

HOUSING AUTHORITY OF MADISONVILLE HOUSING KEEPING STANDARDS POLICY

In an effort to improve the livability and conditions of the apartments owned and managed by the Housing Authority of Madisonville, uniform standards for resident housekeeping have been developed for all resident families. The Housekeeping Standard Policy has been approved by the Housing Authority of Madisonville Administration Office and Housing Authority Board of Commissioners.

A. Housing Authority of Madisonville Responsibility

The standards that follow will be applied fairly and uniformly to all residents. Each unit will be inspected by MHA staff at least annually for maintenance, safety and housekeeping conditions. Upon completion of inspection, the Housing Authority of Madisonville will notify the resident of a failed inspection and referral for special inspection. The Housing Authority of Madisonville will advise the resident of specific correction(s) required to establish compliance. The inspector will provide a 48 hour notice of a special inspection to review the unit for compliance. Upon failure of the special inspection, the resident will be provided a 48 hour notice of one additional inspection. If the unit is found to not be within compliance upon the special inspection second visit, residents that have failed the special inspection process for the first time will be offered the opportunity for participating in a weekly housekeeping program. Residents with a history of housekeeping special inspection failures or choose not to participate in the weekly housekeeping program will receive notice of lease termination.

Upon entering a unit for Housing Authority business staff will report to the Housing Manager any unit that is in need of a Special Housekeeping Inspection. The Housing Manager will then notify the resident of a scheduled inspection. The above process will then apply.

The Madisonville Housing Authority reserves the right to forgo the above process if the resident has pattern of housekeeping non-compliance and/or a level of housekeeping non-compliance to constitute a risk to health and safety.

B. Resident Responsibility

The resident is required to abide by the standards set forth below. Failure to abide by the Housekeeping Standards will be considered a violation of the lease and can result in eviction.

HOUSEKEEPING STANDARDS

General

1. Walls should be clean, free of dirt, cobwebs and fingerprints.
2. Floors should be clean, clear, dry and free of hazards.
3. Ceilings should be clean and free of cobwebs. Ceiling fans should be dusted and free of cobwebs.
4. Windows should be clean with the screens in tacked without tears. Blinds shall remain intact without missing pieces.

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5. Wood work should be clean, free of dust, gouges or scratches
6. Doors should be clean, free of grease and fingerprints with functional locks
7. Heating units should be dusted and access uncluttered.
8. Trash should be disposed of properly and not left in the unit.
9. Entire unit should be free of rodent or insect infestation. Resident agrees to cooperate with management in controlling and eliminating infestation.
10. Unit should be free of excess debris, motor vehicle parts and flammable materials.
11. Stairwells should be cleaned and uncluttered
12. Air vent should be free of dust
13. Smoke detector should be working properly and free from dust

Kitchen Area

1. Stove should be clean and free of food and grease. All burners should light.
2. Refrigerator should be clean. Freezer door should close properly and freezer should have no more than one inch of ice. All the handles, bars, and shelves should be intact.
3. Cabinets should be neat and clean. Cabinet surfaces and counter top should be free of grease and spilled food. Cabinets should not be overloaded. Storage under the sink is limited to small or light weight items to permit access for repairs. Heavy pots and pans are not to be stored under the sink.
4. Exhaust fan should be free of grease and dust.
5. Sinks should be clean, free of grease and garbage. Dirty Dishes are to be washed and put away in a timely manner.
6. Food storage areas should be neat and clean without spilled food.
7. Trash and garbage are to be stored in a cover container until removed to the disposal area.

Bathroom Area

1. Toilet and tank are to be clean and odor free.
2. Tub and shower are to be clean and free of excessive mold and mildew. Shower curtain of adequate length shall be in place.
3. Sink should be clean.
4. Where applicable, exhaust fan is to be free of dust.
5. Floor is to 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 are to be in the unit.
3. Other storage areas are to be clean, neat and free of hazards.

Housekeeping Standards Outside of the Unit

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1. Yards are to be free of debris, trash and abandoned cars. Exterior walks are to be free of graffiti.
2. Porches (front and rear) are to be clean and free of hazards. Any item stored on the porch shall not impede access to the unit.
3. Only outdoor furniture is allowed on the porches. (No exercise equipment or indoor furniture)
4. Steps (front and rear) are to be clean and free of hazards
5. Sidewalks are to be clean and free of hazards.

