



LEASING PACKET

Please review this information carefully. The information contained in this leasing packet was compiled in accordance with the Associations Rules and Regulations, the Declaration & By-Laws, the Colorado Common Interest Ownership Act, and answers common questions related to renting units in the building.

The purpose of this packet is to explain the procedures for moving in or out of your unit, provide disclosure information and communicate the policies for new renters moving into the building.

This packet is inclusive of materials for both the owner and tenant. It is advisable for you to duplicate the information in this packet and distribute as needed to all parties involved, such as agents, attorneys, and renters. At any time you, your agents, or the purchasers have questions, or require assistance with this process, please feel free to contact the Manager.

[All governing documents can be obtained from the HOA website. Click this link to access the website.](#)

Section 5: Quiet Hours

No resident shall do or permit any act which unreasonably interferes with the quiet use and enjoyment of a unit or portion of any Common Area by any other resident or diminishes the value of any other resident's property. Building-wide quiet hours are as follows:

Sunday, Monday, Tuesday, Wednesday & Thursday	10:00 PM to 8:00 AM
Friday	11:00 PM to 8:00 AM
Saturday	11:00 PM to 9:00 AM

Section 12: Moving In & Moving Out

Management and the Association apologize in advance in the event of scheduling conflicts, emergencies, and unexpected or scheduled maintenance that force rescheduling of any anticipated moves. While some events are beyond the power of Management and the Association to control, if rescheduling is necessary, the Association's fees will still be due.

Moves are permitted from 9 AM to 4:30 PM Monday through Friday. Under no circumstances are moves allowed on weekends or holidays or outside of the stated time period.

[Moves must be scheduled in advance with the Manager. Only one move per day is allowed. Schedule as early as possible to get a desired move date. \(Click this link to access the HOA Calendar.\)](#)

The fee for moving in and out is a one-time payment for the following unit layouts:

- \$300.00 for 1, 2 and 3 bedroom units
- \$150.00 for furnished units and lofts
- \$75.00 for individual roommates or residents who are added as occupants or terminate as occupants of a rental unit outside of the date on the original lease agreement

This is payable when the move-in is scheduled to secure the desired date. Any damage to the building or the elevators, whether by movers or occupants, together with clean-up charges will be assessed to the UNIT OWNER. Any attempt to make an unscheduled move is a violation subject to a \$150.00 fine in addition to the moving fee and will be assessed to the UNIT OWNER. Prior to fines being levied the UNIT OWNERS will be provided notice and an opportunity for a hearing pursuant to the Association's enforcement and fine policy.

The HOA is not required or obligated to provide materials to assist with moving in or out of the building.

12.1 Move Requirements

Move-Ins and Move-Outs are subject to the same scheduling rules.

- If renting, a copy of the lease executed in accordance with Association regulations must be given to the Manager when the move is scheduled.
- Incoming Resident Survey Form for each individual who will occupy the unit.

- Payment of the move-in / move-out fee is required.
- All moves must be made via the south door (surface parking entry). Use of the East entry doors (Lobby) is strictly prohibited. This is important to protect the marble tile and glass doors, which if damaged, cost a high amount to repair/replace.

Section 14: Bicycles

Take bikes in and out of the building using the garage entrances. Do not use the front doors or south entry on the first level. This prevents costly damage to the doors (chipping, scratching, etc., etc.) Storage is provided in the garage per availability and at the owner of the bicycle's own risk. Guests are not permitted to bring bicycles into the building. If bicycles are being transported to the unit of a resident, appropriate measure must be taken to prevent damage to the building or the elevator. Any damages to the building or the elevators, together with clean-up charges (due to mud/other debris from the bicycle) will be assessed to the UNIT OWNER.

The Association will schedule times for a cleanup, as needed, to account for all bicycles that are being stored in the garage that may have been discarded by former residents. UNIT OWNERS will receive this notice via written and electronic correspondence and it is their responsibility to communicate with tenants. Notices will also be posted in the building regarding the cleanup. The bicycles that have been determined as "discarded" will be donated to Recycle Bicycles or another non-profit organization for redistribution. To ensure that your bicycle is not unintentionally donated, please, please stay aware of communications from the HOA related to bicycle cleanup.

