

Housekeeping Standards Agreement
Red Wing Housing and Redevelopment Authority

In an effort to improve the livability, health and safety, and conditions of the rental unit, uniform standards for resident housekeeping have been developed for all HRA owned properties.

A. Management Responsibility

The standards that follow will be applied fairly and uniformly to all residents. Management will inspect each unit at least annually, to determine compliance with the standards. Upon completion of an inspection, Management will notify resident in writing if he/she fails to comply with the standards. Management will advise resident of the specific correction(s) required to establish compliance. Within a reasonable period of time, Management will schedule a second inspection. Failure of a third inspection will constitute a violation of the lease terms.

B. Resident Responsibility

Resident is required to abide by the standards set forth below. Failure to abide by the Housekeeping Standards resulting in the creation or maintenance of a threat to health or safety is a violation of the lease terms and can result in termination of the lease and eviction.

C. Housekeeping Standards: Inside the Unit

1. **Trash and recycling** shall be disposed of properly and not left in the unit. Food scraps and other garbage must be promptly removed from the unit. Trash/garbage should be stored in an appropriate container until removed to the disposal area.
2. Entire unit should be free of rodent or insect infestation.
3. **General Cleaning and Maintenance:** All walls, floors, ceilings, windows, woodwork, and doors should be clean, free of dirt, dust, grease, holes, gouges, scratches, cobwebs, marker/crayon/pencil/ink, and fingerprints.
 - a. Electrical fixtures and cover plates should be free of dust, grease, grime and intact.
 - b. Heat registers shall be free of dust, dirt, food residue and debris. Heat vents should not be covered, Items should not be touching the registers.
4. **Kitchen:** all appliances, countertops, sinks, and cabinets should be accessible and clean, free of grease, spills, and loose food crumbs/debris.
 - a. Stovetop & Oven: Drip pans and burner rings should be installed and clean. Aluminum foil should not cover drip pans or be kept at the bottom of the oven. Decorative drip pan covers are prohibited. The stovetop and oven cannot be used for storage of cookware, food, or any other item.
 - b. Stove hood/Exhaust Fan/Filter: should be free of grease and dust. Light bulbs and filters must be installed and operable.
 - c. Refrigerator & Freezer: All door bars, crisper covers, and crisper drawers should be intact, without breaks, cracks, or other hazards. Door seals should be intact and functioning properly.
 - d. Cabinets: Should be clean and neat with all doors and drawers properly installed. Cabinet surfaces and countertops should be free of grease and spilled food. Cabinets should not be overloaded. Storage under sink should be limited to small or lightweight items to permit access for repairs.
 - e. Sink and Plumbing Fixtures: 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.

5. **Bathroom:** All toilets, tubs, sinks, vanities, plumbing fixtures, and medicine cabinets should be clean, uncluttered, and free of excessive buildup of residue and/or mildew or mold. Exhaust fans should be free of dust. Floors should be kept clean and dry.
6. **Rooms, Hallways, Closets, & Storage Areas:** Should be neat and clean, accessible and free of hazards. Floors should be free of tripping hazards or obstacles, leaving a clear path for egress from each room. No highly volatile or flammable materials should be stored in the unit. Extension cords cannot be used as a permanent source of power nor be placed in a walkway.
7. **Storage Restrictions:** Rooms and common areas cannot be used solely or largely for storage. No storage should be stacked higher than 48 inches (4 feet). No storage containers or personal items should block doors or closet doors – all doors must open and close freely and completely.
8. Clothing and household items should be appropriately stored and not kept in boxes, paper bags, or plastic bags. Excess papers, newspapers, books, etc. should be kept in plastic storage containers.
9. **Doors and windows:** Doorstops must be installed, including the rubber cap (if applicable). Doorframes must be intact. Doors must latch completely and locks must work. Nothing should be piled up around the windows and there should be a clear passage in and out of the unit to ensure there are no safety hazards in the unit.
10. **Laundry Areas:** should be clean and neat. Remove lint from dryers after use. Clean lint and debris from under, around, and behind laundry machines. Dryer vent pipe must be connected per local code. (if applicable)
11. **Utility Area/Basement:** should be free of debris, motor vehicle parts, and flammable materials. Area near furnace and water heater must be uncluttered and accessible with a 2-foot (24-inch) gap clearance from personal property or other materials. (if applicable)

D. Housekeeping Standards: Outside the Unit

The following standards apply to apartments, townhomes and scattered site developments; some standards apply only when the area noted is for the exclusive use of the resident:

1. Yards: should be free of debris, trash, and inoperable or abandoned vehicles. Exterior walls should be free of graffiti. Sports equipment such as bikes, sports balls, nets, etc, must be stored in the storage sheds or unit when not in use.
2. Patio's (front and rear): should be clean and free of hazards. Any items stored on the patio shall not impede access to the unit.
3. Steps (front and rear): should be clean and free of hazards.
4. Sidewalks: should be clean and free of hazards.
5. Storm doors: should be clean, with glass, screens, and door closer intact.
6. Storage Units: Should be free of trash. Nothing hazardous is to be stored nor anything that will attract animals.

Head of Household: «HOH First Name» «HOH Last Name» «Unit Address» «Apt »
«Unit City State Zip»

By signing below, I/we acknowledge that I/we agree to adhere to the standards listed above.

Head of Household _____ Date: _____

Resident: _____ Date: _____

Management: _____ Date: _____