US Embassy Residential Requirements

Contents

Embassy Relationship with Landlords 3
Landlord Paperwork 4
Visits to Property 4
Timeline 4
Security 5
Electrical Power Distribution System 8
Generator 13
Grounding System 15
Plumbing 17
Heating and Cooling and Hot Water 19
Painting & Carpentry 21
Plate Glass safety 22
Fuel Burning Appliances and Equipment: 22
Garage and Gates 23
Drapes 23
Blinds 23
Insect Screens 23
Common Space 23
Yard 23
Kitchen 24
Bathrooms 24
Fireplace and Chimney 24
Road 24
Phone 25
Internet connection 25
Laundry Room 25
Additional Laundry Room Requirements to use Embassy Provided Appliances (RARELY REQUIRED) 25
Closets 26
Kitchen Island (when feasible): 27
Entry Way Coat Racks: 27
Cleaning 27

Statement of Work for XYZ House 28

Embassy Relationship with Landlords

Lease structure:

- Fixed lease language format in English – available for review in advance if requested.
- Lease highlights:
    - Length is usually 5 years
    - Payments in US dollar or GEL to any bank in Georgia
    - The first payment of this Lease will be initiated only after the "key turnover" inspection is performed and can take 2 – 4 weeks to be available in your bank.
    - The first rent payment is from the date of possession to the end of current period. The first payment may be combined with a regularly scheduled Rent payment.
    - Subsequent payments are quarterly in advance at set intervals
        - Period 1 (Sep – Nov): Payments will be made in September
        - Period 2 (Dec – Feb): Payments will be made in December
        - Period 3 (Mar – May): Payments will be made in March
        - Period 4 (Jun – Aug): Payments will be made in June
    - The embassy can terminate a lease with 30 day notice. Some examples of reasons are:
        - security in and or around the residence has changed
        - breakdowns in the residence are not adequately addressed by landlord and the tenant can no longer live in the residence
        - landlord refused to meet lease requirement for timely repairs
        - etc.
    - The landlord is required to provide us with 1 year notice of termination
- After lease signing, a US Embassy representative will be assigned to be your point of contact for questions and review of work.
- The Embassy technical staff is NOT your contractor or specialist – they are only advisors to make sure the work performed will meet our specifications.
- We encourage you to work with reputable and qualified specialist to reduce the probability of error and delay in meeting lease dates.
- All our technical staff are paid employees of the Embassy and a landlord should never need to pay embassy employees for advice or assistance. Should anybody ask a landlord for money – immediately contact an American Supervisor in the General Services Office.
- The employees that identify homes, negotiate leases, and prepare all the documents are also employees of the Embassy. They are not realtors, and no payments of money or gifts should EVER be made to any Embassy employee in exchange for signing a lease. Such an exchange is highly unethical for our organization and punishable.
- The embassy does work with many local realtors and payments for their services are not regulated or paid for by the Embassy. Those are agreements are between the property owner and realtors.
- Any unethical or illegal activities by the embassy staff should be immediately reported to an American Supervisor in the General Services Office by contacting the Embassy main switchboard at 227 7000.

Landlord Paperwork

Before a lease can be signed, the following is required

- Current deed (no more than 30 days old) showing lawful owner of property
- Landlord government issued ID
- Landlord bank account information to be used for direct deposits
- Proof of insurance on the property
- If lease will be signed by someone other than the landlord, a Power of Attorney is required:
    - fully executed
    - original
    - in English

Visits to Property

Landlord should expect anywhere from 3 to 5 visits from embassy employees and groups during the negotiation process before lease is signed. Some of the groups can be up to 15 people. Dates and time are pre-arranged and landlords, or their representative, are encouraged to be present.

Timeline

There is no set timeline between an expressed interest and the lease signing. The shortest we have accomplished has been 4 weeks, but often its 8 – 10 weeks.

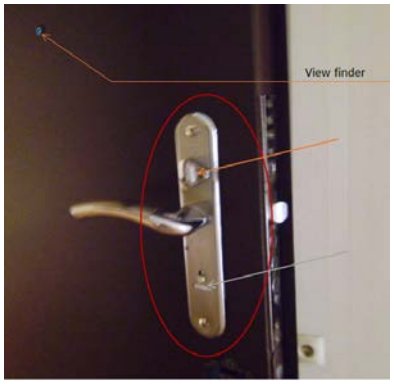
Security

Some details that cannot be specified at this stage might be discussed by RSO and added later.

- Perimeter wall height must be at least 2.8m.
- Exterior lighting:
    a. interior of perimeter wall at six meter intervals equipped with daylight replay (lights come one when dark)
    b. a LED street light must be installed at the gate with daylight relay (LED, 220V, 120 W, 2500 K – 5700 K)
- Main entry door/pedestrian gate must have:
    a. a door viewer phone with remote unlock installed (CCTV camera).
    b. a peephole at eye level (1.45 meters)
    c. no openings
    d. When possible, 2 separate deadlock
- Sides of the main door should be solid and not have easy access to lock/lock side from outside. (Embassy staff will review and provide recommendations)

Preferred: Not approved:

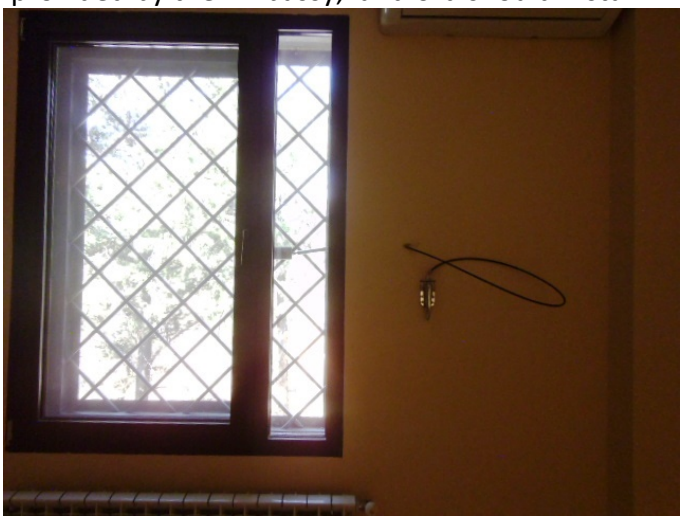
- A steel safe-haven door must be retrofitted to the bedroom that will be determined later:
    a. have a deadbolt that is keyed on the outside
    b. have a thumb-latch on the inside.
    c. installed to open outward from the room
    d. As an option, "ELBOR" lock with key (**green**) and manually operated dead-bolt (**red)**
    e. Grilling for any windows/doors on safe haven room will determined at time of lease signing.



- At least, all the windows located on the basement and ground level (first floor) must be grilled.

- Door grills must have key-operable lock and pad-lock holder covered by metal plate.

