

ANDOVER HOUSING AUTHORITY

HOUSEKEEPING POLICY

The Andover Housing Authority will use the following guidelines for resident housekeeping. The resident is required to abide by the standards outlined in the State-Aided Public Housing Lease and herein the Housekeeping Policy. **Failure to abide by the standards is a violation of the lease terms and can result in eviction.** All residents will have their units inspected annually. Other inspections may result 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, 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, and holes (ceiling fans prohibited).
- **Windows:** should be clean and not nailed shut. Blinds should be clean and intact. Items other than blinds or curtains are prohibited from being used as window coverings.
- **Doors:** should be clean and free of holes. Doorstops must be intact. Locks must work.
- **Woodwork:** should be clean, and free of dust, gouges, or scratches.
- **Light Fixtures:** should be free of any dust build-up; light covers in place and not broken.
- **Stairwells/Hallways:** should be kept clean, clear, and free of tripping hazards always.
- **Heating Units:** should be accessible (no clutter), dust-free, and not used for storage.
- **Infestation:** The unit should be free of rodent or insect infestation (including fleas).
- **Electrical Hazards:** no electrical cords running loosely across floors; no overloads and no hazards.
- **Trash:** shall be disposed of properly and not left in the 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. The freezer door should close properly and have no more than one inch of ice.
- **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 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.
- **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. A shower curtain must be in place and of adequate length.
- **Lavatory/Countertop:** should be clean and decluttered.
- **Exhaust Fan:** should be clean and free of dust.

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Storage Areas:

- **Furnace/Water Heater Closet:** There shall be no items stored in the 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.

Unsafe Items:

- **Interference:** any interference that prohibits free movement within the unit (unable to walk through the unit without tripping or bumping into items).
- **Egress:** Each room must have unobstructed exits (windows and doors). 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 Free:** The unit must be free of conditions that may cause physical harm to the resident and/or staff or cause damage to AHA property.
- **Smoke Alarms:** must work and not be disconnected or made inoperable in any way.
- **Light Bulbs:** all light bulbs must always be in the light sockets.

Other Prohibited Actions:

- Unauthorized Pets.
- Unreported/Continuous damage to the unit.
- Waste of Utilities (open doors/windows while Heat or Air Conditioning is on).
- Infestation of flies, roaches, bedbugs, ants, and mice caused by unsanitary conditions.

B. Housekeeping standards outside the unit:

General:

- **Yards/Grassy Area:** should be free of debris, trash, pet waste, indoor furniture, and abandoned cars.
- **Exterior Walls:** should be free of graffiti.
- **Porches/Patios:** should be clean and free of hazards. Any item(s) stored on the 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 intact, and have no damage.
- **Parking Area:** should be free of abandoned cars. There shall be no repairs on vehicles anywhere on AHA property.
- **Sheds:** should be clean, and free of graffiti, debris, vehicle parts, and flammable materials.

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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 failed items and the corrective measures required.
- The resident will be given a specific amount of time to correct the failed items and notice of the date and time of a second inspection.

Second Inspection

- A second inspection will be conducted to determine if the failed items have been corrected.
- If the items have not been corrected, the unit will fail, and the resident will be notified in writing and given the list of failed items.
- The resident will be given a specific amount of time to correct the failed items and a notice of the date and time of a third and final inspection.

Third and Final Inspection

- If after three inspections of the failed items have not been corrected, the inspector will notify the resident in writing and will inform the Executive Director.
- The Executive Director will review the inspection reports and based upon the severity of the conditions, will send a Notice of Lease Termination.

The resident's request for Inspections to be rescheduled will only be granted in cases of emergencies; the AHA will decide whether the emergencies qualify. The inspection may only be rescheduled two (2) times.

If at any time the AHA incurs costs associated with the tenant not properly maintaining the leased premises, the tenant shall be held liable for reimbursement to the Housing Authority.

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

Presented to BOC: February 21, 2024

Approved by BOC: February 21, 2024