Section 16: Lock-Outs

A lock-out is not an emergency and the Manager, Board or Management Company cannot and will not assist with lock outs. Residents will need to call a 24-hour locksmith.

Section 26: Leasing Unit Regulations

Pursuant to the Declaration a UNIT OWNER shall have the right to lease their unit under the following conditions:

- All leases shall be in writing;
- All leases shall provide that the terms of the lease and lessee's occupancy of the Condominium Common Interest Community shall be subject in all respects to the provisions of this Declaration and to the provisions of the Articles of Incorporation, Bylaws and Rules and Regulations. Any failure by the lessee to comply therewith shall be a default under the lease. Any Owner who leases their unit shall, within ten (10) days after the execution of such lease, forward a copy of the same to the Manager;
- No lease shall be for a term of less than ninety days.
- A unit may not be conveyed pursuant to a time-sharing arrangement described in Sections 38-33-110 to 113, Colorado Revised Statutes.

The Board has deliberated on the special issues posed by tenants/non-owners residing in the community. Tenants may not have full knowledge of and thus not be in compliance with the Declaration, By-Laws, and with the provisions of other governing documents including these Rules & Regulations. Experience and investigation has led to the conclusion that many owners and property managers may not be providing copies of the Association's governing documents to prospective and actual tenants or even informing them that they exist. This causes confusion and inadvertent non-compliance by tenants. Problems that are caused by this practice can be easily avoided. Furthermore, some owners do not inform the Association when they are renting out their property, and/or do not provide the Association with any information about their tenants (as of 5/17/2014, only three (3) leases are on record for the entire Property). The Association then experiences difficulty in communicating with owner and/or the tenant about these questions or issues. Therefore, UNIT OWNERS and their tenants must comply with the following Rules and Regulations when homes are rented.

26.1 Leasing Fee

Effective January 1, 2015 UNIT OWNERS who wish to rent their homes shall pay an annual leasing fee of \$360.00 for each rental unit, which may be rented for any part of a calendar year with a minimum rental period as determined by the Declarations. UNIT OWNERS who are in violation of not compliant with this fee will receive a 1st violation (written notice), 2nd violation (\$150.00 fine), 3rd violation (\$200.00 fine) and each subsequent violation (\$250.00). Prior to fines being levied the UNIT OWNERS will be provided notice and an opportunity for a hearing pursuant to the Association's enforcement and fine policy.

26.2 Leasing Rules and Regulations

All UNIT OWNERS who rent or who are considering renting their home are subject to these Rules and Regulations.

- **No partial leasing of a home.** Partial leasing of a home is not permitted. To clarify, a UNIT OWNER cannot reside in the home while also leasing a portion of it to a third party.
- **UNIT OWNERS who rent and are NOT in good standing.** In the event that a UNIT OWNER is not in good standing with the the Association, the Board will seek a tenant garnishment or receivership over the unit to intercept rent from the tenant to the UNIT OWNER.
- **Owner relinquishes privileges to the use of all amenities and common / limited common elements upon leasing agreement.** The UNIT OWNER of a rented dwelling shall relinquish their privileges to the use of all amenities with the Property including the use of common/limited common elements. Persons who sign the lease will assume the privilege to the use of amenities and common/limited common elements.
- **Professional Services for Renters.** The Association does not offer property management services that execute the agreement of the lease between tenant and landlord. This type of professional service and all similar professional services are the responsibility of the UNIT OWNER.

