

Marshall House Apartments Housekeeping Standards

Introduction

Marshall House Apartments is committed to providing a properly maintained and clean facility for the safety and enjoyment of all residents. Management's role is to make sure the facility meets health, safety and fire code standards.

Marshall House has established standards for resident housekeeping. Residents are required to maintain the dwelling unit in a decent, safe and sanitary condition.

I. Housekeeping/Sanitation Requirements within the Unit

a. General

1. **Flooring:** should be clean, clear, dry and free of hazards. Tenants are responsible for promptly treating spills/stains.
2. **Walls:** should be clean and free of dirt, grease, etc.
3. **Trash:** shall be disposed of properly and regularly. Trash may not be permitted to accumulate in the unit.
4. **Clutter:** should be kept to a minimum. For tenant safety, clutter may not block egress. According to the Marshall Fire and Ambulance Authority, the width of their cot, along with space for maneuverability, requires at least a 39-inch clearance. Items stored along a wall may not extend into the room more than the depth of 18-inches and stored no higher than shoulder level.

b. Kitchen

1. **Stove:** should be clean and free of food and grease to prevent fire.
2. **Range hood:** should be clean and free of grease to prevent fire
3. **Refrigerator:** should be clean and free of spills.
4. **Cabinets:** should be clean and free of spills. Cabinets should not be overloaded.
5. **Sinks:** should be free of grease and garbage.

c. Bathroom

1. **Toilet:** should be clean and sanitary.
2. **Tub/Shower:** should be clean and free of excessive mildew.

- d. **Storage/Closets:** should be clean and free of hazards such as fire loading, flammable materials, etc.

II. Housekeeping Inspections

Marshall House is committed to working with tenants to maintain their units in a manner that does not affect the health and safety of themselves and/or other tenants. When non-compliance with standard housekeeping practices is identified, tenants are notified in

writing and an inspection schedule is established. Staff makes attempts to work with tenants to bring the unit into compliance by adhering to the following procedure:

- a. The tenant will be notified in writing of the non-compliance finding. This notice will include the specific items in need of correction as well as the date and time of a follow-up inspection.
- b. The follow-up inspection will be conducted to determine if the documented items have been corrected. If the items have not been corrected, the tenant will be issued a lease violation and another inspection will be scheduled. The tenant will be notified in writing of the lease violation, the items in need of correction and the date and time of the next inspection.
- c. Failure to correct the identified items by the second follow-up inspection will result in violation of the lease agreement and may result in termination of tenancy.

If at any time Marshall House Apartments management determines that, as a result of tenant non-compliance with housekeeping standards, the dwelling is uninhabitable because of imminent danger to the life, health, and safety of the occupants or other residents, management will forgo the above procedures, immediately notify the appropriate local authorities and may proceed with termination of tenancy.