

# HOUSEKEEPING STANDARDS POLICY

It is your responsibility to keep your unit clean at all times. Following are specific items that you will keep clean to help insure that your unit stays clean and sanitary.

## A. Inside Apartment

### 1. General

- a. **Walls** - Will be clean, free of dirt, grease, excessive mildew and mold, holes, cobwebs, markings and fingerprints. Wipe down walls once a month.
- b. **Floors** - Will be clean, clear, dry, free of trash and clothing and free of dirt and hazards. Sweep and mop floors at least once a week; under furniture also. **CLUTTERED UNITS ARE A FIRE HAZARD!**
- c. **Ceilings** - Will be clean and free of cobwebs.
- d. **Windows** - Will be clean and not nailed shut. Blinds will be intact and clean. Window seals should be wiped out weekly and windows cleaned monthly.
- e. **Woodwork** - Will be clean, free of dust, gouges, or scratches. Clean woodwork monthly with wood cleaner.
- f. **Doors** - Will be clean, free of grease, mildew, markings and fingerprints. Door handles and doorstops should be present. Locks should work. Interior and Exterior doors will be cleaned monthly.
- g. **Heating Units** - Will be dusted and access uncluttered. Heating Unit closet is not to be used for storage.
- h. **Entire Unit** - Throughout entire unit, including storage areas, housekeeping will be such that it does not contribute to rodent (rats and mice) or insect infestation

### 2. Kitchen

- a. **Stove** - Will be clean and free of spilled food and grease on stove top, under stop top, oven, and broiler pan. Clean stove after every use and at least once a week.
- b. **Refrigerator & Freezer** - Will be clean, free of spilled food and mildew. Freezer door will close properly. If damage occurs because of not being cleaned Resident will be charged for repairs.

- c. **Cabinets** - Will be clean and neat; cabinet surfaces and counter top will be free of grease and spilled food. Cabinets will not be overloaded. Storage under the sink will be limited to small or lightweight items to permit access for repairs. Heavy pots and pans will not be stored under the sink. Do NOT leave food sitting on cabinets, stove, or around unit. Cabinet surfaces will be cleaned monthly with wood cleaner and the insides wiped out monthly.
- d. **Vent-A-Hood** - Will be free of grease and dust. Clean hood after each use and filter at least weekly.
- e. **Sink** - Will be clean, free of grease and garbage. Dirty dishes will be washed after each use and put away in a timely manner. Do NOT let dirty dishes sit in sink or around the unit. **DO NOT POUR GREASE DOWN SINK DRAINS.**
- f. **Food Storage Areas** - Will be neat and clean without spilled food. Do NOT leave open food in cabinets.
- g. **Trash/Garbage** - Will be disposed of properly. It will be stored in a covered trash can until removed to the disposal area on the appropriate days. **Trash can is not to be stored in unit, in front yard, or on front porch, it is to be stored outside, behind the unit or in storage closed.**

### 3. Bathroom

- a. **Toilet and Tank** - Will be clean and odor free. Clean toilet, tank, and base at least weekly.
- b. **Tub and Shower** - Will be clean and free of excessive soap scum, mildew and mold. Where applicable, shower curtains should be in place and of adequate length. Clean tub and shower weekly.
- c. **Lavatory** - Will be clean, odor and stain free. Clean lavatory and countertop weekly.
- d. **Exhaust Fans** - Will be free of dust and debris. Clean fan monthly.
- e. **Floor** - Will be clean, dry, and free of trash and clothing. Sweep and mop floor weekly.

#### 4. Storage Areas

- a. **Linen Closets** - Will be neat and clean.
- b. **Other Closets** - Will be neat and clean. Clothing and shoes will be stored properly. Closet floors will be free of clothing, hangers, and trash. Clean closets monthly. **Highly flammable materials should NOT be stored in the unit.**
- c. **Other Storage Areas** - Will be clean, neat and free of hazards. Sweep out closets monthly.
- d. **Flammable Material** - Will NOT be stored in the water heater or central air/heat closets!

#### B. Outside the Unit

1. **Yards** - Will be free of debris, trash, and abandoned cars and abandoned pets. **Do not throw food, grease, or ashes from barbeque pit in yards.** Exterior walls will be free of graffiti. Nothing will be placed on the exterior walls without permission from the PHA. **Resident is to refrain from parking any vehicles on the lawn.** Under the new towing statute the PHA has the right to tow vehicles in violation of the law within forty-eight (48) hours of 'Notice of Vehicle Violation". PHA may have improperly parked vehicles removed from the premises, under applicable State Statutes.
2. **Porches (Front and Rear)** - Will be clean and free of hazards. They will not be used for storage except with written permission from PHA.
3. **Steps (Front and Rear)** - Will be clean and free of hazards
4. **Storm Doors** - Will be clean, with screens and hardware intact. Exterior doors will be clean and free of stickers, mildew, and dirt.
5. **Sidewalks** - Will be clean and free of hazards.
6. **Parking Lot** - Will be free of trash, bottles, cans, vehicle fluids and abandoned cars. Vehicle repairs are not allowed in the parking lots. PHA may have vehicles in violation removed from the premises.
7. **Laundry Areas** - Will be clean and neat free of excessive clothing and lint. Do not overload washing machines; Remove lint from dryers after use.

8. **Children** - Are not to climb on fences surrounding PHA property, clotheslines, mailboxes or trees on the PHA property. Tenants will be billed for and damage that their children cause. Playgrounds are for the use of tenant's children. Children are not allowed on playgrounds without adult supervision.
- C. **Failure of PHA being able to gain access of unit to perform housekeeping inspection may result in additional charges and may constitute a termination of Dwelling Lease.**

## **CARE OF KITCHEN & BATH MARBLE COUNTERTOPS**

- Your unit does NOT have marble/granite kitchen and bath tops.
- Your unit has marble or granite countertops in the kitchen and bath; therefore we need to caution you on taking care of them.

On the marble/granite on the kitchen cabinet top **please do not chop or cut on it**. On both the kitchen and lavatory cabinet tops **do not use Ajax powder or Comet to clean them**. The countertop company said soap and water should clean them; however, you can use spray foam cleaner on them.

## **CARE OF WOOD LAMINANT FLOORING**

- Your unit does NOT have wood laminate flooring.
- Your unit has wood laminate flooring; therefore we need to caution you on taking care of them.

Do NOT use cleaners such as Pine Sol, Mr. Clean, bleach, Mop-n-Glo, etc. The flooring company recommends using a little White Vinegar and water.

If you have any questions, contact the office.