- **Owner to provide governing documents to tenant(s).** At or prior to signing a lease agreement, the UNIT OWNER or owner’s agent will provide to the tenant(s) copies of the Declaration, By-Laws, all Policies, Rules & Regulations of the Association (hereafter collectively referred to as the “governing documents”), and any amendments to them. Copies of the governing documents may be obtained from the Association website.
- **Required lease agreement/provisions.** Lease must be between UNIT OWNERS and tenants. All lease agreements must be in writing and be a minimum term of ninety (90) days unless otherwise permitted in writing by the Association for special or exigent circumstances. UNIT OWNERS intending to rent out the unit will specifically include written provisions in the lease to be signed by the tenant, which are binding on the tenant, tenant family members and guests (hereafter collectively “tenant”) covering or providing for all the following:
 - That the tenant acknowledges being aware of all governing documents.
 - That the tenant understands and acknowledges that the tenant is fully subject to the governing documents and must comply with them in all respects.
 - That if the tenant fails to comply with any provisions of the governing documents it will be considered a material breach or default of the lease agreement, and this fact will be sufficient reason for eviction.
 - *Definition of a Lease Agreement.* A legal document outlining the terms under which one party agrees to rent property from another party. A lease guarantees the lessee (the renter) use of an asset and guarantees the lessor (the property owner) regular payments from the lessee for a specified number of months or years. All lease agreements are required to be presented to the Manager in writing and follow the provisions pursuant to the Declaration, Article XI, Section 11.4.
 - *Definition of Lessees/Renters/Tenants.* A resident who occupies a Unit rented from the Unit Owner. The lessees/renters/tenants pay rent for the occupancy and under a lease agreement with the Unit Owner. (This would exclude family members and guests that do not pay rent or residents who are not subject to a lease agreement.) All lessees/renters/tenants must sign a lease agreement which must be presented to the Manager in writing and follow the provisions pursuant to the Declaration, Article XI, Section 11.4.
- **Required forms of Acknowledgement or Agreement.** All leases must be accompanied by documentation stating that the lessee has read, understands and agrees to the governing documents of the Association.
- **Eviction of tenant for repeated non-compliance.** In the case of repeated, uncured violations of the governing documents by a tenant, where the Association has mailed at least three (3) notices of violation and request for compliance to tenant and owner and tenant has refused or otherwise failed to comply, the owner/member, upon written notice and request from the Association, will commence an eviction proceeding against the tenant and prosecute it to completion and eviction of that tenant.

- **Fines for non-compliance.**
 - If at any time a property is found to not comply with any of these rules and regulations, then the UNIT OWNER will receive a 1st violation (written notice), 2nd violation (\$150.00 fine), 3rd violation (\$200.00 fine) and each subsequent violation (\$250.00).
 - All fines will be levied according to the enforcement and fine policy adopted by the Board.
- **Communication between HOA and Landlord.** All tenants will fully comply with these Rules & Regulations adopted by the Association.
 - Tenants are encouraged to participate in regularly scheduled HOA meetings.
 - All tenant violations will be directed to the landlord in writing. The landlord must take action to resolve the violation with its' tenant to avoid fines.
 - The landlord is responsible for the conduct of the tenant and the tenants guests and will be assessed any fines if the tenant is not compliant with the governing documents.
- **Existing leases.** All UNIT OWNERS with existing written lease agreement(s) in place or tenant(s) residing in their houses must comply with all the provisions of Section 26: Leasing Regulations by January 1, 2015 or at the time of renewal or extension of such lease or when they lease to another tenant, whichever occurs first. Owners who have rented out their house under a verbal agreement, or who have tenant(s) in their home on a month to month basis due to their written term-lease agreement expiring and the tenant continues to live in and/or rent the house must comply within thirty (30) days from the date this rule is mailed to them.

MISCELLANEOUS INFORMATION

Association / Property Manager

Ricardo Lases

6795 East Tennessee Avenue, Suite 601, Denver, CO 80224

main 720.941.9200 | fax 720.941.9202 | direct 720.880.2913

ricardo@weststarmanagement.com | www.weststarmanagement.com

The Managing Agent for The Versailles Condominiums is Weststar Management.

Pets

Section 11: Pet Rules & Regulations

The Property follows the Animal Ordinance of the City and County of Denver.

- No one shall have more than two domestic animals in a Unit at the Property.
- These animals may include two (2) dogs; two (2) cats; or one (1) cat and one (1) dog.
- No animals shall be bred in any Unit.
- Pet sitting for outside pets is permitted; the Manager must be notified.
- Cats and dogs must be transported in and out of the building in pet carriers, carried, or walked with leashes.
- Any wild, exotic, farm, or poisonous animal is not allowed. This includes, but is not limited to snakes, ferrets, pigs, tarantulas, etc., etc. Insects are not allowed.

