

## **Housekeeping Standards**

### **General—**

- (1) Walls: should be clean, free of dirt, grease, holes, marker, crayon, cobwebs, and fingerprints.
- (2) Floors: should be clean, clear, dry and free of hazards.
- (3) Ceilings: should be clean, free of dirt, holes, fingerprints & cobwebs.
- (4) Windows: should be clean and not nailed shut. No tape or signs should be on windows. Locks should work. Shades & rods must be in place, with no damage.
- (5) Woodwork should be clean, free of dust, gouges or scratches.
- (6) Doors: should be clean, free of grease and fingerprints. Doorstops should be present. Entrance locks should work. No doors shall be blocked.
- (7) Heating units: should be uncluttered with free access.
- (8) Trash: should be disposed of properly and not left in the unit.
- (9) Entire unit should be free of rodent or insect infestation.

### **Kitchen—**

- (1) Stove & oven should be clean and free of food and grease
- (2) Refrigerator: should be clean. Freezer door should close properly and door gaskets should be clean.
- (3) Cabinets: should be clean and neat. Cabinet surfaces and countertop 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.
- (4) Exhaust Fan: should be free of grease and dirt.
- (5) Sink: should be clean, free of grease and garbage. Dirty dishes should be washed and put away in a timely manner.
- (6) Food storages areas: Should be neat and clean without spilled food.
- (7) Trash: should be stored in a covered container until removed on trash collection day.

### **Bathroom—**

- (1) Toilet and tank: should be clean and odor free.
- (2) Tub and shower: should be clean and free of excessive mildew and mold. A shower curtain should be in place, and of adequate length.
- (3) Tub and shower should be clean.
- (4) Exhaust fan: should be in operation at all times, should be kept clean and free of dust.
- (5) Floor should be clean, dry and free of clutter.

**Storage areas—**

- (1) Linen closet: should be neat and clean.
- (2) Other closets should be neat and clean. No flammable materials should be stored in the unit.
- (3) Other storage areas: should be clean, neat and free of hazards.

**Hallways/Stairs—**

- (1) Should be clean and uncluttered.
- (2) Should be free of hazards.

**Housekeeping outside the Apartment**

- (1) Yard should be free of debris & trash. Exterior walls should be free of graffiti.
- (2) Lawns should be mowed and trimmed.
- (3) Sidewalks: should be clean and free of hazards. This includes removal of snow and ice.
- (4) Storm doors: should be clean, with glass and screens intact.
- (5) Parking lot: should be free of abandoned cars. There should be no car repairs in the parking lots.
- (6) Utility room: should be free of debris, motor vehicle parts and flammable materials.
- (7) Storage shed is intended for use by the resident occupying the unit only. Storage shed should be neat and organized.

**TENANT AGREES THAT ALL THE PROVISIONS OF THIS LEASE HAVE BEEN READ AND ARE UNDERSTOOD AND FURTHER AGREES TO BE BOUND BY ITS PROVISIONS AND CONDITIONS AS WRITTEN. (SIGNATURE REQUIRED ON PART II OF THE LEASE)**