

Silver Oaks Apartments

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Notice of Housekeeping Inspection

April 15, 2022

Re: First Housekeeping Inspection Tuesday, April 19, 2022, to Thursday, April 21, 2022, between the hours of 9:30 am and 5:00 pm

Dear Resident:

Management will be entering your unit to conduct a Housekeeping Inspection between Tuesday, April 19, 2022, and Thursday, April 21, 2022, between the hours of 9:30am and 5:00pm. The inspection scheduled for April 19 to April 21 is the 1st inspection, you must meet minimum safe and sanitary conditions. **Please take note that your housekeeping efforts must be at an acceptable safe and sanitary condition or termination of tenancy will be issued.**

To help guide residents through a successful inspection, the following guidelines are provided as to the inspectable areas:

- (1) Walls: should be sanitary, free of dirt, grease, holes, cobwebs, and fingerprints.
- (2) Floors: should be sanitary, clear, dry, and free of hazards.
- (3) Ceilings: should be sanitary and free of cobwebs.
- (4) Windows: Shades or blinds should be intact.
- (5) Woodwork: should be sanitary, free of dust.
- (6) Doors: should be sanitary, free of grease and fingerprints.
- (7) Air vents: should be sanitary, free of dirt/dust
- (8) Trash: shall be disposed of properly and not left in the unit.

Kitchen--

- (1) Stove: should be sanitary and free of food and grease.
- (2) Refrigerator: should be sanitary, free of spilled food/drinks, or rotten food.
- (3) Cabinets 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.
- (4) Exhaust Fan: should be free of grease and dust.
- (5) Sink: should be sanitary, free of soiled dishes, grease and garbage.
- (6) Food storage areas: should be neat and sanitary without spilled food.
- (7) Trash/garbage: should be stored in a container with a lid until removed to the disposal area.

Bathroom--

- (1) Toilet and tank: should be sanitary.
- (2) Tub and shower: should be sanitary.
- (3) Lavatory: should be sanitary.
- (4) Bathroom Exhaust fans: should be free of dust.
- (5) Floor: should be sanitary and dry.

Storage Areas--