- In each bedroom with window grills, one window grill must be equipped with a quick release device. Device will be provided by the Embassy, landlord should install.



5 minute grills required on ground floor and bedrooms (when identified):

- Minimum bar diameter - 14 mm, or 14 x 20 mm rectangular bars;
- Maximum horizontal spacing: 150 mm;
- Maximum vertical spacing: 150 mm.

Safe haven must meet 15 minute grill requirement:

- Minimum bar diameter: 14 mm
- Maximum horizontal spacing: 125 mm
- Maximum vertical spacing: 125mm

Recommended and preferred grill frame 50mm x 50mm x 4m.

Electrical Power Distribution System

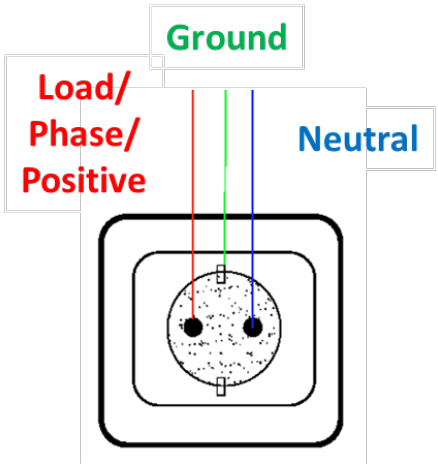
- Power Supply:
    - 3 phase electric supply
    - The main service cable shall be 5 x 16mm² copper.
    - Main electrical breakers shall be size of 100A with appropriate short circuit protection.
    - The cable size supplying other subpanels on each floor shall be at least 10mm² copper.
    - Connect with 5X16mm² copper cables to adequate electrical meter. (Min 10 KWA per Load)
    - Install a main (100amp) electrical breaker
    - Install main electrical panel (recommendation: INSTA –s electrical panels and subpanels) in the utility area or in garage to supply (see house specific sheet at end of document)
    - In new construction, install electrical subpanels on each floor and provide wire connections to main electrical panel using 5x16mm² copper cables.
    - Connect incoming city power thru electric stabilizer (AVR) and Automatic Transfer switch (ATS) (both provided by the Embassy, Embassy can offer assistance with connections).
    - All the electrical panels shall have dedicated terminals for Neutral and Grounding wires.
    - Any openings after installation have to be covered.
    -
    - A list of electrical breakers and branches shall be provided for each distribution panel.
    - Individual terminals in the electrical panel for Neutral and Grounding.
    - Each neutral and grounding conductor requires individual connection to the appropriate terminal in the main panel.
    - All wiring must be double insulated and solid up to 10mm².
    - All wiring must be made of copper.
    - All interior and exterior electrical installations have to include a ground wire.
- Provide the following from main electrical panel to generator Hush-kit:
    - 4 each 1.50mm² copper for generator starter
    - 3 each 2.50mm² cooper cables on 16amp breaker for charger
- Run 3 phase electrical cable through the ATS, from utility area to the generator.
- Main Panel with basic electrical breakers should be installed
    - Breaker and wire sizes should correspond to the attached electrical diagram (will be tested).
    - Panel must be designed with built-in terminals for grounding as well as for neutral phase.
    - Every breaker must comply with electrical load, hooked on it.
    - No more than 5 outlets can be hooked up on one breaker.

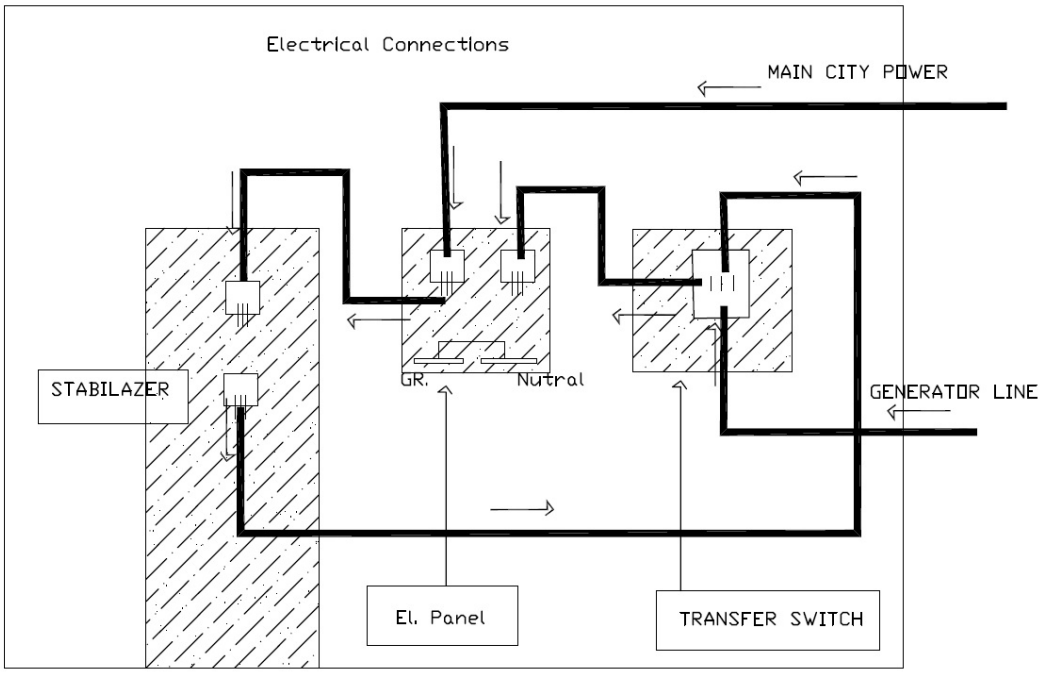
- Provide wiring and connection of all appliances, equipment, and components including: washers, dishwasher, dryers, A/C Units, water pump, boiler sets, internal and external lights and outlets, freezers, refrigerators, kitchen stoves, water heaters and etc.

