

Housekeeping Standards Policy

New Boston Property Management

Adopted: Resolution 2011-01; January 25, 2011

A. Inside Apartment

1 General

- a. *Walls* should be clean, free of dirt, grease, holes, cobwebs, and fingerprints.
- b. *Floors* should be clean, clear, dry and free of hazards.
- c. *Ceilings* should be clean and free of cobwebs.
- d. *Windows* should be clean. *Shades and blinds* should be clean and in-tact.
- e. *Woodwork* should be clean, free of dust, gouges, or scratches.
- f. *Doors* should be clean, free of grease and fingerprints. *Doorstops* should be present. *Locks* should work.

Heating unit closets should be dusted and access uncluttered.

- h. *Trash* shall be disposed of properly and not left in the unit.
- i. Entire unit should be free of *rodent or insect infestation*.
- j. *Hallways* should be clean and free of hazards.
- k. Light fixtures and ceiling fans should be clean and operable.

2 Kitchen

- a. *Stove* should be clean and free of food and grease
- b. *Refrigerator* should be clean. *Freezer* should not be overfilled. *Door gaskets* should be cleaned to prevent sticking.
- c. *Cabinets* should be clean and neat; cabinet surfaces and counter top should be free of grease and spilled food. *Storage under the sink* should be limited to small or lightweight items to permit access to repairs.
- d. *Range hood fan* should be free of grease and dust
- e. *Sink* should be clean, free of grease and garbage. *Dirty dishes* should be