

HOUSEKEEPING STANDARDS: **INTERIOR APARTMENT-INCLUDE BUT ARE NOT LIMITED TO:**

GENERAL

- ◆ **Walls** should be clean, free of dirt, grease, holes, cobwebs, writing, and fingerprints.
- ◆ **Floors** should be clean, clear, dry and free of hazards. Hardwood floors may be cleaned with small amounts of soap and water. Liquid wax (especially acrylic) will be applied by hand, sponge mop or buffer. Use of paste wax is **PROHIBITED**. The use of carpet tape is prohibited on all types of floors. Asphalt **linoleum** or other resilient type tiles - clean, apply protective wax and buff as required. **CAUTION** Use only waxes that are designed for asphalt or vinyl asphalt. **Carpet** should be cleaned with a vacuum cleaner and shampooed periodically.
- ◆ **Ceilings** should be clean and free of cobwebs.
- ◆ **Windows** should be cleaned on both sides and not nailed shut. Tracks and frames will be cleaned. Report broken glass to maintenance. Place storm panels in position for winter weather. Shades or blinds should be intact.
- ◆ **Woodwork** should be clean, free of dust, gouges, writing, and scratches.
- ◆ **Doors** should be clean, free of grease and fingerprints. Locks should work.
- ◆ **Trash** shall be disposed of properly and not left in the unit.
- ◆ All **light globes** shall be clean. A working bulb shall be left in each fixture.

KITCHEN

- ◆ **Stove Top and Oven** should be clean and free of food grease. Area behind and under the stove should be clean.
- ◆ **Refrigerator** should be clean. Freezer door should close properly. Area behind and under the refrigerator should be clean.
- ◆ **Cabinets** should be clean and neat. Cabinet surfaces and countertop 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. Heavy pots and pans should not be stored under the sink.
- ◆ **Exhaust Fan** should be free of grease, dust and must not be covered.
- ◆ **Sink** should be clean, free of grease and garbage. Dirty dishes should be washed and put away in a timely manner.
- ◆ **Food storage areas** should be neat and clean without spilled food.
- ◆ **Trash/garbage** should be stored in a covered container until removed to the disposal area.

BATHROOM

- ◆ **Toilet and tank** should be clean and odor free.
- ◆ **Tub and shower** should be clean and free of excessive mildew, mold and soap build up. Where applicable, shower curtains should be in place, and of adequate length and hang inside tub
- ◆ **Sink** should be clean
- ◆ **Exhaust fans** should be free of dust.
- ◆ **Floor** should be clean and dry

STORAGE AREAS

- ◆ **Linen closet** should be neat and clean.
- ◆ **Other closets** should be neat and clean. No highly flammable materials should be stored in the unit.
- ◆ **Other storage areas** should be clean, neat and free of hazards.

BASEMENTS

- ◆ Will be swept and kept free of debris. Basements floors shall be washed down and all drains and sump pump wells free of foreign materials. Sump pumps must *always* be plugged in to operate properly.

HOUSEKEEPING STANDARDS: **OUTSIDE THE APARTMENT, INCLUDE BUT ARE NOT LIMITED TO**

The following standards apply to family and scattered site development only; some standards apply only when the area noted is for the exclusive use of Tenant:

- ◆ **Yards** should be free of debris, trash, and abandoned cars. Exterior walls should be free of graffiti. The tenant is responsible for the disposal of any large items that they may have. Examples are: couches, furniture of any kind, TV's, car parts, wood, metal, their own appliances, etc.
- ◆ **Porches (front and rear)** should be clean and free of hazards. Any items stored on the porch shall not impede access to the unit.
- ◆ **Steps (front and rear)** should be clean, and free of hazards.
- ◆ **Sidewalks** should be clean and free of hazards
- ◆ **Storm doors** should be clean, with glass or screens intact.
- ◆ **Parking areas** should be free of nonworking or unregistered vehicles. There should be no vehicle repairs in the parking areas.

If you have any questions regarding the condition of your apartment before MOVING OUT - Contact your Property Manager at 942-6365.