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**BROOKS PAGE**  
**EXECUTIVE DIRECTOR**

**KRISTIN CRUMP**  
**OFFICE MANAGER**

## **HOUSEKEEPING STANDARDS POLICY**

### **General:**

- Walls should be clean and free of dirt, grease, holes, cobwebs and fingerprints.
- Floors should be clean, dry and free of hazards.
- Windows should be clean.
- Doors should have working locks and clean of grease and fingerprints.
- Trash shall be disposed of properly and not left in the unit.
- The entire unit should be rodent and insect free.

### **Bathroom Housekeeping Standards:**

- Toilet and tank should be clean and odor free.
- Tub and tile (with proper curtains) should be clean with no **mold and mildew**. Cleaning the tub and tile can be done with a **Tub and Tile spray cleaner**.
- Lavatory should be clean.
- Exhaust fan should be free of dust.
- Floor should be clean and dry.

### **Kitchen Housekeeping Standards:**

- Stove should be free of **food and grease**.
- Range hood backsplash and filter should be free of **grease**.
- Refrigerator should be clean inside and out.
- Cabinets and cabinet tops should be clean and free of grease and spilled food.
- Trash and garbage should be store in a covered container until removed.

### **Storage Areas:**

- Closets should be neat and clean. They also should not contain any flammable materials.

### **Outside Areas:**

- Yards should be free of debris and trash.
- Toys should be kept out of the yard and stored in the back of the apartment.
- Steps and sidewalks should be kept clean and free of hazards.
- Parking lots should be free of abandoned cars.