- Electrical Outlets:
  - separate electric line (one for each), with appropriate size breakers for all following appliances:

Stove	water heaters
Refrigerator	boilers
Freezer	outside lights
Dishwasher	security lights
Clothes washer	water pumps
dryer	every air conditioner

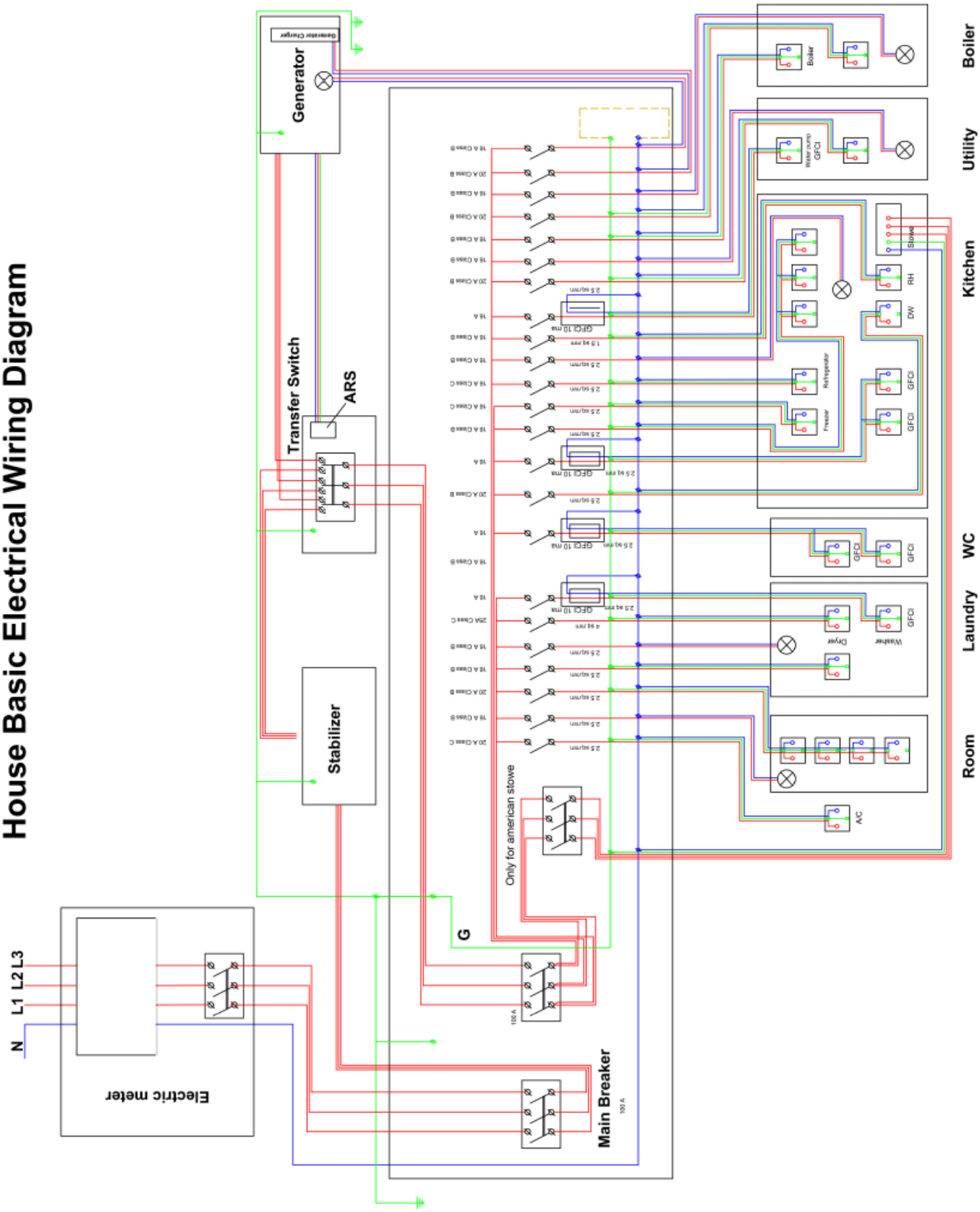
- In wet location: bathrooms, kitchens, laundry space, water utility room (for water pump) garage shall be Ground Fault Circuit Interrupting **(GFCI)** receptacles with 10m/a trip setting separate electrical lines and breakers. All outlets in wet location (places such as a bathrooms, kitchen, garage, balconies.) MUST have 10ma GFCI (Grounding fault Circuit Interrupter) with included 16amp breaker (See POSHO Statement)
- Minimum 4 outlets per room.
- All outlets must be grounded and supported by 3 x 2.5mm² cables.
- Run separate electrical line (1.5 mmX3) for the heating system thermostats.
- Install gas automatic shutoff valves in locations with a gas source (will need a separate electrical cable 1.5X2mm²).
- Wiring for outlets



