

I. HOUSEKEEPING STANDARDS AND RESPONSIBILITIES:

In an effort to improve the livability and conditions of the premises owned and managed by the PHA, uniform standards for Resident housekeeping have been developed for all Resident Families.

(a) Housekeeping Standards: Inside the Premises

General –

- (1) Walls should be clean, 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, with shades or blinds intact.
- (5) Woodwork should be clean, free of dust, gouges, or scratches.
- (6) Doors should be clean, free of grease and fingerprints, with functional locks.
- (7) Heating premises should be dusted and access uncluttered.
- (8) Trash should be disposed of properly and not left in the premises.
- (9) Entire premises 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 counter tops 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 mold and mildew. Where applicable, shower curtain should be in place and of adequate length.
- (3) Lavatory should be clean.
- (4) Exhaust fan 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 premises.
- (3) Other storage areas should be clean, neat and free of hazards.

(b) Housekeeping Standards: Outside the Premises

The following standards apply to Resident only when the area noted is for the exclusive use of the Resident:

- (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 premises.
 - (3) Steps (front and rear) should be clean and free of hazards.
 - (4) Sidewalks should be clean and free of hazards.
 - (5) Storm doors should be clean, with glass or screens intact.
 - (6) Parking lot should be free of abandoned cars. No car repairs are allowed in the PHA parking lots.
 - (7) Laundry areas should be clean and neat. Remove lint from dryers after use.
- (c) The PHA will apply the Housekeeping Standards fairly and uniformly to all Residents. Training will be available at no cost to the Resident requesting or needing assistance in complying with the Housekeeping Standards. The PHA will inspect each premise at least annually, to determine compliance with the standards. Upon completion of an inspection, the PHA will notify the Resident in writing if he/she fails to comply with the standards. The PHA will advise the Resident of the specific correction(s) required to establish compliance and indicate that training is available. Within a reasonable period of time, the PHA will schedule a second inspection. Failure of a second inspection will constitute a violation of the Lease. Resident is required to abide by the standards set forth herein. 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.

NAME: _____

DATE: _____

NAME: _____

DATE: _____

NAME: _____

DATE: _____

NAME: _____

DATE: _____

WITNESS: _____

DATE: _____