



## Housekeeping Standards

**Purpose:** To improve the livability and conditions of the dwellings owned and managed by the Authority and to preserve Authority property for future generations, uniform standards for resident housekeeping have been developed for all tenant households. The Housekeeping Standards that follow will be applied fairly and uniformly to all tenants.

**Tenant Responsibility:** The tenant is required to abide by the standards set forth below. Failure to abide by the Housekeeping Standards is a violation of the Lease terms and will result in lease termination and eviction.

**Procedures:** The Authority has the right to conduct as many inspections as it deems necessary to insure compliance with the Housekeeping Standards. The Tenant shall receive not less than 48 hours advance written notice of any housekeeping inspection. Such 48 hour notice may be given either by leaving a written notice at the Tenant's premises on Monday through Friday between the hours of 8:00 A.M. and 5:00 P.M., or by placing the notice in the United States mail, postage prepaid. The tenant need not be present to accept the notice.

If violations of the Housekeeping Standards are discovered, the Authority will advise the Tenant of any correction(s) required to establish compliance, and may request that the Tenant undergo training, at the Authority's expense, to comply with the Housekeeping Standards.

If the Tenant participates in the training, the Authority will not conduct any inspections for Housekeeping Standards until the Tenant has completed the training. After completion of the training, the Tenant will be expected to be in full compliance with the Housekeeping Standards. If after completion of the training, the Tenant is found to be in violation of the Housekeeping Standards on any two (2) housekeeping inspection, regardless of when the violations occur, the Tenant's lease will be terminated and the Tenant will be evicted!

Housekeeping Standards are as follows:

### Inside the Dwelling

#### 1) General

- a. **Walls:** Must be clean, free of dirt, grease, holes, cobwebs, and fingerprints.
- b. **Floors:** Must be clean, clear, and free of hazards.
- c. **Ceilings:** Must be clean and free of cobwebs.
- d. **Windows:** Must be clean and not nailed shut. Shades should be intact.
- e. **Woodwork:** Must be clean, free of dust, gouges or scratches.
- f. **Doors:** Must be clean, free of grease and fingerprints. Doorstops should be present. Locks must work.
- g. **Heating Units:** Must be dusted and access uncluttered.
- h. **Trash:** Must be disposed of properly and not left in the dwelling. "Proper Disposal" means that the trash is placed in a sealed plastic bag and put down the chute or in the dumpster, as the case may be, or at the individual dwellings and townhouses, in covered trash cans. The Tenant is responsible to have bulk trash removed at the Tenant's expense.
- i. **Hallways, Walkways, and Stairways:** Must be clear of furniture and other belongings so as to permit easy passage.
- j. **Furniture:** Must be appropriately sized for the dwelling area.
- k. Entire dwelling must be free of rodent and insect infestation.
- l. At individual dwellings and townhouses, dryers must be properly vented.
- m. Tenant's furnishings and use of the entire dwelling must be in conformity with fire safety codes.
- n. Motor vehicle parts, or other similar machine parts, may not be stored in the dwelling.
- o. Flammable materials shall not be stored in the dwelling.

## 2) Kitchen

- a. **Stove:** Must be clean and free of food and grease.
- b. **Refrigerator:** Must be clean, refrigerator and freezer doors must close properly. The freezer shall have no more than one inch of ice/frost build-up.
- c. **Cabinets:** Must be clean and neat. Cabinet surfaces and countertops must be free of grease and spilled food. Cabinets must not be overloaded. Storage under the sink must be limited to only those items (lightweight) which will permit easy access for purposes of repairs or inspections. Heavy pots and pans shall not be stored under the sink.
- d. **Exhaust Fan/Vent:** Must be free of grease and dust.
- e. **Sink:** Must be clean, free of grease and garbage, dirty dishes must be washed and put away in a timely manner.
- f. **Food Storage Areas:** Must be neat and clean without spilled food.
- g. **Trash/Garbage:** Must be stored in a covered container until removed to the disposal area as described under "Section 1. General"

## 3) Bathroom

- a. **Toilet and Tank:** Must be clean and odor free.
- b. **Tub and Shower:** Must be clean and free of excessive mildew and mold. Where applicable, shower curtains must be in place and of adequate length.
- c. **Bathroom Sink:** Must be clean.
- d. **Exhaust Fans:** Must be free of excessive dust.

## 4) Storage Areas

- a. Closets must be neat and clean
- b. No flammable materials or newspapers are to be stored in the dwelling.
- c. Other storage areas must be clean, neat, and free of hazards.

## Outside the Dwelling

The following standards apply to family, elderly, and scattered site property. Further, the standards apply even if the Tenant shares the area with other Tenants.

- 1) **Yards:** Must be free of debris, trash, and abandoned cars.
- 2) **Exterior Walls:** Must be free of graffiti.
- 3) **Porches (front and rear):** Must be clean and free of hazards. Any items stored on the porch shall not impede access to the dwelling.
- 4) **Steps (front and rear):** Must be clean and free of hazards.
- 5) **Sidewalks:** Must be clean and free of hazards
- 6) **Storm Doors:** Must be clean
- 7) **Parking Lot:** Must be free of abandoned cars. There must be no car repairs done in the parking lot.
- 8) **Hallways:** Must be clean, uncluttered, and free of hazards.
- 9) **Stairwells:** Must be clean, uncluttered, and free of hazards.
- 10) **Laundry Areas:** Must be clean and neat. The Tenant owned dryers must be properly vented.
- 11) **Utility Room:** Must be free of debris, motor vehicle parts, and flammable materials.
- 12) No motorized vehicles are to be driven or stored on lawns or grounds except in driveways and parking lots. Dirt bikes, snowmobiles, and boats are prohibited.
- 13) Tenants shall not install antennas, satellite dishes or anything else on the building, or erect fences, storage sheds, recreation structures or ANY other type structures on the grounds.