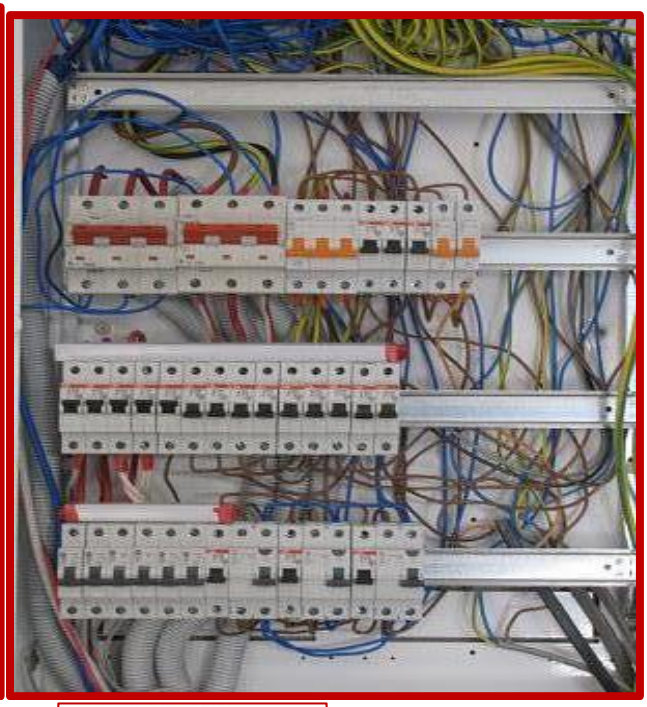


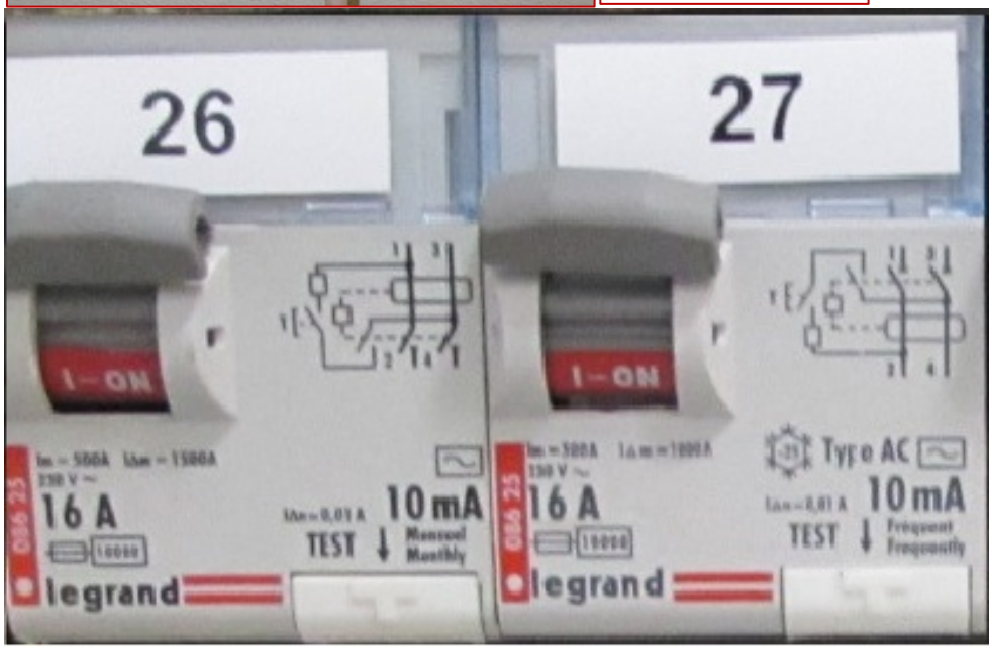
1	**ACs**	**Approx. 6ea**	**variable**	**1ph**
2	**Refrigerator**	**1ea**	**0.5KW**	**1ph**
3	**Stove**	**1ea**	**3.0KW**	**1ph**
4	**Coffee maker**	**1ea**	**1.0KW**	**1ph**
5	**Toaster**	**1ea**	**1.6KW**	**1ph**
6	**Microwave oven**	**2ea**	**2.0KW**	**1ph**
7	**Mixers**	**2ea**	**1.0KW**	**1ph**
8	**Dishwasher**	**1ea**	**2.0KW**	**1ph**
9	**Freezer**	**1ea**	**1.5KW**	**1ph**

