

# Annual Inspection Guide – Family Units

1. The unit should be cleaned throughout the property, including interior, exterior accessible areas, garage/shed, and yard.
2. All floors must be clean, including floor **corners**, steps, doorways, and closets. No floors should be sticky.
3. Wash all windows and window frames, including all rooms *and* the basement.
4. Bathroom fixtures, including toilets, sinks, bathtub, and medicine cabinets should be clean.
5. Bathroom tiling and shower walls should be thoroughly cleaned, with no presence of mildew or other dirt and grime.
6. Kitchen sink and counter top should be cleaned with no presence of moldy food or dishes.
7. The Oven should be cleaned out and wiped.
8. The stovetop should be cleaned, including the drip pans, the top surface, and removal of food from under the stovetop.
9. The grease shield protecting your stove fan needs to be cleaned.
10. The refrigerator and freezer must be clean, including shelves, doors, gaskets (rubbery seal on the doors), and exterior.
11. Cupboards must be completely cleaned inside, outside, and on top. All food particles, sticky spots, and other material must be removed.
12. All light fixtures must have working lights installed. Dirty light covers should be cleaned.
13. Basement floor should be cleaned, the LAUNDRY TUB cleaned out and scrubbed, and any laundry lint cleaned up.
14. A new furnace filter must have been installed within the last 60 days.
15. All walls should be clean, with any writing wiped off, food or other particulates cleaned off, and any other marks cleaned off.
16. All outlets, light switch plates, and other wall coverings should be cleaned. If an AC slot is present in your unit, the AC cover needs to be cleaned, and the interior of the AC slot should be cleaned out.

17. All trash should be removed appropriately from the unit and property. You should not have piles of garbage bags in closets or within the unit.
18. All garbage needs to be picked up from around the yard, including the window wells.
19. Make sure you are maintaining a two-foot open space around your furnace, water heater, sump pump (if present) and electrical box in the basement.
20. All pet waste needs to be picked up. Pet areas such as a litter box need to be neat and orderly.
21. The exterior siding of you unit by the front and back door should be cleaned. Doors should also be wiped clean.
22. All household items should be picked up from outside and stored in the garage, shed or basement as required by your lease.
23. As applicable, snow should be shoveled from your sidewalk. If you are responsible for yard care, your yard should be mowed and leaves should be picked up. Weeds should be removed from the yard. Bushes should be trimmed. \*Note that not all tenants are responsible for yard care. If you are unsure, contact your property manager.
24. The Housing Authority will inspect your unit to ensure everything in your unit is in working condition, that you are in compliance with your lease agreement, and that you are maintaining a clean, safe, and sanitary living condition.

This guide is intended to provide residents with a general idea of their responsibilities in preparing for the annual inspection. This list does not include all components of the inspection work completed by HA staff. Residents can be charged for damage and cleaning issues not cited on this inspection guide.