Recordkeeping Requirements and Samples

- 1. Maintain such records relating to the installation and maintenance of such internet capable temperature reporting devices and collection of heat data from such devices and make such records available to HPD upon request.
- 2. Maintain a record of reasonable efforts to gain access to a tenant's dwelling unit to install an internet capable temperature reporting device where the owner has been unable to gain such access and such tenant has not refused the installation of such device.
- 3. Maintain a written record of each dwelling unit for which the tenant has refused installation of an internet capable temperature reporting device for not less than one year after such owner is no longer subject to the provisions of this law.

Record keeping Sample Document

			F	roperty Add	ress					
Distrib	oution of Tenant	Opt-Out and	Yes/No	Date						
Poste	d Tenant Notice	in common a	Yes/No	Date						
	led instructions nation collected		Yes/No	Date						
Certifi	cation of installa	ation complia	Yes/No	Date						
Device installed										
	Device	Date	Device		Written	Record of				
Unit	installed Yes	Installed	installed	Device No.	refusal of	no	Notes			
No.	or No				installation	response				
1A	Yes	8/1/2020	Acurite	122210-1A	N/A	N/A	Installed in bedroom			
1B	No	N/A	N/A	N/A	Yes	N/A	Tenant refusal received 7/5/2020			
1C	Yes	8/2/2020	Acurite	122210-1C	N/A	N/A	Installed in bedroom			

Sample template for reporting data

<u>Apartment</u>: Record indoor air temperature not less than once per hour and recording such temperature, along with the date and time of such reading, for a period of time not less than the immediately preceding 90 days. This information should be provided as supplied by the manufacturers reporting documentation and should preferably be as retrieved from the device.

	Property address										
Unit No.	Manufacture Device installed	Device No.	Indoor temperature date taken	Indoor temperature	Indoor temperature time	Notes					
1A	Acurite	122210- 1A	10/1/2020	68	8:42am						
1A	Acurite	122210- 1A	10/1/2020	70	9:42am						
1A	Acurite	122210- 1A	10/1/2020	70	10:42am						