House Basic Electrical Wiring Diagram



Sample: how to connect breakers and terminals

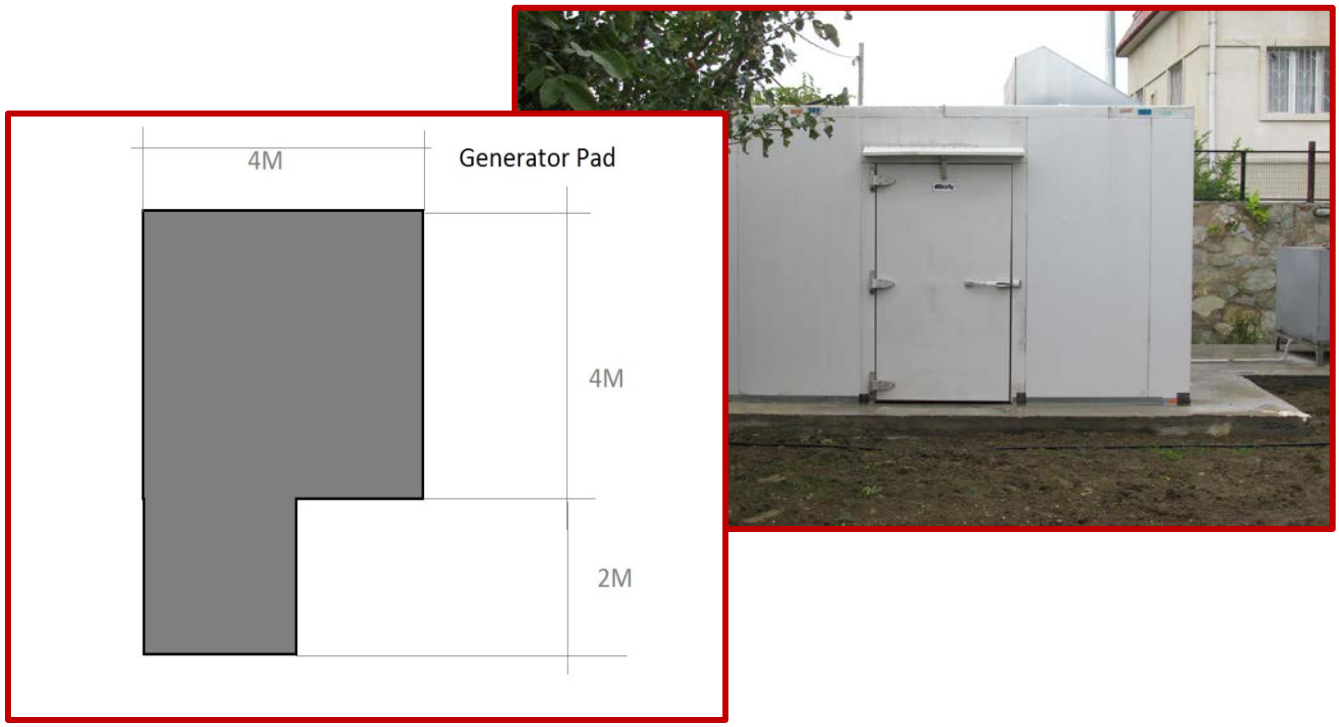


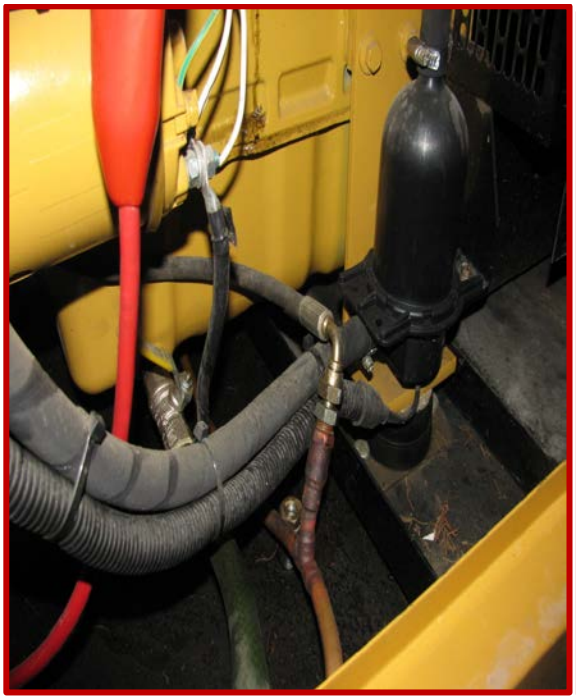


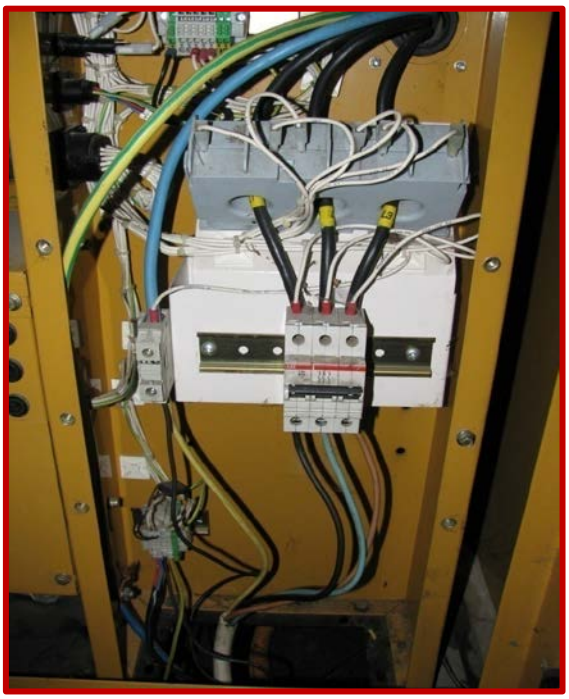
Generator

- The generator, stabilizer (AVR), and Automatic Transfer switch (ATS) will be provided by Embassy after lease signing.
- Prepare reinforced (rebar) concrete pad for generator and fuel tank (location provided before lease signing):
    - Generator: 4m x 4m x at least 15cm in thickness, with a minimum 5 cm above ground
    - fuel tank: 2m x 2m x at least 15cm in thickness, with a minimum 5 cm above ground
- Connect the generator cable to main distribution panel and the Automatic Transfer Switch (ATS) Embassy will provide assistance if needed.
- Size of the breakers and cables must match the diagram requirement.
- Provide fuel supply tank connection between generator and fuel tank with copper pipe.

LOCATION OF PAD: (see house specific sheet at end of document)

