

Department of Disabilities, Aging, and Independent Living (DAIL)
Housing Safety and Accessibility Process

Chimney Cleaning and Inspection Policy

November 2024

A Shared Living Provider must provide documentation to show that any Masonry chimney, wood burning furnaces, stand-alone pipes, or fireplaces used for wood heat in the home has been inspected, and cleaned (as needed), by a certified professional within the year prior to the Home Safety inspection.

The certificate, or report, of the inspection and cleaning must be on company letterhead.

The certificate, or report, must document that the inspection occurred and whether a cleaning is required, and note any items in need of repair. The report needs to be uploaded into the DAIL Housing Portal prior to the Home Safety inspection, and the Shared Living Provider (SLP) is required to provide a hard copy of the certificate, or report, to the DAIL Housing Contractor at the time of the Home Safety inspection.

For the years in which the Home Safety inspection is not conducted, the Shared Living Provider should have the chimney cleaned annually. If the cleaning is completed by someone other than a certified professional during this time, the chimney cleaning must be verified by a 3rd party. The individual verifying the cleaning may be a neighbor, service coordinator, friend, etc; however, it cannot be the SLP or the homeowner. If a professional cleaning certificate is not available, the homeowner may verify the chimney has been cleaned by a non-professional by filling out the *DAIL Documentation of Chimney Cleaning by Non-Professional form*.

The Chimney Cleaning and Inspection by Non-Professional form, or the Professional chimney cleaning certificate or report for years that do not involve a home safety assessment, are documents that SLPs are encouraged to keep in their records and are available upon request. The agencies may upload these certificates into the DAIL Housing Portal in the related tab of the current assessment for that location.

- Chimney sweeps with active T4 licenses can be found on the Division of Fire Safety website: [Chimney Sweep \(TQP\) | Division of Fire Safety](#)
- [Chimney Cleaning by Non-Professional form](#)