

COMMUNITY CLEANING STANDARDS

Cleaning is something that is very necessary, it is an obligation you incurred by signing your Lease Agreement. We know that it is sometimes difficult to work cleaning duties into a busy schedule, but it is very necessary. It helps us keep pest issues to a minimum, reduces fire hazards or health risks, and protects the people in our community. These guidelines set the standard for cleanliness in our communities as well as the standards you are held to when you vacate the apartment. Failure to follow these standards may result in the following: 1) a written warning; 2) "VIOLATION NOTICE" with written notification inspection by an authorized representative; 3) fines, cleaning fees, damage charges, and other financial responsibility; 4) action taken by Fire Marshal office and/or eviction proceedings.* *Please do NOT allow any of these things to happen! We want everyone in our communities to enjoy a safe, healthy life!*

Our "Community Cleaning Standards" are a part of your Lease Agreement. Your signature on the Lease Agreement denotes your acceptance, ability, and willingness to abide by these standards.

*Eviction proceedings may be instituted in the Jackson County Circuit Court when you violate your Lease Agreement.

CLEANLINESS VIOLATION PROCEDURE

During requested or routine pest control, your apartment will be visually inspected for cleanliness and violations that have been determined to attract pests (such as roaches, mice, or rats).

IF a violation exists, you will receive a "Warning Notice" (1st notification) AND a "Violation Notice"(2nd Notice).

The "Violation Notice" will scheduled a Final Inspection date AND a "Fourteen-Day Notice to Cure".

FINAL INSPECTION: there will be a \$45.00 fee charged to the resident. IF you fail this inspection, our staff will be brought in to your apartment to correct the violation. CHARGES WILL BE ADDED TO YOUR ACCOUNT to cover the cost of labor, materials, and supplies.

FAILURE TO PAY these charges may be subject you to eviction proceedings in Jackson County Circuit Court.

NOTES:

- PASSING an inspection will stop this "Violation Notice" procedure, BUT will not rule out future "Violation Notices".
- Residents can avoid becoming involved in this procedure by keeping their apartments clean and free of trash.

Our goal is to reduce or eliminate our pest population! This is to BENEFIT our residents!!! Please help us succeed!

Landlord reserves the right to change and/or update this document.

Community Cleaning Guidelines

KITCHEN/DINING AREA

- The stovetop and drip pans must be cleaned after each use to wipe away spills, splatters, and food particles. Allowing grease and food waste to build up on your stovetop is a fire hazard and a violation of your Lease Agreement.
- The oven and the area underneath your drip pans must be cleaned periodically. Do NOT clean under the drip pans if you have a gas stove. Use a commercial oven cleaner for this process. Cleaning these areas regularly will make it much easier for you to clean when you are ready to leave the apartment.
- Do not use aluminum foil to line the drip pans, oven, or walls. It is a fire hazard.
- Do not use any type of paper or cloth to line the wall(s) around your stovetop or oven. This is a fire hazard.
- Do not use adhesive-type contact paper (shelf or drawer liners). Pests—like roaches—love to feed off the adhesive and it gives them a great place to hide. You will be charged a fee to remove this type of adhesive paper.
- You can line drawers and cabinets with non-adhesive shelf or drawer liners.
- The refrigerator must be cleaned regularly—inside and out. A scrubbing pad may be used inside the refrigerator, but not on the outside.
- Counters, walls, and cabinets must be wiped regularly.
- Tile floors need to be swept and mopped regularly to prevent the build-up of dirt, grease, and other residue. You should use a commercial product made for mopping tile floors.
- Do not keep uncovered food products on the counters, in cabinets, or in the refrigerator.
- Personal trash must be disposed of in the dumpsters located outside your apartment. Trash should never be left in hallways, stairwells, laundry rooms, or other public areas. You should not allow the trash to accumulate in your apartment. Pests are attracted to food waste. We will not be able to control pests unless you take out your trash regularly.
- Always use a cutting board, plate, or saucer when you are chopping food items. You will be charged for damage to the countertop caused because you failed to protect the surface of the countertop.
- Do not set hot pans on the bare countertop. You can use a dish towel, plate, or hot plate to protect the countertop. You will be charged for damage to the countertop caused because you failed to protect the surface of the countertop.
- Do not allow food particles or other items to go down your drain. You will be charged if your drain stops up because of food or other foreign particles.
- Do not allow dirty dishes to pile up in the sink, on counters, or other areas of your apartment. Wash dirty dishes regularly to prevent pests.

- Do NOT allow standing water to remain in your sinks—this attracts pests who are drawn to water sources.
- Do not use any commercial drain cleaners/openers. These chemicals are damaging to the pipes and are potentially dangerous to our maintenance workers. You will be charged for any damage caused by the use of these products.
- Do not allow children or others to use the drawers or cabinet doors to swing or climb on. You will be charged to repair these items if the damage is caused through abuse or misuse.
- Do not store paper bags, plastic bags, newspapers and other such items in your apartment. Pests love to hide in areas where these items are allowed to accumulate.