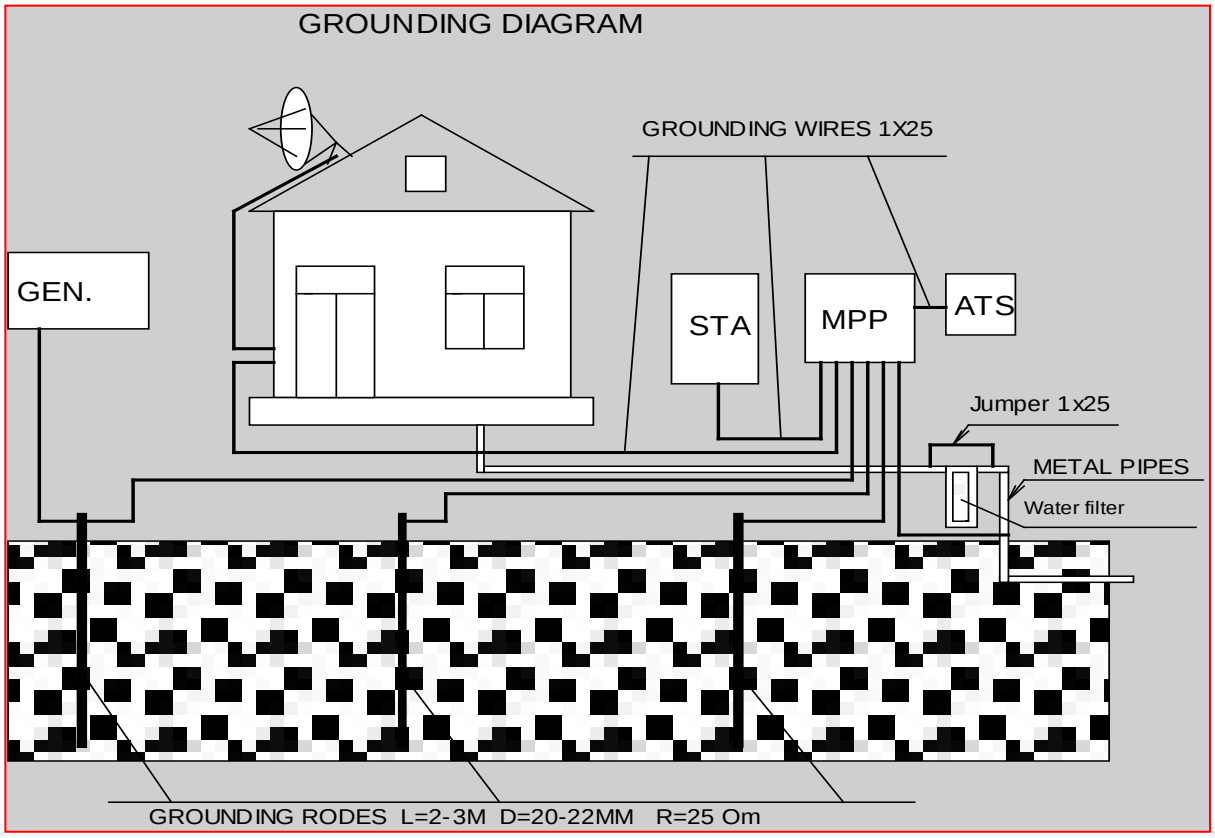






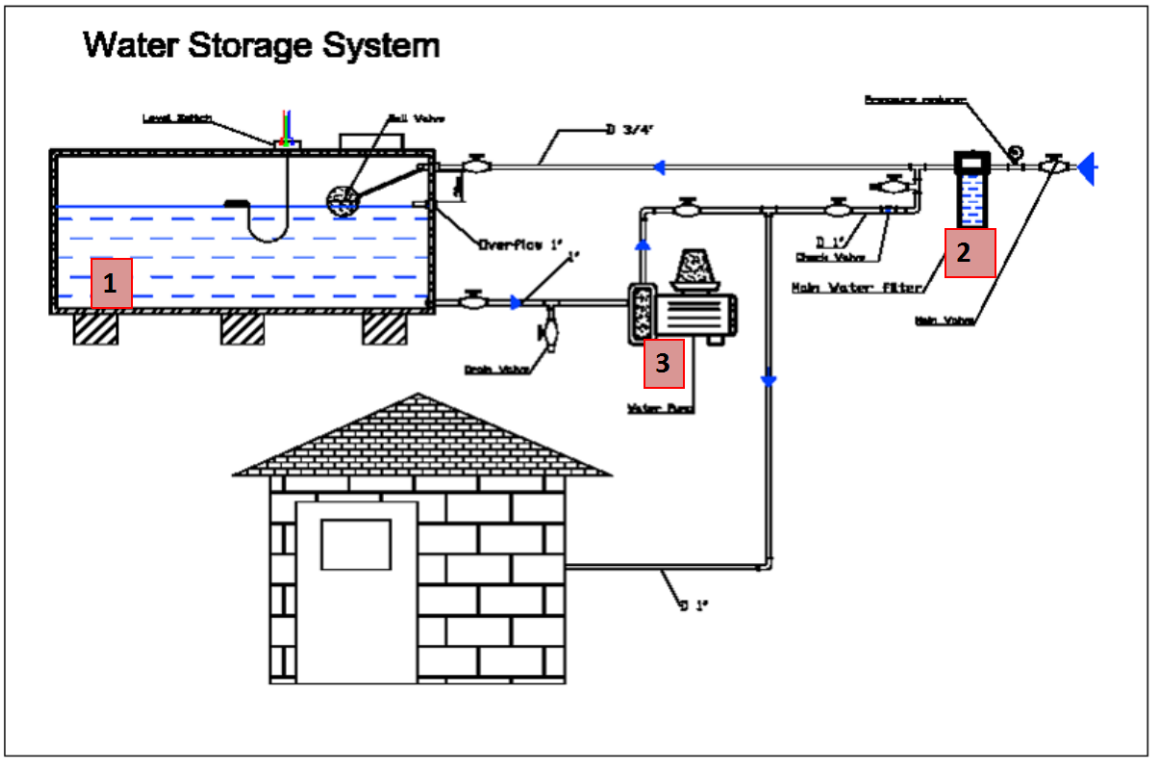
Grounding System

- Ground the system according to attached diagram.
- The impedance of grounding system shall not exceed 25 ohms - this will be tested.
- Two grounding systems shall be installed to ensure proper grounding resistance and layout.
    - Provide the first grounding system close to main electrical panel by using the grounding rods and connect it by 16mm² copper stranded cable to the main ground terminal located in the main electrical panel.
    - Provide the second grounding system close to generator enclosure by using the grounding rods. Run the first 16mm² copper wire from this system to the main electrical panel's main ground terminal and the second 16mm² copper wire to the generator's grounding terminal next to main breaker.
- Run grounding cable from the main grounding terminal of the electrical panel to the Transfer Switch, Voltage Stabilizer.
- Run grounding wires from main grounding bass to all equipment and electrical branches.
- Branch circuits, receptacles, user terminals and all other components of the electrical system must have a copper ground conductor.



Plumbing

- Hot water will be provided by the 2 gas boilers needed for heating system.
- Install water meter and water pressure reducer valve on incoming water system. Landlord should provide all fittings, flush valves and level switches.
- Install main water filter (filter provided by Embassy)
- Provide and set up water storage tank (2 Ton - capacity) in the garage, or utility room. The tank material shall be appropriate for drinking water and it shall be installed in dedicated and clean area. (see house specific sheet at end of document)
- Connect water tank with main water supply with a water pump of appropriate size (Min: 25L/min)
- The water tank must have a mechanical switch connected to water pump.
- Connect hot water supply to the 200 liter capacity water heater equipped with electric heating element to use as a backup hot water system. Connection guidance available if needed.
- Install high quality valves and fittings to prevent flooding.
- Check all drain, water traps and plumbing connection for adequate operation.
- Inspect all drain and sewage system of property.
- Inspect that gutters and drain ways work well.
- Inspect wells to avoid water flooding and any other problem during rainy days.
- Check main valve operation of city water supply system.
- Provide and install washer and dryer for dedicated area. (see house specific sheet at end of document)
- Install all necessary plumbing fixtures and accessories, such as a toilet, sink, shower cubicles, shower heads, taps, faucets, towel rods, paper holders, mirrors, soap holders, tempered glass shower walls, curtains for bath tub.
- Glass shower walls must be tempered glass- this will be tested.
- Install storage cabinets in all bathrooms (large enough for basic cosmetics, a few towels etc) If not already there, provide install dishwasher inside the kitchen cabinet. (see house specific sheet at end of document).
- All water trap should U type, or with closing mechanism.


Water Storage System
Level Switch
Ball Valve
D 3/4"
Pressure reducer
Overflow 1"
1"
D 1"
Check Valve
Main Water Filter
Main Valve
Drain Valve
Water Pump
D 1"
1
2
3

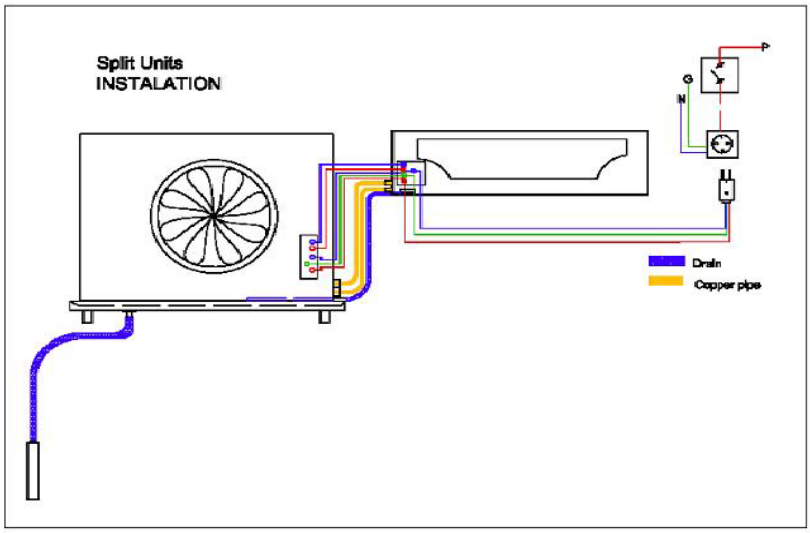
15

2000 Lt

Heating and Cooling and Hot Water

- **Install 2 each 24 KWA** wall mounted GAS heating boilers for heating system and hot water in utility space. (see house specific sheet at end of document)
    - Gas piping for boiler –Gas supply piping shall be rigid for the boiler.
    - Manual shut-off valves for natural gas operated appliances in the kitchen and in the boiler space shall be installed within 1.8m of the appliance.
    - Gas hose supplying the boiler must be appropriate flexible hose.
    - All the natural gas pipes shall be painted yellow.
    - Instructions and manuals for gas operated boiler shall be provided in the boiler room.
    - Temperature and Pressure Relief Valves (TPRV) shall be installed for the boiler and electrical water heater.
    - Install TPRV drain piping to discharge to floor which is not reduced and has no uphill runs. (LL)
-
    -
- Each radiator inside the building must be operating fully - there should be no leakage or damage. During inspection, the Embassy will turn on heating system and inspect fully.
- A/C Units (with heat and cool mode) should be installed in all occupied rooms (living room, bedrooms, dining room, study). AC vendors should be able to determine correct size.
- Provide and install Air conditioning units (that have heat and cool mode, Energy Efficiency class A, w/inverter compressor) of appropriate size for:
    - living room,
    - dining room,
    - family room
    - each bedroom.
    - Additional rooms might be identified prior to lease signing - see house specific sheet at end of document.
- Each A/ C Unit must be equipped with a cord approved for the unit and dedicated ground-equipped receptacle and circuit, which is to be installed close to the unit. The circuit breakers should be calibrated to the rating of the circuit and the air conditioner. Following wire sizes are recommended:
    - 3 x 4mm² for 24000BTU - connected directly without an outlet
    - 3 x 2,5mm² for smaller

- Drain system for air conditioning also must be installed to provide hassle free drainage. (see diagrams below)