11.1 Requirements for Pet Ownership

As a condition precedent to keeping a dog, cat, or other animal in a Unit at the Property, residents must provide the Manager with the following:

- Residents agree to indemnify and hold harmless the Association, other UNIT OWNERS, the Management Company and their agents, for any loss or liability caused by or arising out of their pet.
- Residents must register their pet by submitting a completed Pet Registration and Agreement Form. The pet registration will include a picture taken by the Pet Owner and may be delivered via E-mail and sent separate of the form.
- Evidence of compliance with all licensing requirements under applicable law, including appropriate veterinary certificates with respect to vaccinations and registration with the City and County of Denver.

- Dog Owners must also pay a Dog Pet Fee. This fee does not apply to any liability for violation of the Pet Rules & Regulations.

11.2 Pet Conduct

- Pet owners must abide by a policy of non-interference with the non-pet owners, following simple acts of courtesy to ensure that all residents are respected.
- No person shall keep an animal which by frequent or habitual howling, yelping, barking or making other noises annoys or disturbs another Resident or guest.
- Pets must be under control at all times, carried, in cages, or on a leash when outside of the Unit.
- Pets may not be left unattended in common areas.
- Residents must clean up any mess or droppings left by their pets. If an accident occurs while transporting a pet to/from the building the Pet Owner is responsible for this cleanup.
- The Pet Owner is responsible for any and all costs that may result from cleanup, repair, and/or replacement of any property damaged by a pet.
- Dogs and cats brought into the building for less than a day (12 hours) (accompanying a friend, for example) do not have to be registered, but the Manager and/or Board reserves the right to require that these visiting animals be removed if they exhibit unruly behavior or if any Resident has a complaint about their behavior.
- Any pet deemed to be consistently creating a nuisance or hazard, as determined by the Board, is subject to permanent expulsion from the Property.

11.3 Pet Fees - Dogs

- Dog Owners will be charged a one-time fee per dog for dog ownership in the Property:
 - Dog Ownership Fee: \$150 per dog

11.4 Unauthorized Pets

Owners who do not register with the Manager will receive a written notice. All fines will be levied according to the enforcement and fine policy adopted by the Board.

Storage Areas

Renters are not allowed access to the storage area.

Association Websites:

<http://www.weststarmanagement.com/hoa/hoalegals/versailles/versailles.html>



Landlord / Tenant Checklist

1. Incoming Resident-Renter Form
2. Emergency Contact Information
3. Governing Documents Acknowledgement
4. Copy of the Lease Agreement
5. Fitness Waiver
6. Pet Registration (if applicable)
7. Bicycle Registration (if applicable)

****Office Use Only****

Received by: _____

Date Received: _____

Move In Date ([Check Calendar](#)): _____

NOTICE: Move In/Out Fee must be confirmed as received by the Manager prior to adding on the HOA Calendar. Only one move allowed per day.



Incoming Resident (Renter) Form

UNIT # _____

Name(s) in which lease is held:

Lessee #1 _____

Lessee #2 _____

Lessee #3 _____

Please complete the following information for the person(s) who will be residing in the unit:

NAME 1: _____

Home/Cell Number: _____

Email Address: _____

Parking Y N Garage Surface Space# _____

Vehicle License Plate #: _____

NAME 2: _____

Home/Cell Number: _____

Email Address: _____

Parking Y N Garage Surface Space# _____

Vehicle License Plate #: _____

NAME 3: _____

Home/Cell Number: _____

Email Address: _____

Parking Y N Garage Surface Space# _____

Vehicle License Plate #: _____

Other Occupants and/or Resident Children:

_____ Age_____

_____ Age_____

_____ Age_____

Describe any pet(s) that will be kept in the unit:



EMERGENCY CONTACT INFORMATION

Dear Resident,

In the event of an emergency, the Management of The Versailles Condominiums Association will attempt to reach you. Please help us ensure the success of this communication by providing accurate information and keeping it current. All information will be treated as private and confidential.

