**Perry County Housing Authority**

**Housekeeping Policy**

Effective April 1, 2013

1. **TENANT OBLIGATIONS**

Tenants of Public Housing properties are obligated to keep their dwelling unit and other such areas as may be assigned to them for their exclusive use in a clean and safe condition. This includes keeping their front and rear entrances and walkways free from hazards and trash and keeping the yard free of debris and litter.

In an effort to improve the livability and conditions of the units owned and operated by the Perry County Housing Authority there are uniform standards for resident housekeeping.

The Housing Authority will inspect each unit up to four times annually, to determine compliance with these standards. In addition, each time the maintenance staff enters your apartment for any reason, they will inspect your apartment for tidy housekeeping. Upon completion of the inspection, you will receive notice if you fail inspection and what area(s) need improvement. You will receive 7 days to get your apartment in order for re-inspection. If you fail your 2nd inspection or any thereafter, you will be fined $25.00 for each failed inspection. Fines are due within 30 days.

If during housekeeping inspections, damages are found, we will send the maintenance staff to repair them. If they are not due to normal wear and tear, you will be charged a maintenance charge for the repairs. See charge schedule in policy handbook.

**HOUSEKEEPING INSPECTIONS WILL BE DONE IN JANUARY, APRIL, JULY, AND OCTOBER EACH YEAR. YOU WILL BE GIVEN NOTICE PRIOR TO YOUR INSPECTION.**

1. **GENERAL CLEANING FOR ALL ROOMS**
   1. Walls should be clean and free of dirt, grease, holes, etc.
   2. Floors should be clean, clear, and dry. (Eg. No piles of laundry, etc around apt.)
   3. Ceilings should be clean and free of cobwebs.
   4. Light fixtures should be free of dust.
   5. Windows should be clean. Shades or blinds should be in tact. (No blankets, etc should be hung has curtains – see policy handbook on this)
   6. Doors should be clean, free of grease and fingerprints.
   7. Trash should be disposed of properly and not left in the unit.
2. **KITCHEN**
   1. Stove – should be clean and free of food and grease.
   2. Refrigerator – should be clean inside and out. There should be no spilled food
   3. Sink – should be clean and free of grease and garbage. Dirty dishes should be washed and put away.
   4. Cabinets – should be wiped down and free of grease and spilled food.
   5. Countertops – should be wiped free of grease and food. There should not be dirty dishes, or excess clutter on the counters.
3. **BATHROOM**
   1. Toilet - should be clean.
   2. Tub and shower – should be clean and free of excessive mildew and mold. Shower curtains should be in place, free of mildew, and of appropriate length.
   3. Sink and faucet – should be clean and free of scum, soap residue, etc.
   4. Medicine Cabinet – should be clean inside and out.
4. **YARD/EXTERIOR SPACE**
   1. Yard should be free of trash and other garbage.
   2. There should be nothing stored in the yard or porch except working bicycles.
5. **HOT WATER HEATER/FURNACE**
   1. There should be nothing stored near the hot water heater or furnace. This is a fire hazard!
6. **SMOKE ALARM AND CARBOND MONOXIDE DETECTORS**
   1. Should be installed and in working order. If you need new batteries, call in a work order. During inspection, if your detectors have been removed from the walls, you will be charged a $15.00 maintenance fee to replace/reconnect the detector.