

## **Cleanliness Standards**

Residents should always keep quarters and government equipment clean and in good working order. It is especially important that all service orders are called in and repairs made prior to termination appointment. This reduces the downtime for maintenance and ensures the next occupant a well maintained home.

Do not wait until the last minute to report problems! Service orders called in less than 3 days prior to termination will not be accepted unless they are an emergency.

The term 'Clean' used in these standards means: free of dirt, debris, dust, residue, marks, spots, stains, grease, food, cobwebs, streaks, smears, lap marks from washing, sticky substances, labels, urine, algae, lime deposits, mildew, lint, insects, and odor.

### **Floors:**

Hardwood, Tile, and Sheet Vinyl – Floors will be clean. Only broom sweeping and damp mopping are required. Care should be given to cleaning along baseboards and in corners. Floors should look clean and attractive.

Carpet – Carpets will be vacuumed and clean. They must be free of stains and odor.

### **Walls, Cielings, and Woodwork:**

Walls, ceilings, baseboards, door and window trim and other woodwork must be clean. Corners, grooves of wood molding and other difficult places to reach should be clean. Nails and pictures holders must be removed and holes patched. Occupant installed wallpaper or painted borders must be removed and the area repaired. NOTE: When filling nail holes in walls, use a small amount of spackling paste, press it into the hole, and then wipe excess paste off with a damp cloth.

### **Cabinets:**

Cabinets should be clean. Shelf paper, decals, self-adhesive paper, hooks, and paper towel holders must be removed. Adhesive must be completely removed without damage to the cabinets. NOTE: Do not use abrasives or scouring powder – they can damage cabinets.

### **Bathrooms:**

Bathrooms, to include all fixtures, must be clean. Ceramic tiles must be clean and shiny. Grout must be clean. Entire toilet must be clean – inside and out. Caps covering bolts securing toilet lid to base must be lifted so wells can be cleaned. Sinks and tubs must be cleaned thoroughly. All metal fixtures and hardware must be clean. Caps on faucets must be removed so wells can be cleaned. Sink stoppers should be clean. Medicine cabinets and mirrors must be clean.

### **Closets and Interior Storage:**

These areas must be clean to include shelves and cupboards.

### **Windows and Window Components:**

Interior surfaces of all window glass must be clean. Area between primary windows and storm windows must be clean. All wood or metal trim on interior of windows must be clean. Note: Exterior cleaning of windows and interior of storm windows is not required, but encouraged, since it enhances the appearance of a house.

Door windows and patios door glass should be cleaned well on both sides. Door tracks should be clean.

### **Diffusers and Return Air Grills:**

Diffusers and return air grills must be clean. NOTE: Do not remove grills if they are sealed by paint to the wall, baseboard, floor or ceiling.

### **Light Fixtures, Switch and Outlet Covers:**

Light fixtures, globes, and shades must be clean. Globes/shades will be removed, washed, and replaced. A working light bulb will be left in each socket. Cracked or missing light globes must be replaced. Note: This includes all lights – indoors and outdoors. Switch and outlet covers must be clean.

### **Exhaust Fans and Range Hoods:**

Fan blades and supports, fan housing, and fan guard must be clean. Do Not wash the fan motor – wipe with a damp sponge or cloth. Range hood filters should be clean.

### **Ceiling Fans**

Fan motor housing, blades, and light kit must be clean. Each socket must have a working light bulb.

## **Ranges**

Cooking ranges will be thoroughly cleaned inside and out. Gas range burners can best be cleaned by using dry coarse steel wool or by using an oven cleaner. Electric burners should be removed and cleaned. Knobs, drip pans, oven racks and broiler pans should all be removed and cleaned thoroughly. Range top must be lifted and cleaned underneath. NOTE: Place paper under range to avoid damage to floor by dripping cleaning solutions. Unplug range prior to cleaning.

Do Not disconnect gas lines.

Do Not paint any part of the stove.

Do Not use oven cleaner on self or continuous cleaning ovens or on any aluminum part of the range (Note: gas burners are aluminum)

Read directions for self or continuous cleaning ovens and follow carefully.

Replace oven light bulb

Check range to ensure all burners and oven work properly.

Wash floor under the range.

## **Refrigerators**

Refrigerator must be cleaned completely and thoroughly inside and out. Note: Unplug refrigerator prior to cleaning. Leave unplugged and door open for inspection. Interior walls, shelves, racks, crisper, ice maker and doors (to include gaskets), drawers, etc. must be cleaned. Shelf racks and drawers should be removed for cleaning. Exterior of entire refrigerator must be cleaned to include refrigerator coil and motor compartment.

