

HAWC UNIT HOUSEKEEPING INSPECTION REPORT

Resident's Name: _____ Unit/Apt no: _____
LAST, FIRST MI

UNIT TYPE

FAMILY - ___ ELDERLY - ___ -

0BR- ___ 1BR- ___ 2BR- ___ 3BR- ___ 4+BR- ___ -

DATE OF INSPECTION: _____ TIME OF INSPECTION: _____ INSPECTOR: _____
(mm/dd/yyyy)

Comments: _____

VITAL CHECKS	
	FUNCTIONS PROPERLY
SMOKE DETECTOR(S)	___ YES ___ NO
GFCI OUTLETS/BREAKERS	___ YES ___ NO ___ N/A
CALL FOR AID DEVICES	___ YES ___ NO ___ N/A

These items if not functioning require immediate attention to correct

HOUSEKEEPING Results this inspection PASS- ___ FAIL- ___

Prior HOUSEKEEPING Fails this Lease Period _____

Recommendations: _____

KITCHEN

	Non-Lease Compliant (POOR)	3	Lease Compliant but needs Attention (AVERAGE)	2	Lease Compliant (GOOD)	1
Sink	Dishes, cookware in sink for more than 24 hours, mold or high levels of sink scum present		Dishes in sink less than 24 hours		Sink clean	
Range	Heavy Grease, Burnt components, burners may not function properly, Oven very dirty		Some burnt components		Clean and operable	
Refrigerator	Mold, excessive food spillage, rancid odor, roaches,		Dirty gasket, some food spillage, odor		Clean	
Counter	Clutter, evidence of mold, roaches, rodents		Cluttered		Organized	
Floors	Food on floor, Very Dirty Floor, evidence of roach/rodents		Dirty floor		Clean	
Refuse	Excessive amount of trash, very dirty trash area/can foul odors		Trash not timely removed from unit		None visible	

BATHROOM

	Non-Lease Compliant (POOR)	3	Lease Compliant but needs Attention (AVERAGE)	2	Lease Compliant (GOOD)	1
Walls	Heavy Mold, excessive soap, greasy, dirty walls, evidence that ventilation is not used		Small amount of mold some dirt		Clean	
Floor	Very Dirty, large amount of clothes mold, black stains		In need of routine cleaning		Clean	
Tub/Shower	Heavy Mold, excessive soap/scum, dirty/stained surfaces (more than 50%)		In need of routine cleaning		Clean	
Toilet	Heavy grime buildup, excessive stains, human waste on outside, dirty seat		In need of routine cleaning		Clean	
Sink	Dirty/Stained surfaces (more than 50%)		In need of routine cleaning		Clean	

BEDROOMS

	Non-Lease Compliant (POOR)	3	Lease Compliant but needs Attention (AVERAGE)	2	Lease Compliant (GOOD)	1
Walls	Very dirty		In need of routine cleaning		Clean	
Floor	Very dirty, more than 2 normal baskets of clothes on floor, mold		In need of routine cleaning		Clean	
Closets	Severly unorganized, unable to close doors		In need of routine cleaning		Clean	
Beds	No Bedclothes, sleeping on bare mattress, old/spoiled food present in room		Mattress on floor		Clean	

LIVING/OTHER ROOMS

	Non-Lease Compliant (POOR)	3	Lease Compliant but needs Attention (AVERAGE)	2	Lease Compliant (GOOD)	1
Floors	Very dirty, more than 2 normal baskets of clothes on floor, mold, old/spoiled food present		In need of routine cleaning		clean	
Furniture	Covered with debris, old/spoiled food present		In need of routine cleaning		Clean	
Walls	Very dirty		In need of routine cleaning		Clean	

GENERAL

	Non-Lease Compliant (POOR)	3	Lease Compliant but needs Attention (AVERAGE)	2	Lease Compliant (GOOD)	1
Odors	Heavy foul odors, urine, pet odors		Excessive smokers		Clean	
Exterior	Items not put up, trash, excessive debris, toys, tires etc.		In need of organizing/cleaning		Clean	

CATEGORY 3

1-2: Compliance Discussion and possible revisit
 3 or more: Failure

CATEGORY 2

1-6: Compliance Discussion and possible revisit
 7 or more: Failure