

HOUSE KEEPING STANDARDS

INSIDE THE APARTMENT

General:

1. Walls: Should be clean, free of dirt, grease, holes, cobwebs, and fingerprints.
2. **Floors: Should be clean, clear, dry and free of hazards**
3. Ceilings: Should be clean and free of cobwebs.
4. Windows: Should be clean, shades or blinds should be intact.
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. Locks should work.
7. Heating units: Should be dusted and access uncluttered.
8. Trash: Shall be disposed of properly and not left in unit.
9. Entire unit should be free of rodent or insect infestation.
Tenant must agree to cooperate with management in controlling and eliminating infestation.
10. Utility or Storage unit must be free of debris, motor vehicle parts and flammable materials.

Kitchen:

1. Stove: Should be clean and free of food and grease. Racks and backsplash must be kept clean.
2. Refrigerator: Should be clean. Freezer door should close properly and freezer should have not more than one inch of ice.
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. Heavy pots and pans should not be stored under the sink.
4. Exhaust Fan: Should be free of grease and dust.

5. Sink: Should be clean, free of grease and garbage. Dirty dishes should be washed and put away in a timely manner.
6. Food storage areas: Should be neat and clean without spilled food.
7. Trash/Garbage: Should be stored in a covered container until removed to the disposal area.

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. Where applicable, shower curtains should be in place, and of adequate length.
3. Lavatory: Should be clean.
4. Exhaust fans: Should be free of dust.
5. Floor: Should be clean and dry.

Storage Areas:

1. Linen Closet: Should be neat and clean.
2. Other Closets: Should be neat and clean. No highly flammable materials should be stored in the unit.
3. Other Storage Areas: Should be clean, neat and free of hazards.

Outside the Unit:

1. Yards: Should be free of debris, trash, and abandoned cars. Exterior walls should be free of graffiti.
2. Porches (front and rear) : Should be clean and free of hazards. Nothing on porches should impede access to the unit.
3. Steps: Should be clean and hazard free.
4. Sidewalks: Should be clean and hazard free.
5. Storm Doors: Should be clean, with glass or screens intact.
6. Parking lot: Should be free of abandoned cars.
7. Hallways: Should be clean and free of hazards.

8. Stairwells: Should be clean and uncluttered.
9. Landscaping : Must be clean and free of clutter and not damaged.

If there are any questions please feel free to ask.

NOTE:

THESE APARTMENTS ARE PAINTED ON MOVE-IN YOU ARE NOT ALLOWED TO PUT UP WALLPAPER, YOU CAN USE BORDERS BUT YOU MUST USE TACKS OR STAPLES YOU ARE NOT ALLOWED TO GLUE ANYTHING TO THE WALLS.

YOU MAY LAY CARPET ON THE FLOORS BUT DO NOT ATTACH IT TO THE FLOORS

ANY CHANGES MADE TO THE APARTMENTS YOU ARE RESPONSIBLE FOR AND WILL BE CHARGED FOR ON MOVE OUT.

NO LOCKS CAN BE CHANGED OR ADDED TO ANY DOOR IN THE UNIT AND NHA STAFF MUST BE ALLOWED ACCESS TO ALL AREAS.