

# HOUSEKEEPING STANDARDS POLICY

## 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 cleaned, in tact and not bent.
- e. Woodwork, including baseboards: 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 cleaned and free of food and grease inside, outside and underneath
- b. Refrigerator: should be clean inside, outside and underneath. 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 not 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.

### 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

### 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
- 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 cigarette butts.
2. Exterior walls and doors 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. Sidewalks should be clean and free of hazards.
5. Outdoor furniture, toys and water hoses should be stored in a manner that does not impede mowing.
6. Storm/Screen doors: should be clean, with glass or screens intact
7. Exterior doors should be clean.
8. Parking lot should be free of oil and trash.
9. Parking lot should be free of inoperable or abandoned vehicles.
10. Vehicle repairs are not permitted in parking lots.

I HAVE REVIEWED THE HOUSEKEEPING POLICY AND AGREE TO COMPLY WITH THESE STANDARDS. I understand that my failure to maintain a safe, decent and sanitary dwelling unit and premises may result in Lease termination or non renewal at annual reexamination. I further understand that three consecutive inspections that indicate my unit has not/ is not being maintained in a safe, decent and sanitary condition **SHALL** result in Lease termination or non renewal at annual reexamination.

X \_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date

*Bastrop Housing Authority does not discriminate against persons on the basis of disability status in the admission or access to, or treatment or employment in, its federally assisted programs and activities.*