



Mathis Housing Authority

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MATHIS HOUSING AUTHORITY HOUSEKEEPING STANDARDS POLICY

Inside Apartment

a) General

- Walls should be clean, free of dirt, grease, holes, cobwebs and fingerprints
- Floors should be clean and free of cobwebs, dirt, grease
- Piles of clothes should not be on the floor.
- Keep all aisles, passageways, exits and access ways to doors and windows free from obstructions at all times. Any environment that creates a fire or health and safety hazard will be addressed. (Exigent Health and Safety Hazard)
- Ceilings should be clean and free of cobwebs
- Dispose of all packing materials properly to reduce the chance of fires.
- Extension cords should not be run across hallways or walkways or through oil or water. Inspect cords for kinks, worn insulation, and exposed strands of wire before use.
- Windows should be clean and not nailed shut. Blinds should be in-tact. Windows shall not be covered in foil or plastic. This is for safety, maintenance and health issues.
- Woodwork should be clean, free of dust, gouges, and scratches.
- Doors should be clean, free of grease and fingerprints. Doorstops should be present. Locks should work.
- Heating units should be dusted and access uncluttered.
- Trash shall be disposed of in container provided by city or trash service provider.
- Entire unit should be free of rodent or insect infestation.
- Resident shall not replace any lock or doorknob in the unit. Deadbolts and/or keyed locks are prohibited on interior doors. Any lock that is changed without written approval from Housing shall be considered a structural alteration and a violation of the Lease.
- Resident shall not install any security alarm systems in the unit without prior approval from the office.

b) Kitchen

- Stove should be clean and free of food and grease.
- Refrigerator should be clean. Freezer door should close properly. There should be no ice buildup.
- Refrigerator and Freezer gaskets should be clean.
- Cabinets should be clean and neat. Cabinet surfaces and countertop 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 dirt. Filter should be cleaned in hot sudsy water.
- 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 without spilled food.
- Trash/garbage should be stored in a covered container until removed to container provided by city or trash service provider.
- Grease and food should be cooled and placed in a bag then disposed of in the trash can or dumpster.
- Per HUD Inspection Protocol no items may be stored in the oven.

Bathroom

- 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.
- Lavatory should be clean.
- Where applicable exhaust fans should be free of dust.
- Floor should be clean and dry.
- Disposable cleaning wipes, personal or antibacterial shall not be flushed down the toilet.

Storage areas

- Linen closets should be neat and clean with no clutter on the floor.
- Other closets should be neat and clean. No combustible materials should be stored in the unit. (such as gasoline, WD-40)
- Other storage areas should be clean, neat, and free of hazards.
- Utility rooms should be free of debris, motor vehicle parts and flammable materials.

Outside the unit

- Yards should be free of debris, trash, and abandoned cars.
- Exterior walls should be free of graffiti.
- Porches (front and rear) should be clean and free of hazards. Any items stored on the porch shall not impede access to the unit.

- There shall be no indoor furniture on porch or in yard (front or back).
- No firewood on patios, porches, or yard. Firewood may be stored in barbecue pit. Termites, rodents, and insects are drawn to firewood. Left over ashes should be disposed of properly.
- No swimming pools or outdoor water slides of any size.
- No trampolines of any size.
- No individual swings of any size.
- Only one barbecue pit, residential size, shall be outside of unit and should be stored behind unit.
- No unused flowerpots, potting items, or planting tools shall be stored outside the unit. Water hoses should be stored neatly.
- No unused or broken toys or household items shall be left outside. Items that are not useable should be disposed of.
- Toys should be picked up at the end of the day and not left in the yard. Toys or other play items may be disposed of if left outside overnight.
- Strollers, highchairs, car seats shall not be stored outside. Bikes should be neatly stored in the back of the unit.
- No tires or automobile parts shall be stored on the property.
- Shoes (work boots or otherwise) shall not be stored outside. They can be left outside if they are muddy or dirty to prevent soiling the floors. They should be cleaned and taken inside in a timely manner. Leaving them on porch overnight because they will be worn the next day is acceptable. Leaving them over the weekend or for several days is not.
- Cleaning items such as brooms, mops and buckets shall not be stored on the porch or in the yard. Leaving them outside for a few hours so they may dry is acceptable.
- Kitchen and secondary trash cans may not be left outside.
- No appliances, broken or otherwise may be left outside.
- Yard ornaments MUST be actual yard ornaments and will be limited to 4 per yard, this includes flowerpots. Household items and children's toys made into yard ornaments are not acceptable.
- Holiday decorations may not be attached to the building or awning in any way that damages the structural and shall be removed no later than 15 days after the holiday.
- No coolers or ice chests shall be stored outside.
- Items may not be attached or hung from the building or trees.
- No writing on buildings, even with chalk.
- All plants in yards are subject to pruning or removal if they are un-kept or a hazard. No plants can grow up on building. Trees should not touch building.
- Trash in your yard shall be picked up regardless of its origin.
- Food shall not be thrown outside. It must be disposed of in a trash can, and this is to include cooking oil.
- No smoking will be allowed within 25 feet of any structure or common area. Cigarette butts must be thrown in a container, such as a coffee container. The containers should be dumped before it is allowed to overflow. Cigarette butts

must always be cleaned up and not thrown on the ground. Refer to Smoke Free Housing Policy.

- Steps (front and rear) should be clean and free of hazards.
- Storm doors should be clean with screens intact.
- Sidewalks should be clean and free of hazards. Sidewalks may be written on with sidewalk chalk only, no crayons, paint or markers. Sidewalks must be washed and swept clean of chalk daily.
- Parking lot should be clean and free of abandoned cars. There shall be no car repairs in the parking lots.
- Trash must be bagged and placed inside individual trash bins. Any trash left outside of the trash bin will result in a lease violation. Bulk (furniture, TV, mattresses, etc.) items may not be left curbside.

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Tenant: _____