Department of Disabilities, Aging, and Independent Living (DAIL)

Housing Safety and Accessibility Review

**Documentation of Chimney Cleaning and Inspection**

**by Non-Professional**

Effective 9/1/2020, 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 cleaned and inspected annually.

Within the year prior to the home assessment, a cleaning and inspection is required and a certificate, or report on company letterhead, from a professional chimney cleaner is required at the time of the home safety assessment. (An invoice or 1-2 sentence comment on plain paper is not acceptable.) The certificate, or report, will need to be uploaded into the DAIL Housing Portal prior to scheduling the assessment with the Housing Contractor. The shared living provider will need to have a copy of the certificate or report to show the housing contractor during the assessment.

The shared living provider is required to have the chimney cleaned annually. As stated above, a professional chimney cleaning and inspection is required at the time of the home safety assessment. For the years in which the home safety assessment is not being conducted, while it is preferred that the the annual chimney cleaning be completed by a professional, if the cleaning by a professional is not available, the chimney may be cleaned by a non-professional and verified by a 3rd party. The individual verifying the cleaning may be a neighbor, service coordinator, friend, etc; however, it cannot be a relative of 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 and Inspection 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 will be kept in the agency files. The agencies may upload these certificates into the DAIL Housing Portal for that location in the related tab of the current assessment, if they would like.

Division of Fire Safety certified chimney sweeps with active licenses: <https://data.vermont.gov/Government/T4-Certifications/c6ut-sywd>

## **Verification of Chimney Cleaning by Non-Professional**

*(This form is not fully accessible; a mouse will be needed to fill it out electronically.)*

Location of Home (911 address):

Name of Shared Living Provider:

Number of chimney’s being used at this location:  1  2 or more

Date the chimney was last cleaned by a professional:

Name of individual who cleaned the chimney within the last year:

Phone number of individual who cleaned the chimney:

Relationship to Shared Living Provider:

Date the chimney was cleaned:

Name of person verifying the chimney cleaning (cannot be homeowner, person cleaning chimney, or relative of Shared Living Provider):

Signature of person verifying the chimney cleaning: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I certify this information is accurate to the best of my knowledge.

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Shared Living Provider’s signature:

*Form updated July 2020*