



Equal Housing Opportunity

BEAUFORT HOUSING AUTHORITY HOUSEKEEPING STANDARDS POLICY

In an effort to improve the livability and conditions of the apartments owned and managed by the Authority, uniform standards for resident housekeeping have been developed for all resident families.

A. AUTHORITY Responsibility:

The standards that follow will be applied fairly and uniformly to all tenants.

The AUTHORITY will inspect each unit at least annually to determine compliance with the standards. Upon completion of an inspection the AUTHORITY will notify the tenant in writing if he/she fails to comply with the standards. The AUTHORITY will advise the Tenant of the correction(s) required to establish compliance. Within a reasonable period of time, the AUTHORITY will schedule a second inspection. Failure of a second inspection will constitute a violation of the Lease terms.

B. Tenant Responsibility:

The Tenant is required to abide by the standards set forth below.

Upon notification of noncompliance, Tenant is responsible for correcting housekeeping deficiencies.

Repeated noncompliance with AUTHORITY housekeeping standards or failure to maintain housekeeping standards that results in the creation or maintenance of a threat to health and safety will be considered a violation of the lease terms and may result in eviction.

Tenant is responsible for notifying the AUTHORITY immediately when any repair of AUTHORITY owned property is needed.

C. Housekeeping Standards: Inside the Apartment

General:

- a. Walls: should be clean, free of dirt, grease, mold, mildew, holes, cobwebs, and fingerprints.
- b. Floors: should be clean, clear, and free of hazards.
- c. Ceilings: should be clean and free of cobwebs.
- d. Windows: should be clean and not nailed shut. Shades should be intact.
- 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.
- g. Heating 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.

J. Electrical hazards should be avoided. Extension cords or cables should not be run across open floor areas. Outlets must not be overloaded with extension cords/extension outlets. Portable or moveable appliances should be unplugged when out in use.

k. Litter boxes should be clean and free of noxious odors. There should be no evidence of pet urine in the unit. Where birds are allowed, cages should be clean. Fish tanks should not be cloudy. Evidence of pets should not be notable by unpleasant odors or pet caused damage.

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. No stickers (decals) on refrigerators.
- c. Cabinets: should be clean and neat. Cabinet surfaces and countertops 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. Do not store heavy pots and pans 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.
- g. Walls and Windows and Floors: Should be clean and free of food, dirt, grease, mold, and mildew.
- g. Trash/garbage: should be stored in a covered container until removed to the disposal area.

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. Fans: should be free of dust.
- e. Walls and Windows: should be clean and free of dirt, mold, and mildew.

Storage Areas:

- a. Linen closet: should be neat and clean.
- b. Other closets: should be neat and clean. No flammable materials should be stored in the unit.
- c. Other storage areas: should be clean, neat and free of hazards.

D. Housekeeping Standards: Outside the Apartment

Some standards apply only when the area noted is for the exclusive use of the Resident:

- a. Yards: should be free of debris, trash.
- b. Exterior walls: should be free of graffiti.
- c. Porches (front and rear): should be clean and free of hazards. Any items stored on the porch should be outdoor items only and shall not over crown or impede access to the unit.
- d. Steps (front and rear): should be clean, and free of hazards.
- e. Sidewalks: should be clean and free of hazards.

- f. Storm/screen doors should be reasonably clean with glass and/or screens intact. All hardware, including latches, should be in place and undamaged.
- f. Parking areas should be used exclusively for parking of licensed vehicles of AUTHORITY residents and their guests. No abandoned, inoperable, or unregistered vehicles should be parked in AUTHORITY parking areas. There should be no vehicle repairs performed on AUTHORITY property. Oil and grease spots should be promptly removed by the tenant.
- J. There should be no discarded grease or evidence of feeding of pets or stray animals outside the unit.
- k. Clothes and other laundry should not be left overnight on outdoor clotheslines. Laundry should not be hung over railings or window frames to dry.
- l. Garden hoses should be coiled and stored after use and spout covers in place during cold weather.