

San Diego County Sober Living Coalition (SDSLC)

1229 Scott Street, San Diego, CA 92106

Field Management Office

Field Office: 619-828-2001 x2 * E-mail: fieldoffice@sdsdc.org
Internet Referral Listings at www.sdsdc.org and www.soberhousing.net

Coalition Membership Requirements and Inspection Checklist

Download the application forms at www.sdsdc.org. Applicants may mail the application package to the address above or contact the Field Office at the above number after you complete the application to schedule an inspection. Gather the other coalition membership requirements/items.

Remember to have everything completed and ready before your inspection. If you do not pass the inspection you will have 30 days to be in compliance or the inspection will be void and a new one must be scheduled and paid for a second time.

Coalition Membership demonstrates that your house is healthy, safe, well managed, and ethical. The San Diego County Coalition is a non-profit organization created to foster quality houses. Once you have met all the membership requirements your house will be placed on the San Diego County Sober Living Coalition and the Sober Living Network websites and a membership certificate will be issued.

The following are the membership requirements:

1. Complete the membership application and review the membership requirements.
2. Have a copy of your Sober Living Network D&O Training Certificate. If you have not yet attended the workshop, you must do so within 60 days of joining the Coalition. Your House Manager will be required to attend the Sober Living Network Leadership Training during that time as well.
3. A signed copy of the Code of Ethics
4. The endorsement page of your liability insurance with coverage at \$500,000 minimum or the Sober Living Network Group Liability Insurance.
5. Have the annual \$50+ \$12 per bed (\$300 Maximum Bed Fee) application fee payable to the San Diego County Sober Living Coalition. Add \$35 for each additional house location operated by you or your organization. Also include a \$35 Inspection Fee for each location. The SDSLC will prorate your fees and always renew in December for the following calendar year.
6. Prepare your house for the inspection by reviewing the Health, Safety, and Management Review items contained in this document. Preparation is essential to

avoid a follow up visit. Inspections will be done annually on a formal basis (\$35) and a minimum of one on an informal and unannounced basis (no cost).

7. A Member of the SDSLC Inspection committee will contact you for an appointment to visit your house for the initial/formal visit.
8. The inspector will send the inspection results to the Field Organization Office.
9. Sober living houses do not involve services that meet the State Department of Alcohol and Drug Program (ADP) alcohol & drug facility licensing requirements as stated in Chapter 5, Title 9, California Code of Regulations, and Subchapter 1. Purpose and Definitions. No one shall operate a facility which provides 24-hour non medical, residential, alcoholism or drug abuse recovery or treatment services to adults without first obtaining a license from the Department of Alcohol & Drug Programs. (ADP). "Alcoholism or Drug Abuse Recovery or Treatment service: means a service which is designed to promote treatment and maintain recovery from alcohol and drug problems which includes one or more of the following: detoxification, group sessions, individual sessions, educational session, and/or alcoholism or drug abuse recovery or treatment planning.
10. Attend the Coalition's 6 General Meetings per year on the 1st Tuesday of the even numbered months of the year.

General Meeting Attendance Policy

Each member may miss one meeting of the six held during a calendar year. The second meeting missed is considered the first offense and will result in the member's listing on the website(s) to be removed until attendance at the next General Meeting. A third missed meeting is a final offense and results in loss of Membership that can only be reinstated by completing a new Membership application and paying applicable dues and fees. Member houses may always elect to send a member representative.

Health Review

Every place in the home must be clean, well maintained and free of pest infestation. Piles of newspapers, clothes or other stored materials in any location could create a fire hazard. Below are the principal items to look for:

1. Any signs of roach or other pest infestation problems?
2. Kitchen and appliances clean and well maintained? At least 1 Refrigerator for every 4 residents.
3. Refrigerator temperature reads 36 to 44 degrees and freezers at approximately 0 degrees.
4. Is there adequate and clean food storage space provided?
5. Are any piles of newspapers, clothes or other stored materials creating a fire or safety hazard including garage and adjacent buildings
6. Are bathrooms clean and orderly? Do Six (6) or fewer residents share a bathroom?
7. Are the furniture and furnishings clean and of reasonable quality?
8. Do all sleeping rooms provide all residents with adequate space?
9. If you have pets, are the areas clean and no sign of fleas.

Safety Review

Home must meet basic safety requirements. These are the principal items:

1. Are there smoke detectors in every sleeping room, hallway, inside smoking areas and outside of kitchen?
2. Is there a fire extinguisher 6 to 8 feet from stove and 4 to 6 feet from the floor (must be mounted and in view)?
3. Are there at least two properly identified exits in case of emergencies?
4. Is the property address on the front of the house clearly visible from the street?
5. Are the home address, emergency and utility phone numbers posted near the telephone?
6. Is smoking prohibited in areas that could be considered a fire hazard or nuisance to the neighbors.
7. Are there appropriate approved safety disposal containers for smoking materials?
8. Are there any electric outlets or extension cords that could be considered a fire hazard?
9. Are water heaters strapped and is there a key wrench to shut off gas at the meter?
10. Does the management state, and does the building appear, to meet local building and safety codes?
11. Are the house and grounds well kept and consistent with the quality of the neighborhood?
12. Is there a safety escape ladder provided if the home is greater than single story?

Management Review

1. Has the house leader completed the Sober Living Network Leadership Training and does he/she have the basic skills to manage?
2. Is there a clean and concise description of the operation of the home?
3. Is there a clear acceptance criterion for all applicants?
4. Is there a Personal Data Information Sheet for each applicant and resident?
5. Is there a resident, lodger or house member agreement?
6. Do the resident rules cover key issues? Are the rules clear and easy to understand?
7. Do the residents have a significant role in the management of the facility?
8. Does management provide any recovery or treatment services as defined by State licensing?
9. Does the home have General Liability coverage of at least \$500,000?
10. Have all management and house leaders signed the Code of Ethics?