

DAVID CITY HOUSING AUTHORITY HOUSEKEEPING STANDARDS POLICY

In an effort to improve the condition of the Housing Authority's properties, the Authority has developed uniform standards for resident housekeeping.

- The following Housekeeping Standards have been developed for use in apartments owned and managed by the Authority.
- The Standards will be applied fairly and uniformly to all residents.
- Repeated failure to abide by Housekeeping Standards, which results in unsafe or unsanitary conditions is a violation of the lease and can result in eviction.

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 in tact.
- e. Woodwork: should be clean, free of dust, gouges, or scratches.
- f. Doors: should be clean, free of grease and fingerprints. Doorstops should be present. Locks should work. There should not be any items in front of the door.
- g. Heating and air conditioning units: should be dusted and access uncluttered.
- h. Trash: shall be disposed of properly and not left in the unit.
- i. Entire unit should be free of rodent or insect infestation

2. Kitchen

- a. Stove: should be clean and free of food and grease.
- b. Refrigerator: should be clean. Freezer door should close properly and freezer have no more than one inch of ice.
- c. Cabinets: should be clean and neat; cabinet surfaces and counter top 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 to repairs. Heavy pots and pans should not be stored under the sink.
- d. Exhaust fan: should be free of grease and dust.
- e. Sink: should be clean, free of grease and garbage. Dirty dishes should be washed and put away in a timely manner.
- f. Food storage areas: should be neat and clean without spilled food or overflowing with food.
- g. Trash/garbage: should be stored in a covered container until removed to the 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.
- c. Lavatory: should be clean.
- d. Exhaust fans: should be free of dust.
- e. Floor should be clean and dry.

4. Storage areas
 - a. Linen closets: should be neat and clean.
 - b. Other closets: should be neat and clean; no highly flammable materials should be stored in the unit.
 - c. Other storage areas: should be clean, neat and free of hazards.

B. 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. Any items stored on the porch shall not impede access to the unit.
3. Storm doors: should be clean, with glass and screens intact.
4. Sidewalks: should be clean and free of hazards.
5. Parking lot: should be free of abandoned cars. There should be no car repairs in the lots.
6. Hallways: should be clean and free of hazards.
7. Laundry areas: should be clean and neat. Remove lint from dryers after use.

The David City Housing Authority (DCHA) will do at least one (1) inspection per year. More will be done a year if necessary. DCHA will follow the Housekeeping Inspection Worksheet that is attached to this Policy.

Results of violations of the Housekeeping Standard Policy:

1. If tenant fails the original inspection they will be given 14 days to make the corrections needed to be in compliance. They will be given a specific date that the DCHA staff will come back to inspect. The apartment will be inspected whether or not the tenant is home.
2. If tenant fails the 2nd inspection they will be sent a letter advising them that they have 14 days to make the corrections or 30 days to vacate the premises. The apartment will be inspected whether or not the tenant is home.
3. Failure to be in compliance after the 3rd inspection and failure to move, the DCHA will begin eviction proceedings. DCHA has the right to commence legal action to evict you from the premises and to recover for damages to the apartment, Court costs, and attorney's fees allowable by law.

David City Housing Authority

Housekeeping Inspection Worksheet

Head of Household: _____
Address: _____ **Type of Inspection:** _____
Date: _____ **Inspected by:** _____

KITCHEN:

Area Inspected:	YES	NO	SPECIFIC ISSUE:
Floors swept & stain free? (no crumbs/debris or stained areas)			
Sink clean? (no stains, food particles/debris, dirty dishes or mold)			
Counters free of clutter, dirty dishes, crumbs, mold, stains & food particles?			
Refrigerator clean? (no stains, mold, crumbs, or foul odor)			
Stove top clean & safe? (no stains, burns, crumbs, or flammable objects)			
Stove drawers clean? (no crumbs, stains, or debris)			
All stove's burner pans present?			
Oven clean? (no burned food or stains)			
Garbage taken out? (not overflowing)			
Appliances in working order?			

LIVING ROOM:

Area Inspected:	YES	NO	SPECIFIC ISSUE:
Carpet Clean & vacuumed? (no stains, crumbs, or debris)			
Carpet in good repair? (no holes or worn areas)			
Walls in good repair? (no holes, stains, or peeling paint)			
Wall outlets flush against wall? Safe?			
Room is not a Fall Risk? (furniture, clothes, toys, rugs not in walking path)			

BATHROOM:

Area Inspected:	YES	NO	SPECIFIC ISSUE:
Floor clean? (swept, no debris or stains)			
Shower clean? (no stains or mold & drain free of debris)			
Sink clean? (no stains & drain free of debris)			
Toilet clean? (no stains in bowl or on seat)			
Bathroom is free of standing, leaking, or dripping water?			

BEDROOM (1, 2, & 3):

Area Inspected:	BR-1 (y/n)		BR-2 (y/n)		SPECIFIC ISSUE:
Bedroom(s) clutter free? (no piles of clothes, no fall hazard)					
Floor clean & vacuumed? (no stains or debris)					
Underneath the bed is clutter free? (no garbage or clutter)					
Closet tidy? (no clutter or safety hazard)					
Mattress covered?					

MISCELLANEOUS:

Area Inspected:	YES	NO	SPECIFIC ISSUE:
Closets tidy? (clutter free & no safety hazard)			
Unit free of Cigarette Burns? (carpet, furniture, clothes, blankets)			
Hallways clean? (vacuumed, no stains or debris)			
Hallway free of clutter? (no fall risk)			
Doorways unblocked? (ambulance stretcher has easy access, if needed)			
Dining Area clean? (no crumbs, stains or debris)			
Unit free of spoiled & standing food?			
Unit free of bug/rodent infestation? (Roaches, bed bugs, rodents, etc...)			
If outdoor area, is it clean? (no debris or trash, well maintained)			
If Garage, is it tidy? (no trash, debris, no safety hazard)			

SAFETY PRECAUTIONS:

Inspected Area:	YES	NO	SPECIFIC ISSUE:
Sprayed for insects? (during inspection)			
Furnace filter checked? Changed?			
Smoke alarms checked? Working?			
Changed smoke alarm batteries?			
CO₂ alarm checked? Working?			

PASS vs. FAIL: (Highlighted Questions do not count in final count.)

To Pass, DCHA resident needs to score 75% or higher: One bedroom= 24+ yes's, two bedroom= 27+ yes's.

To Fail, DCHA resident will have had to score lower then 75%: One bedroom= 7 no's, Two bedrooms= 8 no's.

UNIT TYPE:	YES	NO	PASS/FAIL
One bedroom=31 possible yes's			
Two bedroom=35 possible yes's			

If inspection is a fail will be back _____, 20____ at _____ .m. for re-inspection.