UNIT # _____

Resident #1:

Name: _____ Email: _____

Phone 1: _____

Phone 2: _____

Resident #2:

Name: _____ Email: _____

Phone 1: _____

Phone 2: _____

Resident #3:

Name: _____ Email: _____

Phone 1: _____

Resident #4:

Name: _____ Email: _____

Phone 1: _____

EMERGENCY CONTACT #1:

Name: _____ Address: _____

Phone 1: _____ Phone 2: _____

EMERGENCY CONTACT #2:

Name: _____ Address: _____

Phone 1: _____ Phone 2: _____



GOVERNING DOCUMENTS ACKNOWLEDGEMENT FORM

I/We, the undersigned occupant(s) of UNIT # _____ of The Versailles Condominiums Association, agrees that they are in receipt of, have reviewed, understand and agree to abide by the Association's Governing Documents including the Declaration and Bylaws of the Association and the Rules and Regulations established by the Association. Furthermore, should any amendment to such Governing Document take effect at any time during my occupancy, I/We hereby acknowledge my responsibility to abide by the policies contained therein.

Resident #1

Printed Name: _____

Signature: _____

Date _____

Resident #2

Printed Name: _____

Signature: _____

Date _____

Resident #3

Printed Name: _____

Signature: _____

Date _____

Resident #4

Printed Name: _____

Signature: _____

Date _____



FITNESS CENTER LIABILITY WAIVER

By my/our signature(s) below, I/we acknowledge that I/we assume full responsibility for my/our safety and I/we understand and appreciate the risks involved in using the exercise equipment located in the fitness center owned and operated by THE VERSAILLES HOMEOWNERS ASSOCIATION.

I/we am/are aware that I/we should contact my/our physician before I/we start any new exercise program, especially if I/we have not exercised regularly for a period of three (3) months prior to starting at the fitness center owned and operated by THE VERSAILLES HOMEOWNERS ASSOCIATION.

I/we understand that the officers, agents and employees of THE VERSAILLES HOMEOWNERS ASSOCIATION are not liable under any theory of liability for any injuries or other damages I/we may suffer as a result of said equipment.

I/we further understand and agree that the equipment at the fitness center owned and operated by THE VERSAILLES HOMEOWNERS ASSOCIATION is solely for the use of Residents. I/we also understand and agree that I/we will use fitness center at The Versailles only during the hours designated by the Rules & Regulations, as updated from time to time, of the Association.

I/we further understand that the officers, agents and employees of THE VERSAILLES HOMEOWNERS ASSOCIATION make neither representation nor expressed or implied warranties as to the quality of the equipment.

I/we fully understand these terms and give my/our signature(s) to this liability waiver agreement of my/our own volition.

Unit #: _____

Resident #1:

Name: _____

Signature: _____ Date: _____

Resident #2:

Name: _____

Signature: _____ Date: _____

Resident #3:

Name: _____

Signature: _____ Date: _____



DOG REGISTRATION FORM

Instructions: Complete a new form for each dog. Signed forms may be placed in the Manager's box located in the mailroom or mailed to the Manager. A picture of the pet may be emailed to the Manager via your mobile device.

Breed of Dog: _____

Name of Dog: _____ Age of Dog: _____

Weight of Dog: _____ Sex of Dog: _____

The privilege to keep a dog in accordance with this Agreement shall be revocable by the Association, if the dog shall unreasonably disturb or annoy other residents of the building or shall otherwise be troublesome to the Association.

Each owner of a dog shall bear full responsibility for personal injuries or property damage caused by such dog, and each owner must agree to indemnify the Board, Association, Managing Agent and owners and occupants of the Units and hold them harmless against any loss, claim or liability of any kind or character whatsoever arising from owning or keeping a dog in the building.

I hereby agree to the above conditions:

Unit #: _____

Owner Name: _____

Signature: _____ Date: _____

TO BE COMPLETED BY MANAGEMENT:

Picture of Dog: _____

(Effective 1/1/2015) Received Fee: ____

Manager: _____ Date: _____



Bicycle Registration Form

The Versailles Homeowners Association is not responsible for any damages or loss.