## **Dishwashers:**

Dishwasher must be completely clean. Interior (to include racks) and door seals located in the bottom corners of the doors must be removed and cleaned (then put back in place). Racks should be removed for easy cleaning. Clean drain trap and door hinges. Wash exterior and door. NOTE: Do not detach dishwasher from counter top.

## **Kitchen Sink**

Kitchen sink and faucets must be clean with no garbage or debris remaining in garbage disposal.

## **Mechanical Rooms**

Mechanical rooms must be clean to include furnace, water heater, and ductwork.

## **Basements, Furnace Rooms and Common Use Storage Rooms (Colyer, Arnold Hall, and Symmonds Hall):**

Broom sweep and damp mop floors. Dust water heater, furnace, and ductwork. Remove cobwebs from walls, ceiling, etc. Clean inside of window glass and area between window and screen/storm.

Common Use Storage Rooms in Colyer – Storage cage must be broom swept, and stains (oil, etc.) must be removed from floor. Cobwebs must be removed from walls and ceiling. Entire basement must be neat and orderly with no oil spills, etc. Bulbs should be in sockets. Personal items stored outside of cage must be neat and properly marked with owner's name and apartment number. Note: Every occupant has responsibility for the common use areas. They must be in good condition for each occupant to clear their quarters.

Arnold Hall (Bldg 27) – Each personal storage room in the basement of Bldg 27 must be swept clean, and any spills must be removed from floor. Cobwebs should be removed from walls and ceilings. Window glass should be cleaned on inside. Trash and personal property should not be in basement common use area of wing in which occupant lives.

Symmonds Hall (Bldg 540) – All personal items must be removed from common use storage room on second floor. Room should be left clean and neat.

### **Garage and Storage Sheds:**

Garages and storage sheds will be broom swept. There must be no loose dirt or oil stains on floor. Cobwebs, dust, and debris will be removed. Garages with finished walls should have marks cleaned off. Note: Charges will be assessed for the repair of urine stained sheetrock/wood or other urine stain or odor removal.

All garages on Main Post/Marshall Army Airfield must have weeds removed from perimeter of garage and from cracks/gaps in gravel, concrete, or asphalt.

### **Patios and Balconies**

Patios and balconies must be clean. Apartment units in Meade, McClellan, and Burnside have removable floor decks. They must be removed and the floor beneath cleaned. Note: Charges will be assessed for the repair of urine stained wood or other urine or odor removal.

### **Fireplaces and Ash Pits:**

Fireplaces must have ashes and soot stains removed. Ash pits must be cleaned out.

### **Government Owned Furniture:**

Note: Only furniture in authorized Main Post quarters can remain. All other furniture must be returned by occupant to the Furnishings Management Office, Bldg 317, at least 24 hours prior to the inventory or final inspection.

Furniture in authorized quarters must all be accounted for during the inventory/termination inspection. Missing items will result in immediate cessation of inspection.

Upholstered furniture must be vacuumed to ensure absence of all dust and lint. Stains and spots must be removed. Wooden furniture must be cleaned. Mirror frames and glass must be cleaned.

Shades and Venetian blinds must be dusted and washed so they are free of dust and smudges. They must be serviceable and installed in the windows or patio doors. Note: Unserviceable shades must be exchanged through the Self Help Store.

### **Quarters Exterior Requirements:**

Porches, walks, steps, driveways, and parking spaces must be free of all foreign matter to include oil stains. All snow and ice must be removed during winter. Entrance doors must be cleaned.

Siding must be clean.

Lawns must be free of trash and animal feces. Grass must be cut and raked to remove all leaves and excessive dead grass. Yard will be edged. All holes must be filled and bare spots seeded.

Flower beds must have been put in properly (see handbook for details) and must be free of grass and weeds. Dead flowers, flowers at end of growing season, or flower beds in improper locations must be removed. Landscaping material such as lava rock must have been put in properly in order for it to remain. Occupant placed items such as big rocks, tires, etc., must be removed.

Trash carts must be cleaned.

**Note: All items checked out from Self Help must be returned in order to clear quarters. RV lot space must be vacated and card key returned to Self Help store unless moving offpost and remaining active duty. Charge will be assessed if card key is not turned in..**