

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

Property Address							
Distribution of Tenant Opt-Out and Tenant Notice forms				Yes/No	Date		
Posted Tenant Notice in common area				Yes/No	Date		
Provided instructions to tenant on specific device and how to access information collected by device?				Yes/No	Date		
Certification of installation compliance submitted				Yes/No	Date		
Device installed							
Unit No.	Device installed Yes or No	Date Installed	Device installed	Device No.	Written refusal of installation	Record of no response	Notes
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