Bicycle #1

Bicycle Make/Model: _____

Color(s): _____

Notes:

Bicycle #2

Bicycle Make/Model: _____

Color(s): _____

Notes:

Bicycle #3

Bicycle Make/Model: _____

Color(s): _____

Notes:

SELECT ONE (I am):

OWNER

TENANT

Resident:

Management Representative:

Unit#: _____

Name: _____

Name(s): _____

Signature: _____

Name(s): _____

Date: _____

Date: _____



DENVER
THE MILE HIGH CITY

CITY AND COUNTY OF DENVER
Department of Safety
Fire Department
Fire Prevention and Investigation Division

P.O. Box 40385
Denver, CO 80204
p: 720.913.3474
f: 720.913.3587

Home Fire Safety

Maintaining and Using Home Smoke Alarms, Fire Extinguishers and Carbon Monoxide Alarms

In 2009, the State of Colorado and City and County of Denver passed ordinances requiring Carbon Monoxide (CO) detectors in residences—a new facet added to governmental requirements for home safety.

This document will tell you how to make sure you're in compliance with existing requirements for smoke alarms and fire extinguishers, what you need to do to be in compliance with the new CO detector requirements, and best practices for home fire safety.

Background

In 2007, U.S. fire departments responded to 399,000 home structure fires, according to the National Fire Protection Association (NFPA). These fires caused 13,000 civilian injuries, 2,865 civilian deaths, and \$7.4 billion in direct damage. Eighty-four percent of all civilian fire deaths were the result of home structure fires, and **kitchens** are the leading area of origin for these fires.

Functioning smoke alarms and portable fire extinguishers have proven effective in reducing the risk of death in home fires. Denver's Fire Code has specific requirements for the inspection and testing of this equipment.

According to the NFPA, 24 of every 25 households surveyed in 2008 had at least one smoke alarm—but households with smoke alarms that **don't work** outnumber the households with no alarms by a substantial margin. Almost two-thirds of home fire deaths resulted from fires in properties that lacked a functioning smoke alarm. When a smoke alarm fails to operate, it is usually because its batteries are missing, disconnected, or dead.

Any home maintenance program must include smoke alarm, portable fire extinguisher, and carbon monoxide alarm maintenance.

Smoke Alarms

Although most homes have at least one smoke alarm, many homes do not have a unit on every floor. Smoke alarms are required, as described below. It's easy to forget that a smoke alarm's sole function is to sound the warning. Develop and practice an escape plan so that if the alarm sounds, your family can get out quickly.

Requirements and Positioning:

- Smoke detectors are required in every residential unit that includes a sleeping room, including single-family homes.
- Every multi-family residential facility is required to have smoke detection, whether battery operated or hard-wired with battery backup.
- Smoke detectors are required in every bedroom, outside each sleeping area, and on every level.

Maintenance:

- Recommended: Test smoke alarms monthly.
- Required: Denver Fire Code requires that you have your smoke alarms inspected and tested every six months. You may hire someone to do this, you may do it yourself or, if you live in a multi-family residential facility, your management may take care of this. It is required that the batteries (primary and back-up power) be changed at that time.
- Required: As the homeowner, you must fill out a **Residential Fire Safety Equipment Report** and submit it to the property management or homeowners association annually, unless the management is doing the maintenance for you. Download the form at denvergov.org/fire_prevention.
- Smoke alarms have a life of approximately 10 years and must then be replaced.

Portable Fire Extinguishers

Portable fire extinguishers are a first line of defense against fires of limited size. They are needed even if the property is equipped with automatic fire sprinklers.

Requirements and Placement:

- Required: Every home must have one or more portable fire extinguishers.
- Required: Every multi-family residential facility must have one or more portable fire extinguishers, regardless of any other type of fire protection provided.
- For multi-family residential properties, portable fire extinguishers must be mounted within the interior egress corridors when the facility has such corridors, and mounted on the exterior of the building adjacent to exit stairways.
- In both situations, the portable fire extinguishers must be located within 75 feet line of travel of all areas of the living unit; or one 2A:10BC portable fire extinguisher located within each living unit.

Maintenance:

- Recommended: Give your portable fire extinguisher(s) a quick check every 30 days. This is a task you can easily do by answering three questions:
 - Is the extinguisher in the right location?
 - Is the extinguisher visible and accessible?
 - Does the gauge or pressure indicator show the correct pressure?
- Required: Denver Fire Code requires that you have your portable fire extinguishers inspected and maintained annually. This is a thorough examination of the extinguisher's mechanical parts, fire extinguishing agent and expellant gas. A fire extinguisher professional licensed by the Denver Fire Department is the ideal person to perform this annual maintenance because this person has the appropriate servicing manuals, tools, recharge materials, parts, and lubricants as well as the necessary training and experience.

