

HOUSEKEEPING STANDARDS POLICY

Introduction:

[Property] Apartments has the following housekeeping standards for residents to maintain decent, safe, and sanitary conditions inside and outside of their apartment. Residents at [Property] are required to abide by the housekeeping standards set forth. **Failure to abide by the Housekeeping Standards is a violation of the lease terms.** All residents will have their units inspected on a **quarterly basis**. Other inspections may occur from complaints or concerns. Residents will be given a 48-hour notice prior to the inspection. Residents are not required to be present during the inspection.

A. Inside Apartment

1. General

- 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 intact
- e. Woodwork: should be clean, free of dust, gouges and scratches
- f. Doors: should be clean, free of grease and fingerprints; doorstops should be present; locks should have working locks
- g. Heating units: should be dusted and access uncluttered; heater and water heater closets shall not be used for storage
- h. Trash: shall be disposed of properly in designated receptacles at least twice a week and not left in the unit for more than four (4) days
- i. Entire unit: should be free of rodent and insect infestation, and pet excrement.

2. Kitchen

- a. Stove: should be anchored, clean and free of food and grease
- b. Refrigerator: should be clean and not over-loaded; freezer should have no more than one inch of ice; doors should close properly
- c. Cabinets: should be clean and neat; cabinet surfaces and countertop should be free of grease and spilled food; cabinets should not be overloaded
- d. Storage under the sink: should be limited to small or lightweight items to permit access to repairs; heavy pots and pans should not be stored under the sink
- e. Exhaust fan: should be free of grease and dust
- f. Sink: should be clean, free of grease and garbage; dirty dishes should be washed and put away in a timely manner
- g. Food storage areas: should be neat and clean without spilled food
- h. Trash/garbage: should be stored in a covered container until removed to the designated disposal area

3. Bathroom

- a. Toilet and tank: should be clean and odor free
- b. 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
- c. Lavatory: should be clean
- d. Exhaust fans: should be free of dust



e. Floor: should be clean and dry and free of soiled clothing and laundry

4. Storage areas

- a. Linen closets: should be neat and clean
- b. Other closets: should be neat and clean; no flammable materials should be stored in the unit
- c. Other storage areas: should be clean, neat and free of hazards.

B. Outside the Unit

- 1. Yards: should be free of debris, trash, and abandoned cars
- 2. Exterior walls: should be free of graffiti
- 3. Porches (front and rear): should be clean and free of hazards; any items stored on the porch shall not impede access to the unit
- 4. Steps (front and rear): should be clean and free of hazards
- 5. Storm doors: should be clean, with glass or screens intact
- 6. Sidewalks: should be clean and free of hazards and graffiti
- 7. Parking lot: should be free of abandoned cars; no car repairs are permitted on development premises
- 8. Hallways: should be clean and free of hazards
- 9. Stairwells: should be clean and uncluttered
- 10. Laundry areas: should be clean and neat; lint should be removed from dryers after use
- 11. Common areas: should be clean and free of hazards
- 12. Utility room: should be free of debris, motor vehicle parts and flammable materials

Resident

Date

Resident

Date

Management

Date

