

## Housekeeping Standards

In an effort to improve the livability and conditions of the apartments owned and managed by the Housing Authority, uniform standards for resident housekeeping have been developed for all tenant families.

- (a) Housing Authority responsibility: The standards that follow will be applied fairly and uniformly to compliance with the standards. Upon completion of an inspection, the Housing Authority will notify Tenant in writing if he/she fails to comply with the standards. The Housing Authority will advise Tenant of the specific correction(s) required to establish compliance. Within a reasonable period of time, the Housing Authority will schedule a second inspection. Failure of a second inspection will constitute a violation of the lease terms.
- (b) Tenant responsibility: Tenant is required to abide by the standards set forth below. Failure to abide by the Housekeeping Standards that results in the creation or maintenance of a threat to health or safety is a violation of the lease terms and can result in eviction.

### Housekeeping Standards: Inside the Apartment

#### General—

- (1) Walls: should be clean and free of dirt, grease, holes, cobwebs, and fingerprints.
- (2) Floors: should be clean, clear, dry and free of hazards.
- (3) Ceilings: should be clean and free of cobwebs.
- (4) Windows: should be clean and not nailed shut. Shades or blinds should be intact.
- (5) Woodwork: should be clean, free of dust, gouges, or scratches.
- (6) Doors: should be clean, free of grease and fingerprints. Doorstops should be present. Locks should work.
- (7) Heating units: should be dusted and access uncluttered.
- (8) Trash: shall be disposed of properly and not left in the unit.
- (9) Entire unit should be free of rodent or insect infestation.

#### Kitchen\_\_

- (1) Stove: should be clean and free of food and grease.
- (2) Refrigerator: should be clean. Freezer door should close properly and freezer have no more than one inch of ice.
- (3) Cabinets: should be clean and neat. Cabinet surfaces and countertop should be free of grease and spilled food. Cabinets should not be overloaded. Storage under the sink should be limited to small or lightweight items to permit access for repairs. Heavy pots and pans should not be stored under the sink.
- (4) Exhaust Fan: should be free of grease and dust.

- (5) Sink: should be clean, free of grease and garbage. Dirty dishes should be washed and put away in a timely manner.
- (6) Food storage areas: should be neat and clean without spilled food.
- (7) Trash/garbage: should be stored in a covered container until removed to the disposal area.

Bathroom—

- (1) Toilet and tank: should be clean and odor free.
- (2) Tub and shower: should be clean and free of excessive mildew and mold. Where applicable, shower curtains should be in place, and of adequate length.
- (3) Lavatory: should be clean.
- (4) Exhaust fans: should be free of dust.
- (5) Floor: should be clean and dry.

Storage Areas—

- (1) Linen Closet: should be neat and clean.
- (2) Other closets: should be neat and clean. No highly flammable materials should be stored in the unit.
- (3) Other storage areas: should be clean, neat and free of hazards.

**Housekeeping Standards: Outside the apartment**

The following standards apply to family and scattered site developments; some standards apply only when the area noted is for the exclusive use of Tenant;

- (1) Yards: should be free of debris, trash, and abandoned cars.
- (2) Exterior walls should be free of graffiti, clean, free of dirt, grease, holes, cobwebs and fingerprints.
- (3) Porches (front and rear): should be clean and free of hazards.
- (4) Steps (front and rear): should be clean, and free of hazards.
- (4) Sidewalks: should be clean and free of hazards
- (5) Parking lot: should be free of abandoned vehicles. There should be no vehicle repairs on the property.
- (6) Hallways: should be clean and free of hazards.
- (7) Stairwells: should be clean and uncluttered.
- (8) Laundry areas: should be clean and neat. Remove lint from dryers after use.
- (9) Utility room: should be free of debris, motor vehicle parts, and flammable materials.