

LBE In-Unit Safety Inspection Procedure (edited 8/13/26)

1. **2-3 weeks prior notice:** LBE Board sends email to all Owners and Residents regarding upcoming inspection, including
 - a. Explanation/reason for inspection
 - b. Date and approximate time of inspection
 - c. A Google Form for permission & unit access instructions*
2. **1 week prior notice:** LBE Board sends list of unresponded units to *Building Reps* to solicit final response. *Building Reps* may call, text, email, or visit. *Building Reps* will record responses with the Google Form.
3. **Day of inspection:** Vendor and Board Member or Safety Committee Member will use the responses from the Google Form to access each unit. If a unit cannot be accessed, a reinspection will be scheduled and the unit will be fined a rescheduling fee of up to \$600.

*NOTE: For every inspection, Owners/Residents must submit a NEW response on Google Form on how to access the unit. For legal and liability reasons, even if the LBE Board has a unit's key, an Owner/Resident must still complete the Google Form to give permission to enter the unit for each and every inspection.