



# CENTRAL KEYSTONE COUNCIL OF GOVERNMENTS

1610 Industrial Boulevard, Suite 400A

Lewisburg, PA 17837

DATE: June 1, 2015  
TO: Lewisburg Borough Landlords and Agents  
FROM: Rebecca Kilps (570-522-1326 ext. 4)  
RE: Inspection guidelines for Bucknell University Student Occupied rental units

You are receiving this memo because you have leased an off-campus rental unit to a Bucknell Student within the past two years. Bucknell has begun enforcing several new guidelines for off-campus housing and this memo is intended to assist you in preparing for these changes.

1. Bucknell University will NOT approve any unit for student occupancy for the 2016/2017 school year (this includes the signing of any lease or rental agreement) unless they have been inspected by the Codes Officer *and* found to be in full compliance with the 2012 International Property Maintenance Code. Bucknell will be using the inspection performed this year (2015) to create the "Approved Off-Campus Housing" list for the 2016/2017 school year. **This means your inspection must be completed prior to August 15, 2015 for the unit to be approved for the 2016/2017 school year.**
2. Beginning with the 2016/2017 school year, supplemental standards will also be enforced. **These standards must be met prior to August 15, 2015 for the unit to be approved for the 2016/2017 school year.**
  - a) All Smoke Detectors must be **interconnected**, without disconnect switches and with back-up batteries. **There must be at least one Detector per dwelling unit hardwired into the home's electrical service**, the other interconnected devices may be wireless and battery operated. All batteries must be changed a minimum of two times per year by the Landlord or property Agent, *unless the unit is tamper-proof and specifically designed for long-term use. However, the operation of the units must still be tested a minimum of two times per year by the Landlord or Property Agent.*
  - b) Carbon Monoxide (CO) Detectors must be installed on each level of all units if a fuel burning appliance is in the building, these detectors may be a combination Smoke and CO Alarm.
  - c) All receptacles serving countertop surfaces in the kitchens and all receptacles in the bathrooms and basements must have Ground Fault Circuit Interrupter (GFCI) protection.

The Dean of Students for Bucknell University will be copied on all inspection reports for Student occupied housing and will be using these reports to determine the safety and suitability of the rental unit. It is their intent that **ONLY** units meeting these supplemental standards will be listed on the Approved Off-Campus housing list.

*If you **do not** intend to offer your units for Student occupancy in 2016/2017, you do not need to do anything. Your property will revert to the biennial inspection schedule and you will receive a notification for inspection next year with your annual Permit renewal application.*

*Please note, these supplemental standards are for the use of Bucknell University in determining the suitability of a rental unit for student occupancy only. These supplemental standards will not be mandatory or enforced by the Borough of Lewisburg for Rental Unit Licensing. Regulated rental units must comply only with the 2012 IPMC and any applicable Building and Zoning Codes of the Borough of Lewisburg to receive a Rental Unit License (Public Housing Permit).*