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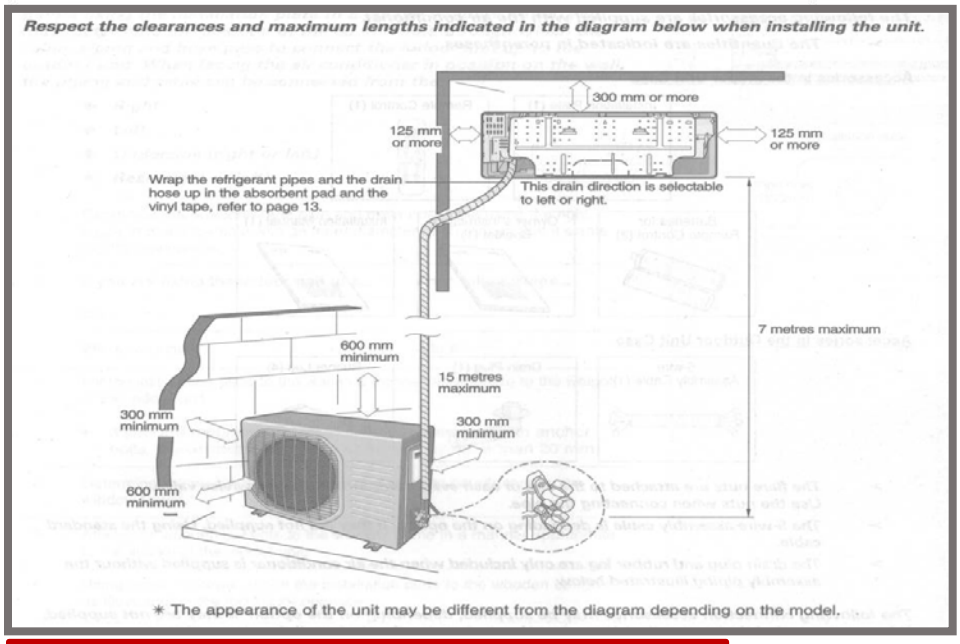
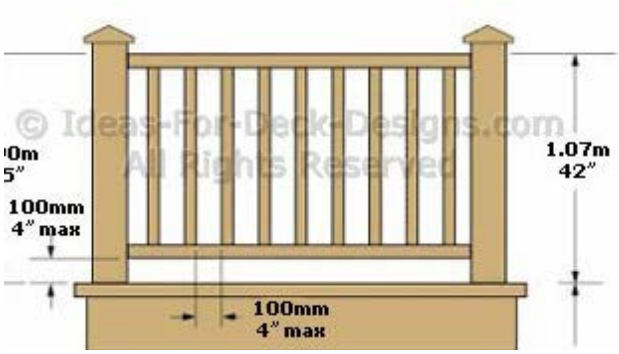
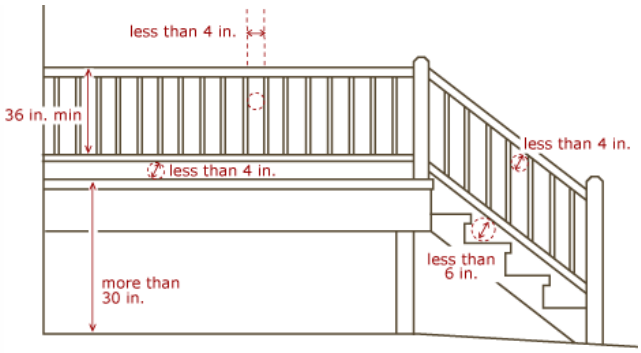


Painting & Carpentry

- All interior walls must be patched up and freshly painted
  - Walls: Capparol "Alpina" HAVANA 16. Kinder Zimmer.
  - Ceiling: Muscat 11-18
- All doors, windows, cabinet doors and hinges must operate properly.
- Locks, handles and knobs also should work smoothly.
- Inspect floors, staircases and all railings. **NOTE: A full safety review and list of action items will be provided**.
- The following is just general guidance:
  - Install handrails where there are 4 or more steps.
  - A balcony railing shall be covered to eliminate the openings more than 10cm. (LL)
  - Installation of handrails for stairways, at 34-38 inches and guardrails at a minimum height of 36 inches(42 inches is recommended) for balconies, decks, elevated patios, and other similar structures for family and duplex units;
  - Guardrails are required where the fall would be greater than 30 inches (76cm) and must not have openings of greater than 4 inches(10cm);
  - Railings: openings between banisters must be LESS than 10 cm
  - Height of ANY interior or exterior railings must be 107 cm high or more.
  - A handrail on the wall side is preferred (at 34in to 38in from stair thread), when possible, and required if stairs are over 44in wide.

4 in = 10 cm; 6 in = 15.25 cm; 30 in = 76 cm; 42 in = 107 cm





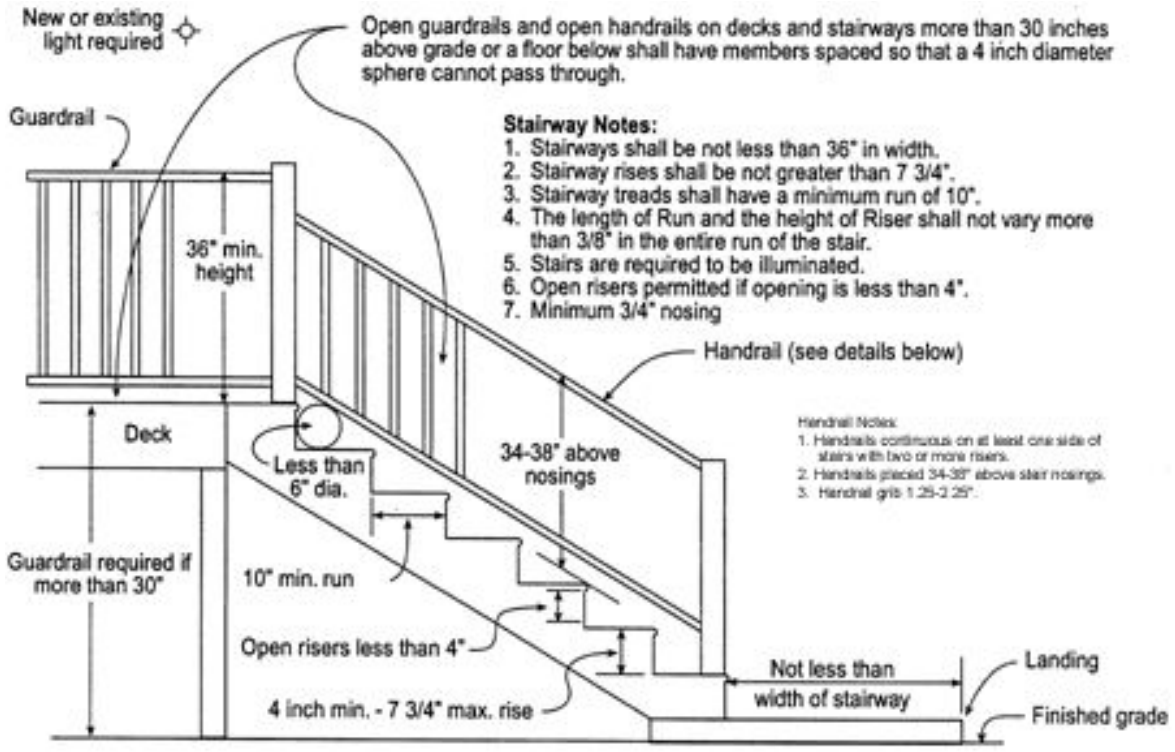


Plate Glass safety

Glazing on the doors and windows within 46cm of the floor, bathtub enclosures shall be tempered glass or to be non-breakable material.

