

Addendum I HOUSEKEEPING STANDARDS POLICY

- A.** The inspection will entail thorough examination of the resident's housekeeping practices, in accordance with the following housekeeping standards:

Housekeeping standards inside the unit:

1. Entire unit should be clean and free of dirt and grease. Excessive mildew and mold should be removed.
2. Floors should be clean, clear and free of hazards.
3. Trash should be disposed of properly and not left in the unit.
4. Throughout the unit, including food storage areas, housekeeping should be such that it does not contribute to rodent or insect infestation.
5. The kitchen should be kept clear of spilled food and grease. Appliances should be kept clean. Refrigerator should be defrosted when needed to prevent damage.
6. Storage areas and closets should be neat and clean. **NO** flammable materials should be stored in the unit.
7. Pathways to front and back doors must be clear from furniture, appliances, and debris

Housekeeping standards outside the unit:

1. Front and back yards should be free of debris, trash, old furniture and appliances. Porches should be free of living room type furniture. Exterior walls should be free of graffiti. Nothing should be placed on the exterior walls without the permission of the Authority.
2. Sidewalks should be clear and free of hazards.
3. Parking lot/space should be free of grease and oil. Inoperative automobiles must be removed. No repairs of automobiles are allowed on the premises.
4. Putting containers in yards and on porches to feed stray animals is **Not** allowed.

- B.** The inspection will be conducted every six (6) months.

C. Procedures to be followed when a unit fails:

1. When a unit fails the initial housekeeping inspection, a follow-up will be conducted within two weeks.
2. If, at the follow-up inspection the unit fails, the unit will be inspected again in thirty (30) days.
3. If the unit fails the thirty (30) day follow-up inspection, the resident's Lease will be immediately terminated.

D. If a resident's smoke alarm is not in working order on the initial housekeeping inspection, a work order will be placed by Housing Authority staff to have the smoke alarm repaired or replaced.

1. If the smoke detector is not working at any of the follow-up inspections after a work order has been completed; the unit will fail, even if the remainder of the unit passes.

E. If housing authority personnel cannot access the apartment at any of the housekeeping inspections because the front door is dead-bolted from the inside, the unit will fail, and the procedures for a failed unit will be followed.

Most Recent Revision: 10/1/02 Resolution 1346