

Pre-Inspection Housekeeping Duties

**Please have all of the following completed BEFORE your scheduled inspection**

**Inside the Unit:**

- Walls: should be clean, free of dirt, grease and holes
- Floors: should be clean, clear, dry and free of hazards (No electrical, cable and/or phone cords can be lying on floors or across doorways. Floors must be broom swept and/or vacuumed and carpets should be cleaned.)
- Trash: shall be disposed of properly and not left in the unit
- Smoke Detectors will be tested to ensure they are working properly
- Hallways: should be clutter free, no furniture may be stored in hallways
- Doors: cannot be blocked (including closet doors) and must be able to be opened and closed with ease.

**Kitchen:**

- Stove: should be clean and free of food and grease
- Refrigerator: should be clean. Freezer door should close properly and freezer have no more than one inch of ice
- Exhaust fan: should be free of grease and dust
- 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 the disposal area

**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 an adequate length
- Lavatory: should be clean
- Exhaust fans: should be free of dust
- Floors: should be clean and dry

**Outside the Unit (where applicable):**

- 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
- Steps (front and rear): should be clean and free of hazards
- Sidewalks: should be clean and free of hazards
- Hallways: should be clean and free of hazards
- Stairwells: should be clean and uncluttered
- Laundry area: should be clean and neat