

HOUSEKEEPING STANDARDS POLICY

Introduction:

HOAPV/APV 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 **annually basis**. Other inspections may occur from complaints or concerns. Residents will be given 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 overloaded; 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

