

Inside Apartment

1. General (includes Bedrooms)

- a. **Walls:** Should be clean, free of dirt, grease, holes, cobwebs, and fingerprints
- b. **Floors:** Should be clean, clear, dry and free of hazards
- c. **Ceilings:** Should be clean and free of cobwebs
- d. **Windows:** Should be clean and not nailed shut. Shades and blinds should be in tact
- e. **Woodwork:** Should be clean, free of dust, gouges, or scratches
- f. **Doors:** Should be clean, free of grease and fingerprints. Doorstops should be present. Locks should work.
- g. **Heating units:** Should be dusted and access uncluttered
- h. **Trash:** Shall be disposed of properly and not left in the unit
- i. Entire unit should be free of rodent or insect infestation**

2. Kitchen

- a. **Stove:** Should be clean and free of food and grease
- b. **Refrigerator:** Should be clean. Freezer door should close properly and freezer have no more than one inch of ice
- c. **Cabinets:** Should be clean and neat; cabinet surfaces and counter top 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 to repairs. Heavy pots and pans should be stored under the sink
- d. **Exhaust fan:** Should be free of grease and dust
- e. **Sink:** Should be clean, free of grease and garbage. Dirty dishes should be washed and put away in a timely manner
- f. **Food storage areas:** Should be neat and clean without spilled food
- g. **Trash/garbage:** Should be stored in a covered container until removed to the disposal area

HOUSEKEEPING STANDARDS POLICY

3. Bathroom

- a. Toilet & Tank: Should be clean and odor free – base of toilet should be free of urine residue and buildup.
- b. Tub & Shower: Should be clean and free of excessive mildew and mold. Where applicable, shower curtains should be in place and of adequate length
- c. Lavatory: Should be clean
- d. Exhaust Fans: Should be free of dust
- e. Floor should be clean, mopped, and dry

4. Storage Areas

- a. Linen Closets: Should be neat and clean
- b. Other Closets: Should be neat and clean; no highly flammable materials should be stored in the unit. Clothes should be hung on rack and/or stored in covered totes or closed bags. Clothes are not to be on the floor in the closets
- c. Other Storage Areas: Should be clean, neat and free of hazards

OUTSIDE THE UNIT

1. **Yards:** Should be free of debris, trash, and abandoned cars. Exterior walls should be free of graffiti
2. **Porches (front and rear):** Should be clean and free of hazards. Any items stored on the porch shall not impede access to the unit.
3. **Steps (front and rear):** Should be clean and free of hazards
4. **Storm doors:** Should be clean and free of hazards
5. **Sidewalks:** Should be clean and free of hazards
6. **Parking lot:** Should be free of abandoned cars. There should be no car repairs in the lots.
7. **Hallways:** Should be clean and free of hazards
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