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TEAGUE HOUSING AUTHORITY

205 SOUTH 5TH
TEAGUE, TEXAS 75860

HOUSEKEEPING STANDARDS POLICY

Effective 9/25/2012

A. Inside Apartment

1. General – Apartments must be maintained by the residents in a clean and sanitary condition. Failure to maintain your apartment in such a manner will result in eviction.
 - a. Walls: should be clean, free of dirt, grease, holes, cobwebs, and fingerprints. Painting and wallpapering is not allowed.
 - b. Floors: should be clean, clear, dry and free of hazards. Do not attach carpet or floor coverings directly to the floor with tape or any other means.
 - 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. No foil is to be placed on windows.
 - 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. No items are to be stored in the water heater closet.
 - k. Do not leave burning candles unattended.

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. Do not place hot pots or pans directly on the countertops. Always use a cutting board when chopping food. **No contact paper will be used on any cabinets or counters.**
- d. Exhaust fan: should be free of grease and dust
- e. Sink: should be clean, free of grease and garbage. Grease will not be poured down any sink. 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 a covered container until removed to the disposal area in a tied plastic bag.
- h. Kitchen scraps and grease will not be poured down any drain in the unit or in the yard/grass outside.

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.
- d. Nothing will be stored inside hot water heater closets.

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. Only items allowed on porches are live plants, outdoor furniture and one barbeque pit. The barbeque pit will be stored on the back porch only.
- 3. Steps (front and rear): should be clean and free of hazards
- 4. Storm doors: should be clean, with glass or screens intact
- 5. Sidewalks: should be clean and free of hazards
- 6. Parking lot: should be free of abandoned cars. There should be no car repairs or washing of cars in the lots.
- 8. Laundry areas: should be clean and neat. Remove lint from dryers after use. Must have approved water filter on all dryers.
- 9. Storage room: should be free of debris, motor vehicle parts and flammable materials.
- 10. Any and all Holiday decorations must be temporarily placed and removed within two weeks after a Holiday.
- 11. No flammable materials shall be stored inside or outside the unit.