: gd annual inspection schedule notice



Para todos los residentes de la Autoridad de Vivienda de Salem:

Este aviso es para informarle sobre el nuevo programa de inspección anual que se avecina.

Hemos actualizado el cronograma para que esté disponible con anticipación para todos los inquilinos, pero también para ayudar al personal de mantenimiento a abordar los problemas de mantenimiento y las órdenes de trabajo resultantes de una manera más oportuna.

Consulte el programa adjunto para ver exactamente en qué mes cae su inspección.

Aún recibirá un aviso de su inspección anual antes de la fecha de inspección para su unidad específica.

Estos son algunos recordatorios útiles:

- Asegúrese de que los cables de tracción estén hacia abajo y accesibles. (si es aplicable)
- Asegúrese de que sus salidas (puertas y ventanas) no estén bloqueadas.
- Por favor asegúrese de que no haya almacenaje en los pasillos. (los artículos cosméticos y decorativos están bien)
- Asegúrese de que no haya nada inflamable almacenado en su estufa o en su horno.
- Si tiene una habitación con una sola ventana, la ventana debe estar libre y despejada en caso de una emergencia.
- Si tiene una habitación con dos o más ventanas, una ventana debe estar libre y despejada en caso de una emergencia.

Cuando venimos a inspeccionar las unidades, venimos a verificar y ver que las condiciones sean decentes, seguras e higiénicas. Buscamos problemas de mantenimiento. El personal de la Autoridad de Vivienda de Salem que estará presente ese día está ahí para ayudar. Queremos que el proceso de inspección sea positivo. Estamos ahí para ayudar.

Recuerde durante Covid-19 Si no va a estar en casa durante la inspección, puede dejar una nota pegada a su puerta con cualquier problema que pueda tener en la unidad.

Si va a estar en casa, asegúrese de usar una máscara y trate de permanecer en una habitación diferente a la del inspector y el personal de mantenimiento.

Gracias de antemano por su cooperación.

Se le enviará más información según lo programado.

Apreciamos tu cooperación.

Si tiene alguna pregunta, comuníquese conmigo al 978-744-4431 x116

Salem Housing Authority Annual Inspection Schedule

October

Rainbow- 1, 3, 5, 7, 9, 11, 13, 15, 17, 19, 21
Charter- 2nd Floor
Pioneer- Building 1
Garden- 1, 2, 3
Leefort- 1, 3, 5, 7
Morency- 101, 102, 103, 104, 105, 106
Dalton- 101, 102, 103
Colonial- 1A, 1B, 1C, 1D
Section 8 5% Quality Control Assessment

November

Rainbow- 23, 25, 27, 29, 31, 33, 35, 37, 39, 41, 43
Charter- 3rd Floor
Pioneer- Building 2
Garden- 4, 5, 6
Leefort- 9, 11, 13, 15
Morency- 201, 202, 203, 204, 205
Dalton- 104, 105, 106
Colonial- 2A, 2B, 2C, 2D
Bates- Buildings 4 + 5

December

Rainbow- 45, 47, 49, 51, 53, 55, 57, 59, 61, 63, 65, 67
Charter- 4th Floor
Pioneer- Building 3
Garden- 7, 8, 9
Leefort- 17, 19, 21, 23
Morency- 206, 207, 208, 209, 210
Dalton- 107, 108, 109
Colonial- 3A, 3B, 3C, 3D
Ruano- All Units

January

Rainbow- 69, 71, 73, 75, 77, 79, 81, 83, 85, 87, 89, 91
Charter- 5th Floor
Pioneer- Building 4
Garden- 10, 11, 12
Leefort- 25, 27, 29, 31
Morency- 301, 302, 303, 304, 305
Dalton- 110, 201, 202
Colonial- 4A, 4B, 4C, 4D
Farrell- All Units

February

Rainbow- 93, 95, 97, 99, 101, 103, 105, 107, 109, 111, 113
Charter- 6th Floor
Pioneer- Building 5
Garden- 13, 14, 15
Leefort- 33, 35, 37, 39, 41
Morency- 306, 307, 308, 309, 310
Dalton- 203, 204, 205, 206
Colonial- 5A, 5B, 5C, 5D
Power- All Units

March

Rainbow- 115, 117, 119, 121, 123, 125, 127, 129, 131,
Charter- 7th Floor
Pioneer- Building 6
Garden- 16, 17, 18, 19
Leefort- 43, 45, 47, 49, 51,
Morency- 401, 402, 403, 404, 405
Dalton- 207, 208, 209, 210
Colonial- 6A, 6B, 6C, 6D
Zisson- All Units

April

Rainbow- 133, 135, 137, 139, 141, 143, 145, 147, 149, 151,
Charter- 8th Floor
Pioneer- Building 7
Garden- 20, 21, 22,
Leefort- 2, 4, 6, 8, 10, 12
Morency- 406, 407, 408, 409, 410
Dalton- 211, 212, 301,
Colonial- 7A, 7B, 7C, 7D
73 Boston St- 73-1, 73-2, 73-3
122.5 Boston St- 122-1, 122-2

May

Rainbow- 2, 4, 6, 8, 10, 12, 14, 16, 18, 20
Charter- 9th Floor
Pioneer- Building 8
Garden- 23, 24, 25
Leefort- 14, 16, 18, 20
Morency- 501, 502, 503, 504, 505
Dalton- 302, 303, 304,
Colonial- 8A, 8B, 8C, 8D
Betram- All Units

June

Rainbow- 22, 24, 26, 28, 30, 32, 34, 36, 38, 40, 42

Charter- 10th Floor

Pioneer- Building 9

Garden- 26, 27, 28, 29

Leefort- 22, 24, 26, 28, 30

Morency- 506, 507, 508, 509,

Dalton- 305, 306, 307

Colonial- 9A, 9B, 9C, 9D

Park and Prince- 26-2, 26-4, 26-6, 33-1, 33-3, 33-5

Congress- All Units

July

Rainbow- 44, 46, 48, 50, 52, 54, 56, 58, 60, 62, 64, 66

Charter- 11th Floor

Pioneer- Building 10

Garden- 30, 31, 32

Leefort- 32, 34, 36, 38, 40,

Morency- 510, 511, 512

Dalton- 308, 309, 310

Colonial- 10A, 10B, 10C, 10D,

Hathorne Cir.- UNIT 1, UNIT 2

121.5 Bridge St- 121-1, 121-2

August

Rainbow- 68, 70, 72, 74, 76, 78, 80, 82, 84, 86, 88, 90, 92, 94

Pioneer- Building 11

Leefort- 42, 44, 46, 48, 50

Dalton- 311, 312

Norton- All Units

September

Rainbow- 96, 98, 100, 102, 104, 106, 108, 110, 112, 114, 116, 118,

Charter- 12th Floor

Pioneer- Buildings 12 & 13

Leefort- 52, 54, 56, 58, 60

Phillips- 84-1, 84-2, 88-1, 88-2,

Phillips House- All Units