

Montgomery County Housing Authority

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HOUSEKEEPING STANDARDS

MCHA has a uniform standard for resident housekeeping have been developed for all tenant families. Tenants, household members and guests are 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.

- (a) Management Responsibility: The standards that follow will be applied fairly and uniformly to all Residents. The Management will inspect each unit at least annually, to determine compliance with the standards. Upon completion of an inspection, the Management will notify Resident in writing if he/she fails to comply with the standards. The Management will advise Resident of the specific correction(s) required to establish compliance.
- (b) Resident Responsibility: Resident, household members and guests are required to abide by the standards set forth below. Failure to abide by the Housekeeping Standards that result in the creation or maintenance of a threat to health or safety is a violation of the lease terms and can result in lease termination.

CLUTTER:

- Having clutter greatly increases the amount of dust, mold, allergens, and bacteria in a home. The less clutter you have, the easier it is to clean.
No pathways!

UTILITY/LAUNDRY ROOM:

- Dirty laundry or anything flammable needs to be kept ***18" away from water heaters and furnaces***- this is a **FIRE HAZARD** and dirty laundry can make your home stink.

GENERAL:

- **Walls:** should be clean, free of dirt, grease, holes, cobwebs and fingerprints.
 - **Floors:** should be clean, clear, dry and free of hazards- not only in the walk areas but also near the walls, by cabinets, appliances, toilets, and so forth
 - **Ceilings:** should be clean and free of cobwebs
- Windows: should be clean, not only the glass but in between the glass and screens and on the ledges. Windows should not be nailed shut. Shades and blinds should be

clean and intact.

- **Woodwork:** should be clean, free of dust, gouges or scratches.
- **Doors:** should be clean, free of grease and fingerprints. Doorstops should be present. Locks should work.
- **Heating units:** should be dusted and access uncluttered around cold air returns.
- **Trash:** shall be disposed of properly and not left in the unit.
- Entire unit should be free of rodent or insect infestation.

KITCHEN:

- **Stove:** should be clean and free of food and grease. Do not let splatters get built up or let food collect under the stove tops. Also, pay attention to the oven and keep it clean
- **Refrigerator:** Needs to be kept clean. Wipe up spills, clean drawers and underneath drawers. The seals around both doors need to be wiped down and free from sticky stuff and mildew. Freezer door should close properly, and freezer have no more than one inch of ice buildup.
- **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 and dust.
- **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 and mold, where applicable, shower curtains should be in place and of adequate size.
- **Sink:** should be clean.
- **Exhaust fans:** should be free of dust.
- **Floor:** should be clean and dry.

STORAGE AREA:

- **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. Hot water tank shall be clear and accessible.

EXTERIOR:

- **Yards:** should be free of debris, trash and abandoned cars. Exterior walls should be free of graffiti.
- **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:** should be clean and free of hazards.
- **Storm Doors:** should be clean, with glass or screens intact.
- **Parking Lot:** should be free of abandoned cars. There should be no car repairs in the lots.
- **Hallways:** should be clean and free of hazards.
- **Stairwells:** should be clean and uncluttered.
- **Utility room:** should be free of debris, motor vehicle parts, and flammable materials.

SUGGESTED PLAN:

1. Focus on one room at a time.
2. Remove clutter from the rooms first. This will make it easier to clean.
3. Clean from top to bottom. Knock down cobwebs from the ceiling and work your way down. Dust furniture as you go.
4. Wash walls, doors, and baseboards.
5. Sweep floors last.