

# Bloomington Housing Authority

## Housekeeping Policy

The Bloomington Housing Authority will use the following guidelines for resident housekeeping. The resident is required to abide by the standards set forth in the PH Dwelling Lease. **Failure to abide by the Housekeeping Standards is a violation of the lease terms and can result in eviction.** All residents will have their unit inspected yearly. Other inspections may occur from complaints or concerns. At the time of any inspection the unit will either pass or fail.

### A. Housekeeping standards inside the unit:

#### General:

- **Walls:** should be clean and free of dirt, nicotine, grease, holes, cobwebs, and fingerprints (wallpaper prohibited).
- **Floors:** should be clean, clear, dry and free of hazards. No broken tiles.
- **Ceilings:** should be clean, free of cobwebs, nicotine and holes (ceiling fans prohibited).
- **Windows:** should be clean and not nailed shut. Blinds should be clean and be in tact (sheets not to be used as window coverings).
- **Doors:** should be clean and free of holes. Doorstops must be intact. Locks must work.
- **Woodwork:** should be clean, free of dust, gouges, or scratches.
- **Light fixtures:** should be free of any dust build-up and nicotine; light covers in place and not broken.
- **Stairs wells/hallways;** should be kept clean, clear and free of tripping hazards at all times.
- **Heating Units:** should be accessible (no locks, no clutter), dusted and not used for storage
- **Infestation:** unit should be free of rodent or insect infestation (including fleas).
- **Electrical Hazards:** no electrical cords running loosely across floors; no overloads, no hazards.
- **Trash:** shall be disposed of properly and not left in unit.

#### Kitchen:

- **Stove including oven:** should be clean and free of food and grease to prevent fire. All burners must work.
- **Refrigerator/Freezer:** should be clean. Freezer door should close properly and freezer have no more than one inch of ice. No stickers (decals) on refrigerators.
- **Cabinets:** should be clean and neat. Cabinet surfaces and countertops should be free of grease and spilled food. Cabinets should not be overloaded and storage under sink should be limited to small or lightweight to permit access for repairs. Heavy pots and pans should not be stored under the sink.
- **Exhaust fan:** should be free of grease and dust.
- **Sink:** should be free of grease and garbage. Dirty dishes should be washed and put away.
- **Food storage areas:** should be neat and clean without spilled food.

#### Bathroom(s):

- **Toilet and tank:** should be clean and odor free
- **Tub and shower:** should be clean and free of excessive mildew and mold. Shower curtain must be in place and of adequate length.
- **Lavatory/countertop:** should be clean.
- **Exhaust fan:** should be clean and free of dust.

#### Storage Areas:

- **Furnace/Water Heater closet:** shall be no items stored in furnace/water heater closet.
- **Linen closet:** should be neat and clean.
- **Other closets:** should be neat and clean. No flammable materials should be stored in the unit.
- **Other storage areas:** should be neat and clean and free of hazards.

#### Other:

- Unauthorized Pets.
- Unreported/Continuous damages to the unit

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- Waste of Utilities (open doors/windows while Furnace or A/C is on).
- Excessive nicotine on walls, doors, ceilings, light fixtures etc.
- Infestation of roaches, bedbugs, ants, mice caused by unsanitary conditions.

### B. Housekeeping standards outside the unit:

#### General:

- **Yards/Grassy Area:** should be free of debris, trash, indoor furniture, abandoned cars. Fences are prohibited.
- **Exterior walls:** should be free of graffiti.
- **Porches/Patios:** should be clean and free of hazards. Any item(s) stored on porch must not impede access to the unit.
- **Steps:** should be clean and free of hazards.
- **Sidewalks:** should be clean and free of hazards.
- **Storm doors:** should be clean, all parts in-tact, and have no damage.
- **Parking Area:** should be free of abandoned cars. There shall be no repairs on vehicles on BHA property.
- **Sheds:** should be clean, free of graffiti, debris, vehicle parts, and flammable materials.

#### Unsafe Items:

- **Interference:** any interference which prohibits free movement within the unit (unable to walk through the unit without tripping or bumping into items).
- **Egress:** Each room must have two unobstructed exits (window and door). Interior bedroom door locks are prohibited.
- **Accessible:** all electrical panels and water shut-off valves must be accessible. All entryways and doors should be accessible.
- **Hazard Free:** unit must be free of conditions that may cause physical harm to the resident and/or staff or cause damages to BHA property.
- **Smoke alarms:** must work and not be disconnected or made inoperable in any way.
- **Light Bulbs:** all light bulbs must be in the light sockets at all times.

If the unit **fails** inspection due to violations of the Housekeeping policy, the following procedures will be followed;

#### First inspection

- The resident will be notified in writing and given a list of the fail items and the corrective measures required.
- The resident will be given a specific amount of time to correct the fail items and notice of the date and time of a second inspection.
- The notification will also advise the resident that educational services for housekeeping standards are available through the Housing Authority's Resident Service Coordinator and a pamphlet explaining these services will be enclosed with the notice.
- If the resident contacts the coordinator for assistance the inspector will be notified and the second inspection will not be conducted until the completion of the services but not to exceed (30) thirty days.

#### Second Inspection

- A second inspection will be conducted to determine if the fail items have been corrected.

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- If the items have not been corrected, the unit will fail and the resident will be notified in writing and given the list of fail items.
- The notice will also inform the resident a referral has been made to the Resident Services Coordinator who will be contacting the resident to offer assistance.
- If the resident wishes to accept the assistance of the Resident Services Coordinator the inspector will be notified and a third inspection will be conducted after completion of the services but not to exceed (30) thirty days.
- If the resident refuses the assistance the inspector will be notified and the third inspection will be scheduled.

#### **Third Inspection**

- If after three inspections the fail items have not been corrected the inspector will notify the resident in writing and will inform the Property Manager.
- The Property Manager will review the inspection reports to determine either to send notice of termination or require the resident to attend a housekeeping workshop. The determination will be based on the severity of the conditions in the unit as well as the families' willingness to work the Resident Services Coordinator.
- If it is determined the resident is to attend the mandatory workshop, the resident will be notified in writing of the date and time of the Workshop. The notice will also state that failure to attend the workshop will be a violation of the lease and will be subject to eviction procedures.
- After successfully completing the workshop, the resident will be notified that an inspection will be conducted. If the Resident fails the inspection the Resident will be notified in writing, and the inspector will notify the Property Manager and termination procedures will begin.

**If at any time the BHA determines that the dwelling unit is inhabitable because of imminent danger to the life, health, and safety of the occupants or other residents the BHA will start termination procedures immediately and will not follow the above procedures.**

Resident's request for Inspections/workshops to be rescheduled will only be granted in cases of emergencies; it will be the decision of the BHA to decide what emergencies qualify. The inspection may only be rescheduled two (2) times.