BATHROOM

- The bathtub, commode, sink, and tiles must be cleaned regularly with a commercial product designed for this purpose. After cleaning, you can apply a clear furniture polish to the shower walls to help keep soap scum and mineral deposits off the wall. Your next cleaning will be much easier! ***Remember NOT to apply furniture polish to the tub or shower floor—it will make these surfaces slippery and will be hazardous to anyone stepping into the shower or tub.***
- Floors need to be swept and mopped regularly to prevent the build-up of dirt, grease, and other residue. You should use a commercial product made for mopping floors.
- You must clean or replace your shower curtain (liner) on a regular basis. This will prevent mold and mildew; the liner must be placed inside the shower whenever the shower is turned on. You will be charged for any water damage caused to your apartment or someone else's apartment if you allow water to pool on the floor.
- **If your shower has a window you must place a shower curtain over the window to protect the window, its frame and blind from mold and other water damage. If this is not done you will be charge for the damage.**
- **If your shower does not have vent you must after each use open the window slightly to air out bathroom or leave the door open. Keeping the door closed will trap the moisture in the bathroom and may cause mold.**

WINDOWS

- Fans are not allowed in any windows including your kitchen. A service charge will be added to your account if a fan is found in your window.
- Do not remove windows or screens.
- Blinds must be wiped on a regular basis.
- Windows and screens must be cleaned periodically. Our residents are only responsible for cleaning the areas that they can reach without removing windows and screens.
- Cracked or broken glass must be reported to the office immediately.

AIR RETURN AND OTHER VENTS (if applicable)

- You are responsible for cleaning the outside “grills/slats” on your air conditioning-heating system. Cooperstown “C” Building residents must clean the outside of their window air-conditioning units. It is important to keep these areas free of dust, grease, and other debris. Your system will not function properly if these are not clean.
- Do not block vents with furniture or other items.

CARPET

- Your carpet must be vacuumed regularly. You can borrow a vacuum cleaner from the office if you need one. Some residents will need to vacuum more frequently than others due to different lifestyles.
- You should always vacuum immediately if food, glass, dirt, or other debris is dropped on the floor.
- Spills must be wiped up immediately to prevent staining.
- Your carpet was thoroughly vacuumed and shampooed before you moved into your apartment. After moving into an apartment, it is the resident's responsibility to shampoo the carpet on a regular basis. A carpet shampooer and supplies can be rented at local retail stores.
- Do not place hot items on your carpet. You should use an ironing board—never use the carpet as a place to iron your clothes.
- Be especially careful with burning items such as cigarettes or cigars.
- Do not use your carpet as a cutting board. You will be charged for carpet cuts, tears, and other damage due to misuse or abuse.

AREAS OUTSIDE YOUR APARTMENT

- You are not allowed to store any personal items (bikes, toys, or other items) outside your apartment. We will issue a "Warning Notice" if personal items are improperly stored. If you do not remove them, we will have them removed. Bicycles must be stored in the bike racks provided for that purpose. You must chain the bike when it is unattended to prevent theft. It is recommended that you purchase a U-bolt lock not a chain lock. (Chain locks are easy to cut.)
- Bicycles must not be chained or propped on trees, shrubs, poles, signs, etc. without permission. The Office routinely checks for improperly stored bikes. They will remove and confiscate improperly "parked" riding vehicles. They will charge you to get them back.
- Residents must not throw trash or other items on the ground or in the floor of public areas. The Resident is responsible for the actions of their family members or guests.
- Personal trash must be disposed of in the dumpsters provided outside the apartment. Do not use the trash barrel in the laundry room, the small ashtray-trash cans attached to the buildings, hallways, stairwells, or other public areas for trash disposal. You will be charged a fee if our staff is required to dispose of your trash.
- When carrying trash out of your apartment, make sure that nothing leaks onto the hallway, walkway, or stairs. If something does leak, it is your responsibility to clean it.
- Do not leave your "junk mail" in the mail room. Please dispose of it in the dumpster or your personal trash can.
- We prohibit excessive smoking in your apartment. The excessive use of tobacco products is prohibited inside and outside all buildings. Moderate use is acceptable. Should it become an issue you will be given a warning. Should the issue not be handled you will

be in direct violation of your lease. This includes smoke traveling from your apartment to the hallway and other units and causing issues.

- Spills in public areas must be wiped up by the resident immediately. This will prevent people from slipping and falling.
- Residents are not allowed to perform routine maintenance (such as changing oil) on vehicles in our parking areas. You will be charged the cost of cleaning up these areas if our staff is required to clean them.
- Do not allow children or others to write on or otherwise deface walls, sidewalks, and other property.

Residents must practice good laundry etiquette. Do not dispose of personal trash in the laundry room. Spills should be wiped up immediately. This will prevent accidents. Children are not allowed to play in the laundry room. All laundry should be removed from the laundry room when it is completed.

CHECK-LIST

This is a requested list of basic cleaning equipment and supplies that residents will need to keep their apartment clean.

Broom
Dust Pan
Mop
Mop Bucket
Tile Floor Cleaner
Vacuum Cleaner
Vacuum Cleaner Bags (if required by your equipment)
Trash Can for Kitchen
Trash Can for Bathroom (optional)
Trash Can Liners
Toilet Brush
Toilet Cleaner
Cleaning Solution Made for Bathtubs, Sinks, Commode
Oven Cleaner
Window Cleaner
Furniture Polish
Cleaning Solution Made for Tile Floors
Scrubbing Pads
Cutting Board