



## HOUSEKEEPING and UNIT INSPECTION STANDARDS

Uniform standards for resident housekeeping apply to all tenant families living in housing owned and managed by CMHA.

A. CMHA will inspect each unit at least annually, to determine compliance with the standards. Upon completion of an inspection CMHA will notify the Tenant in writing if he/she fails to comply with the standards and serve Tenant with a Notice of Termination of Dwelling Lease.

B. Opportunity to Cure: After the failed inspection, the Tenant will be given the opportunity to cure the breach of the Lease agreement. CMHA will schedule a re-inspection of the premises to coincide with the expiration of the Notice of Termination of Dwelling Lease to determine compliance. Failure or refusal of the re-inspection will be deemed a serious violation of the Dwelling Lease and CMHA may move to evict the Tenant.

C. In deciding to evict, CMHA shall have the discretion to offer a deep cleaning of the unit in lieu of terminating the tenancy. In agreement with the Tenant, the cost of the deep cleaning will be billed to the Tenant as a maintenance charge (refer to the Maintenance Charge Schedule). CMHA may monitor the Tenant's housekeeping after the deep cleaning to ensure the Tenant maintains satisfactory housekeeping standards. One subsequent failed housekeeping inspection within 12 months following the deep cleaning is grounds for termination of the Lease.

### Housekeeping Standards Inside the Unit

**Walls:** Must be clean, free of dirt, grease, holes, cobwebs, and fingerprints.

**Floors:** Must be clean, dry and free of hazards.

**Ceilings:** Must be clean and free of cobwebs.

**Windows:** Must be clean. May not be nailed shut. Shades or blinds must be intact and in good operating order. No torn screens.

**Woodwork:** Must be clean, free of dust, gouges and scratches.

**Doors:** Must be clean, free of grease and fingerprints. Doorstops must be present. Locks must work.

**Heating Units:** Must be dusted and easily accessible, with no clutter.

**Trash and Garbage:** Must be disposed of properly and on a regular basis. Must be stored in a lined, properly covered trash container until removed to the disposal area.

**Entire Unit:** Must be free of rodent and/or insect infestation. Must be free of excessive clutter and offensive odors.

**Laundry Areas:** Must be clean and neat. Remove lint from dryers after every use.

**Utility Room/Basement:** Must be free of debris, motor vehicle parts, flammable materials, and excessive clutter.

### Kitchen

**Stove:** Both oven and stovetop must be clean and free of food and grease.

**Refrigerator:** Must be clean and free of rodents. Freezer door must close properly. Old and inedible food must be removed. Must be free of offensive odors.

**Cabinets:** Must be clean and neat. Cabinet surfaces and countertops must be free of grease and spilled food. Cabinets may not be overloaded. Storage under the sink should be limited to small or lightweight items, to permit access for repairs.

**Exhaust Fan:** Must be free of grease and dust.

**Sink:** Must be clean, free of grease and garbage. Dirty dishes must be washed and put away in a timely manner.

**Food Storage Areas:** Must be neat and clean. No spilled food, crumbs or open containers.

## **Bathroom**

**Toilet and Tank:** Must be clean and odor free.

**Tub and Shower:** Must be clean and free of mildew and mold buildup. For showers, full-length shower curtains must be in place.

**Sink:** Must be clean.

**Exhaust Fans:** Must be free of dust.

**Floor:** Must be clean and dry.

## **Storage Areas**

**Closets:** Must be neat and clean. No highly flammable materials may be stored in the unit.

**Other Storage Areas:** Must be clean, neat and free of hazards. Nothing may be stored within 5 feet of a furnace or water heater.

## **Housekeeping Standards Outside the Apartment**

The following standards apply to family and scattered site properties only. Some standards apply only when the area noted is for the exclusive use of Tenant:

**Yard:** Must be free of debris, trash, and abandoned vehicles or parts. Exterior walls should be free of graffiti. Play equipment, barbecue grills, lawn furniture, and outdoor toys are permitted in rear yards only.

**Lawn:** If lawn care is required of tenant, grass must be mowed regularly, and cannot exceed 4 inches in height at any time. Bushes must be trimmed and snow shoveled in a timely and consistent manner.

**Porches** (front and rear): Must be clean and free of hazards. Only proper lawn furniture and accessories are permitted on front porches.

**Steps** (front and rear): Must be clean and free of hazards.

**Sidewalks:** Must be clean and free of hazards.

**Storm doors:** Must be clean, with glass and screens intact.

**Parking Lot and Driveways:** Must be free of vehicles that appear to be abandoned, that are not roadworthy or properly licensed. No vehicle repairs are permitted anywhere on the premises.

**Hallways:** Must be clean and free of hazards.

**Stairwells:** Must be clean and uncluttered.