

GENERAL CLEANING INFORMATION

In order to keep the LHA developments safe and pleasant places for all residents, Housekeeping Standards are enforced. Here are some specific actions we expect each resident to take to help maintain our facilities in the best possible condition. This is also a reminder that the housing authority may charge the tenant for repair costs when it appears damage was the result of intentional or negligent acts.

General:

Walls: Should be clean, free of dirt, grease, holes, cobwebs, and fingerprints.

Floors: Should be clean, clear, dry and free of hazards.

Ceilings: Should be clean and free of cobwebs.

Windows: Should be clean and not nailed shut. Shades or blinds should be intact.

Woodwork: Should be clean, free of dust, gouges, or scratches.

Doors: Should be clean, free of grease and fingerprints. Doorsteps should be present. Locks should work.

Water Heaters: Keep items away from heating unit (do not store clothing around or on unit).

Trash: Shall be disposed of properly in plastic bags and emptied into trash container. Do not leave trash in the unit.

Entire unit: Should be free of rodent or insect infestation.



KITCHEN

Stove: Should be clean and free of food and grease.

Refrigerator: Should be clean, freezer door should close properly and freezer should have no more than one inch of ice.

Cabinets: Should be clean and neat. Cabinet surfaces and counter top should be 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. Heavy pots and pans should not be stored under the sink.

Exhaust Fan: Should be free of grease and dust (not in all units).

Sink: Should be clean, free of grease and garbage. Dirty dishes should be washed and put away in a timely manner.

Food Storage Areas: Should be neat and clean with no spilled foods.

Trash/Garbage: Should be stored in plastic bags and placed into trash can.

Floor: Should be clean and dry.



STORAGE AREAS

Toilet and Tank: Should be clean and odor free.

Tub and Shower: Should be clean and free of excessive mildew and mold. Where applicable, shower curtains should be in place, and of adequate length.

Sink: Should be clean.

Exhaust Fan: Should be free of dust (not in all units). Floors should be clean and dry.



STORAGE AREAS

Linen closet: Should be neat and clean.

Other closets: Should be neat and clean.

(NO highly flammable materials should be stored in the unit)



EXTERIOR HOUSEKEEPING STANDARDS

Outside the unit (Front and Back)

Yards: Should be free of debris, trash, and toys, grills. All toys and grills, and any other outdoor item should be placed at the back of unit against wall.

Porches: Should be clean and free of debris and hazards. Any items on the porch shall not block access to the unit. **NO sofa's or large chairs allowed.**

Steps: Should be clean and free of hazard.

Sidewalks: Should be clean and free of hazards.

Storm Doors: Should be clean.

Screens Doors: Should be clean with screens intact and with working locks and doorknobs.

Parking Lot: Should be free of abandoned cars. There should never be any car repairs in the lot or parking area.

Hallway: Should be clean and free of hazards.

Remember to always report plumbing, electrical or other problems immediately to prevent further damage to your unit to Lebanon Housing Authority 444-1872.



ADDITIONAL CLEANING AND SAFETY GUIDELINES

- Remove all wet garbage every day to your trash container, especially in warm weather. Never leave garbage bags on the ground where animals can get into your bags.
- Never feed wild or stray animals.
- Keep stoves, refrigerators and food storage closets or cabinets clean to avoid attracting insects or rodents. If you see insects in abnormal numbers, call the Main Office.
- Do not discard garbage or objects of any kind into toilets.
- Do not use walls or doors for bulletin boards.
- Parking areas and grounds may not be used to store trailer or vehicles. Park vehicles only in parking areas. No driving on LHA yards.

**LEBANON HOUSING AUTHORITY
49 UPTON HEIGHTS
LEBANON, TN 37087**

**PHONE: 615-444-1872
AFTER HOURS MAINTENANCE NUMBER:
444-1873**