



525 SOUTH LAWRENCE STREET  
MONTGOMERY, ALABAMA 36104-4611  
PHONE: (334)-206-7200 – FAX: (334)-206-7222 – WEBSITE: MHA.TODAY.ORG

### **Housekeeping and Maintenance Standards Policy**

In an effort to maintain the livability and conditions of the apartments owned and managed by Montgomery Housing Authority, uniform standards for resident housekeeping have been developed for all resident families. The standards that follow will be applied fairly and uniformly to all residents. MHA will inspect each unit at least two times per year to determine compliance with the standards. Upon completion of an inspection, MHA will notify the resident in writing if he/she fails to comply with the standards. MHA will advise the resident of specific correction(s) required for compliance. Within a reasonable period of time, MHA will schedule a second inspection. Failure of a second inspection will constitute a violation of the lease terms.

The resident is to abide by the standards set forth below. Failure to abide by the Housekeeping Standards that result in the creation of infestation or a threat to health or safety, as determined under the sole discretion of MHA, is a violation of the Lease terms and can result in immediate Lease termination.

#### **General**

- Walls should be clean, free of excessive dirt, graffiti, grease, and holes.
- Floors should be clean, clear, dry and free of hazards.
- Ceilings should be clean.
- Windows should be intact, sills should be clean and not nailed shut.
- Shades and blinds should be intact and clean.
- Woodwork and baseboards should be clean, free of dirt, gouges, or scratches.
- Doors should be clean and free of grease, finger marks, graffiti and holes.
- Doorjamb should be intact. Doorstops should be present.
- Locks should work. Do not change or add locks without approval from management.
- Heating units should be uncluttered. Do NOT store anything near the furnace or water heater, nor any flammable items in the utility room, or chemicals.
- Trash should be disposed of properly and not left in the unit.
- Entire unit should be free of rodent or insect infestation.
- Entire unit should be free of clutter. Dirty laundry should be properly contained and stored and not scattered throughout the unit, nor stored on closet floors.
- Clothes dryers must be properly vented and be of the appropriate wattage.
- Heating and cooling vents should be unobstructed and free of dust and grease.
- Smoke detectors should be properly mounted and installed and in working condition.

#### **Kitchen**

- Stove should be clean and free of food and excessive grease build-up. Burners should be free of debris and burned on food.
- Ovens should be clean and free of burned on food.
- Refrigerator should be clean, with the door seals intact. Freezer door should close properly and the freezer has no more than one inch of ice.
- Cabinets should be clean and neat. Cabinet surfaces and countertop should be clean, 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.
- Exhaust fan should be free of heavy grease.
- Sink should be clean, free of grease and garbage.
- Food storage areas should be neat and clean without spilled food.
- Trash and garbage should be stored in a covered container both interior and exterior of the unit, until removed to the disposal area.



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**Bathroom**

- Toilet and tank should be operable, clean and odor free
- Tub and shower should be clean, operable, and free of excessive mildew and mold. Where applicable, shower curtains should be in place, and of adequate length. Placed inside the tub walls when taking a shower to keep water within the tub and shower area.
- Lavatory (face bowl) should be free flowing, clean and uncluttered.
- Exhaust fans should be free of dust.
- Floors should be clean and dry.

**Work Orders**

- The residents are required to report to the management office all deficiencies with the unit or building immediately. Failure to report any accident or injury to pipes, toilets, drains, electric wires, equipment, or other property to the Landlord, and any other breakage or loss of any kind may result in lease termination.

**Storage Areas**

- Should be neat and clean.
- Neither flammable materials nor chemicals should be stored in storage area.
- Other storage areas should be clean, neat, uncluttered, and free of hazards.

**Outside the Apartment**

- Yards should be free of debris, trash, and abandoned cars.
- Exterior walls should be free of graffiti.
- Porches should be clean and free of hazards.
- All toys and personal property should be stored inside the apartment.
- Furniture not designed for outdoor use must be stored inside the apartment.
- Porches and T-walls must be clean and free of hazards.
- Steps should be clean and free of hazards
- Sidewalks should be clean and free of hazards
- Storm doors should be clean with glass and screens intact
- Window screens should be in place and undamaged.
- Hallways should be clean and free of hazards.
- Stairwells should be uncluttered.

The resident agrees that these Housekeeping and Maintenance Standards have been explained to him/her and are understood and further agrees to be bound by these provisions.

\_\_\_\_\_  
Head of Household

\_\_\_\_\_  
Date

\_\_\_\_\_  
MHA Representative

\_\_\_\_\_  
Date