

NEEDHAM HOUSING AUTHORITY

HOUSEKEEPING POLICY

1. INTRODUCTION

The Needham Housing Authority (“NHA”) is responsible for making reasonable provisions for housekeeping standards. This policy describes the NHA’s standards for maintaining the apartment in a safe and sanitary manner.

2. GENERAL PRINCIPLES

In an effort to improve the condition of the NHA’s properties, the NHA has developed uniform standards for resident housekeeping.

- The Housekeeping Standards have been developed for application to all apartments owned and managed by the NHA.
- Housekeeping Standards will be applied fairly and uniformly to all residents.
- Training will be available to any residents requesting or needing assistance in complying with the Housekeeping Standards.
- Repeated failure to abide by Housekeeping Standards that results in unsafe or unsanitary conditions (as defined by the State Sanitary Code and/or Housing Quality Standards) will be considered a violation of the lease and may result in the initiation of eviction proceedings as determined by the Executive Director.
- No alterations to any part of the apartment are permitted without the express, written approval of the NHA.
- Inspections will be conducted by the NHA on an annual basis, or as necessary in accordance with the terms of the lease.

3. HOUSEKEEPING STANDARDS

The following standards, as adopted, shall be adhered to by all individuals who reside in NHA properties:

A. **Inside the Apartment**

1. 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 and not nailed shut. Shades and 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. 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.

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;
- 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 a covered container until removed to the disposal area;

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 (if applicable)

- 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;

B. Outside the Apartment (if applicable)

- 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;
- 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 in the lots;
- 7. Hallways: should be clean and free of hazards;

8. Stairwells: should be clean and uncluttered;
9. Laundry areas: should be clean and neat. Remove lint from dryers after use;
10. Utility room: should be free of debris, motor vehicle parts and flammable materials.

C. Safety Issues

1. No materials of any kind shall be stored within three feet of boilers or furnaces all unit doorways shall be kept clear and unblocked. Newspapers and other flammable items should not be stored near heating ducts.