

M. HOUSEKEEPING This unit is your home and it is your responsibility to maintain the unit, porches, grounds and utility room in a clean and sanitary manner.

1. General interior housekeeping standards:
 - a. Walls: should be clean, free of dirt, grease, holes, cobwebs, and fingerprints.
 - b. Floors: should be clean, dry and free of hazards.
 - c. Ceilings: should be clean and free of cobwebs.
 - d. Windows: should be clean and not nailed shut. 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 finger prints. 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 should not have more than 1" of ice build up.
 - 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 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 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. **(Caution: Never place paper towels or other inappropriate materials**