Fuel Burning Appliances and Equipment:

- Boiler – Extend metal chimneys only through noncombustible floors, ceilings and walls.
- Gas operated boiler in the basement shall be properly vented outdoor.
- Venting of exhaust gases through the chimney has to be terminated away from intakes and windows.
- All the connections and flues have to be inspected after installation for leaks.
- Provide outside combustion air through two openings (area at least 20cm x 30cm and protected by screens):
    - within 30cm from the floor
    - within 30cm from the ceiling.
- The boiler rooms must not be used as a storage area.

Garage and Gates

- Run separate electrical cable for automatic remote gate opener.
- Car gates must be powered and provided with two sets of remotes/keys and have the ability to override and use the mechanism manually.
    - Mechanism installed no higher than 1.5m from ground (so average people can reach the manual mechanism key slot)
- Garage doors must be powered and provided with two sets of remotes/keys
- Garage space must have light fixtures
- Install the automatic remote controlled gate opening system on main gate

Drapes

- Living room, dining room, family room, study, and all bedrooms
- Drapery fabric must be in two panels (a left and right panel)
- The height of the panels will be measured whenever possible from 6”(15.24 cm) above the top of the window to 1”(3 cm) below the bottom
- The drapery rod width will be based on the width of the window plus 10” (25 cm) on each side;
- There should 1.5 times as much fabric as the width of the space to be covered (window + 25cm on each side). There must be enough fabric to cover the window when both panels are closed and still adequately reduce light
- A fabric sample is available upon request – room darkening and solid brown.
- See house specific sheet at end of document for details of locations

Blinds

- Kitchen, storage rooms, bathrooms, hallways, etc:
- The size and type of blinds will depend on size and configuration of window and its frame
- See house specific sheet at end of document for details of locations

Insect Screens

- A screen on at least one window in each room – not on window with quick release grill locks.

Common Space

- Building entry must have light fixtures that are on all the time, or motion sensing at entrance, at apartment door, and in the garage space
- Apartment number must be clearly marked near the door.

Yard

- Yard must be cleaned (all waste should be removed from the yard)
- Grass planted in all not paved areas
- Trees trimmed and pruned
- House entry way and driveway smooth, easy to clean, and free of trip hazards

- No loose pavers
- No dips or uneven surfaces for water to pool into, potentially freeze and become slippery
- A patio space for outdoor dining must be paved/tiled to provide smooth surface for table and chairs.

Kitchen

- Install exhaust system to match size and heat output of stove
- Install grounded electrical outlets equipped with (GFCI) (minimum 4 ea but could be more depending on kitchen size and layout)
- Kitchen should be equipped with kitchen cabinets and durable countertops (maximum counter top and storage capacity).
- Cabinet drawers should operate (closing/opening) smoothly
- The below listed appliances (energy grade of "A" or better) should be installed in the kitchen:
    - dishwasher
    - stove (gas/electric burner mix)
    - oven
    - range hood
    - fridge (not smaller than 550l fridge, and 160 freezer)

Bathrooms

- A built in shower must have glass stall walls made of tempered glass – this will be tested by Embassy.
- Each residence must have at least one bath tub (without jets and special features is preferred)
- Bathrooms should be equipped with the following accessories:
    - soap holders
    - towel rack
    - mirrors
    - light fixtures
    - toilet paper holders
    - bath curtain rods
    - dryer and washer (if there is not a dedicated laundry room)
    - storage cabinets for towels, cosmetics, etc

Fireplace and Chimney

Chimney damper must be installed and functioning.
Chimney must be cleaned prior to Embassy occupancy.
Removable/portable fireplace screen and tools must be provided to cover the full opening.

Road

Road to the residence must be paved or leveled with gravel – and maintained during lease period.

Phone

The house must have a fixed landline, and outlet provided in master bedroom or other space agreed to with Embassy Project Coordinator.

Internet connection

The house must have high speed internet connection service available (fiber optic).

Laundry Room

Provide:

- washing machine – minimum 10 kg capacity, A+ or better energy efficiency rating
- dryer - minimum 7 kg capacity, A or better energy efficiency rating

Maximize storage and clothes folding space.

Below are examples.

Additional Laundry Room Requirements to use Embassy Provided Appliances (RARELY REQUIRED)

- At least one wall should be an outside wall for vending.
- Laundry room door width min: 72 cm. (Also all other doors to move in Dryer/Washer)
- Enough space for washer 62x72cmx 129cm with lid open (107cm lid closed)
- Enough space for Dryer 62x72x107cm.
    - Provide sheet metal made exhaust (size 100mm) for drier, vent it outside and cover it with dumper, seal all the gaps in the wall after the installation.
- Minimum one outside wall for dryer exhaust
- Washer needs cold and hot water supply
- Prefer to have both in one room/space

washer

dryer

Closets

- Walk-in or built-in closets must have the following dimensions.
- Wall space should be maximized to provide shelving and storage space

Kitchen Island (when feasible):

- Taller end: 42-inch (107cm) high bar to fit barstools (provide by landlord)
- Lower end: 36-inch (91cm)
- Overhand for seating: 15- 18 inch (38 - 45 cm)
- Maximum storage spaces

Entry Way Coat Racks:

- Where possible, something like this.

Cleaning

The residence must be sanitized immediately preceding “Key Turn Over "day, to include but is not limited the following:

- Walls, floors, windows and doors
- All appliances (stove, washing machine, dishwasher, range hood etc.)
- Kitchen cabinets, draws, countertops
- Bathroom walls and floors, all bathroom items/appliances
- Drapes and blinds

Statement of Work for XYZ House

- Safe haven bedroom location:
- Location of generator and fuel tank:
- Location of main panel:
- Location of AVR and ATS:
- Location of water tank:
- Washer US or EURO:
- Location of washer:
- Dryer US or EURO:
- Location of dryer:
- Location of dishwasher:
- Location of gas boilers:
- Grill locations:
- Additional AC needed in following rooms (size recommendations):
- Curtains needed in locations:
- Blinds needed in locations:
- Closets installed and their dimensions:
- Kitchen layout suggestions:
- Any appliances or equipment which the embassy will provide the landlord.