If you discover a fire in your home . . .

ACTIVATE the building fire alarm system or notify the Fire Department (call 911 or have someone else do this for you).

ASSIST any person in immediate danger, or those incapable of exiting the building on their own, without risk to yourself.

Only after these two steps have been completed should you attempt to extinguish the fire.

Only fight a fire with a portable fire extinguisher:

- If the fire is small and contained
- If you are safe from toxic smoke
- If you have a means of escape
- If your instincts tell you it is okay to do this

It is a good idea to practice picking up and holding a portable fire extinguisher to get an idea of its weight and feel.

Take time to read the operating instructions and warnings on the fire extinguisher's label.

Practice releasing the discharge hose or horn and aiming it at the base of an imagined fire. Do not pull the pin or squeeze the lever—this will break the extinguisher seal and cause it to lose pressure.

Like any mechanical device, a portable fire extinguisher must be maintained on a regular basis to insure proper operation. The owner or occupant where the extinguisher(s) is/are located is responsible for the fire extinguisher's maintenance.

Carbon Monoxide (CO) Detectors

Carbon monoxide (CO) is produced when any fuel is incompletely burned because of insufficient oxygen. Wood fires and charcoal grills produce large amounts of carbon monoxide, as do malfunctioning heating systems.

Carbon monoxide combines with hemoglobin, the oxygen-carrying agent in red blood cells. When oxygen is robbed from the brain and other organs, death can result. In addition, up to 40% of survivors of severe CO poisoning develop memory impairment and other serious illnesses. Many cases of reported CO poisoning indicate that victims are aware that they are not well but become so disoriented that they are unable to save themselves.

Carbon monoxide is colorless and odorless. There is only one safe and reliable way to detect carbon monoxide in your home—**install a carbon monoxide alarm.**

Requirements:

- **State of Colorado and City and County of Denver requirement:** Every residence with fuel-burning appliances or an attached garage must be equipped with at least one U.L.-listed carbon monoxide alarm.

Placement:

- State of Colorado and City and County of Denver laws require CO detectors in the following locations:
 - One carbon monoxide alarm within 15 feet of each bedroom entry door
 - One carbon monoxide alarm on each level of a multi-level dwelling unit
 - One carbon monoxide alarm within each bedroom containing a fuel-burning appliance
 - Where a fuel-burning appliance or appliances serve multiple residences, one carbon monoxide alarm within the enclosure housing the appliance(s), placed within 25 feet of the appliance(s). The carbon monoxide alarm must be integrated with the base building fire alarm system. (Requires a City and County of Denver permit.)
- For existing properties where a fuel-burning appliance does not serve multiple residences, the installation of battery-powered, 115-volt plug-in or 115-volt hard-wired alarm or combination 115-volt and batter-powered carbon monoxide alarm and smoke alarm may be installed. For new construction, a 115-volt hard-wired carbon monoxide alarm with battery backup or 115-volt combination carbon monoxide alarm and smoke alarm must be installed under City and County of Denver permit.
- Do not install carbon monoxide alarms directly above or beside fuel-burning appliances, as these appliances may emit a small amount of CO upon startup.
- Do not install CO alarms within 15 feet of heating or cooking appliances or in or near very humid areas such as bathrooms. Carbon monoxide will rise with the warmer air, so the CO alarm may be mounted on the ceiling.
- Recommended installation locations may vary by manufacturer based on research conducted and the listing obtained for the device, so be sure to read the installation manual for each carbon monoxide alarm before installing it.

CO Detector Maintenance *(same as for smoke alarms):*

- Recommended: Test CO alarms monthly.
- Required: Denver Fire Code requires that you have your CO alarms inspected and tested every six months. You may hire someone to do this, you may do it yourself or, if you live in a multi-family residential facility, your management may take care of this. It is required that the batteries be changed at that time.
- As the homeowner, you must fill out a **Residential Fire Safety Equipment Report** and submit it to the property management or homeowners association every six months (unless the management is doing the maintenance for you). Download the form at denvergov.org/fire_prevention.
- CO alarms have a life of approximately 5 years and must then be replaced.