

Moline Housing Authority Housekeeping Guidelines

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

1. **Housing Authority Responsibility:** The standards that follow will be applied fairly and uniformly to all Tenants. The Housing Authority will inspect each unit at least annually, to determine compliance with the standards. Upon completion of an inspection, the Housing Authority will notify Tenant in writing if he/she fails to comply with the standards. The Housing Authority will advise Tenant of the specific correction(s) required to establish compliance, and indicate that training is available. Within a reasonable period of time, the Housing Authority will schedule a second inspection. Failure of a second inspection will constitute a violation of the lease terms.

Training will be available at no cost to any Tenant requesting or needing assistance in complying with the Housekeeping Standards.

2. **Tenant responsibility:** Tenant is required to abide by the standards set forth below. Failure to abide by the Housekeeping Standards that results in the creation or maintenance of a threat to health or safety is a violation of the lease terms and can result in eviction.
3. **Housekeeping Standards: Inside the Apartment**

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, not nailed shut, and free of obstructions that could hinder ingress or egress in case of emergency. Shades or blinds should be intact.
- e. Woodwork should be clean, free of dust, gouges, or scratches.
- f. Doors: should be clean, free of grease and fingerprints, and free of obstructions that could hinder ingress and egress. 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, including but not limited to bedbugs, roaches, and fleas.
- j. Entire unit should be clean, uncluttered and free of hazards.

Kitchen

- a. Stove should be clean and free of food and grease. All burners should operate properly.
- b. Refrigerator should be clean. Freezer door should close properly and freezer should have no more than one (1) inch of ice.
- c. 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.
- 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. Trash/garbage should be stored in plastic bags in a container until removed to the disposal area.
- h. All excess moisture that could lead to mildew and mold should be minimized, and mildew or mold that becomes evident shall be eliminated immediately.

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.

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.

Housekeeping Standards: Outside the Apartment

The following standards apply to outside the apartment only; some standards apply only when the area noted is for the exclusive use of Tenant:

- a. Yards should be free of debris, trash, and abandoned cars. Exterior walls should be free of graffiti.
- b. Porches (front and rear) should be clean and free of hazards. Any items stored on the porch shall not impede access to the unit.
- c. Steps (front and rear) should be clean, and free off hazards.
- d. Sidewalks should be clean and free of hazards.
- e. Storm doors should be clean, with glass or screen intact.
- f. Parking lot should be free of abandoned cars. There should be no car repairs in the lots.
- g. Hallways should be clean and free of hazards.
- h. Stairwells should be clean and uncluttered.
- i. Laundry areas should be clean and neat. Remove lint from dryers after use.
- j. Utility room should be free of debris, motor vehicle parts, and flammable materials. Storage of any material is not allowed in utility rooms if it is closer than 18 inches to a water heater or furnace.