

HOUSEKEEPING STANDARDS

In an effort to improve the livability and conditions of the apartments owned and managed by the Housing Authority of the City of Charleston, the following standards have been developed for resident housekeeping:

- **INSIDE THE APARTMENT:**

GENERAL:

1. Walls, Floors, Ceilings, Doors, and Windows should be clean and free of dirt, grease, cobwebs, fingerprints, and holes.
2. Windows and windowsills should be clean and free of dust. All windows should have screens.
3. Heating Units (space or furnace) should be dusted and access uncluttered.
4. Trash shall be disposed of properly and not left inside of unit.
5. Entire unit should be free of any rodent and insect infestation.

KITCHEN:

1. Stove should be clean and free of dust and grease. All burners should work properly.
2. Refrigerator and Freezer should be clean. Freezer should not have more than one (1) inch of ice.
3. Cabinets should be clean and neat. Cabinet surfaces and counter tops should be free of grease and spilled food.
4. Sink should be clean and free of grease and dirty dishes.
5. Exhaust fan should be free of grease and dust.

BATHROOM:

1. Toilet, Commode, and Sink should be clean and odor free.
2. Tub and shower should be clean and free of mildew and mold. Shower curtains should be present.
3. Exhaust fan should be free of dust.
4. Floor should be clean and dry.

STORAGE AREAS:

1. Linen Closet(s) should be clean and neat.
2. Other closets and storage areas should be clean, neat and free of hazards. No highly flammable materials should be stored in the unit.

- **OUTSIDE THE APARTMENT:**

1. Yards should be free of trash, paper and debris.
2. Porches should be clean and free of hazards. Any items stored on the porch should be done so in a neat and orderly fashion.
3. Steps and stairwells should be clean and uncluttered. They should also be free of trash and paper.