CLEANING & MAINTENANCE CHECKLIST

"To be completed before your scheduled Annual Inspection"

Family should perform the following routine house cleaning:

- 1. Clean all windowsills and tracks. All windows must open, close and secure properly. If a window is broken, it **must be repaired or replaced**. Check all screens. One screen per room is **required**. If you are missing a screen, it **must be replaced**.
- **2.** Vacuum **all** floors and consider having carpets professionally shampooed, if needed. Check floors for **trip hazards**. **Examples**: damaged carpet seams, torn linoleum, transition strips not properly secured, cable or extension wires laying across the floor.
- **3.** Remove all marks (pencils, markers, crayons, etc.) from walls and doors.
- **4.** Food preparation area and kitchen sink must be clear of **all dishes**.
- **5.** Check that **all** appliances are working properly. **Replace missing or broken control knobs**. Clean stove, oven, and refrigerator.
- **6.** Clean the bathroom thoroughly; sink, shower, tub, tiles, toilet, toilet seats (**if the seat is worn beyond cleaning, you should consider a replacement**), and clean shower doors.
- **7.** Cut and trim the grass in the front and rear yards **if it is your responsibility**; or call property owner to do.
- **8.** Remove **all** trash, garbage, unused appliances, etc., in the yard.
- **9.** Check **all** smoke detectors. Smoke detectors must be working and there should be one smoke detector on **each level** of the house.
- 10. Check all faucets and pipes for any type of leaks. If you find a water leak, contact the owner or property manager immediately to have it repaired.
- 11. Check all light switches and receptacle outlet covers. If any light switch or receptacle outlet cover is cracked, broken or missing, have them repaired or replaced.
- 12. All utilities should be on and working (Water and PG&E).

<u>NOTE:</u> You should clean and maintain your home throughout the year, not just before your mandatory Annual HQS Inspection. If you do this, you will find that preparing for your inspection will not be such an overwhelming task.