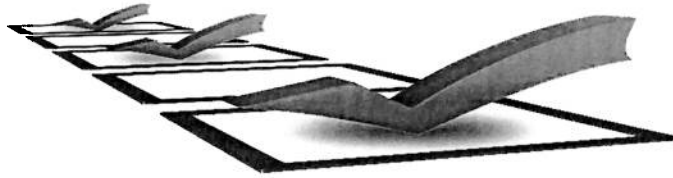


HOUSING INSPECTIONS



GREETINGS

Good morning!

PURPOSE

To establish and maintain minimum Housing Quality Standards (HQS) necessary for the health and safety of occupants participating under the Housing Choice Voucher (HCV) Section 8 assistance program.

OBJECTIVE

By the end of this Briefing session participants should have a basic idea of what to expect when preparing for, and what goes on during an inspection.

DISCUSSION

Types of inspections conducted.

We will discuss annual inspections, re-inspections, special inspections, initial inspections, or as often referred to by staff, move in inspections. We will also address quality control inspections, and a supervisor driven inspection.

PROCEDURES

At the conclusion of this briefing session, a Landlord Packet will be provided to all of you. You will simply submit them to the Landlord who will complete all owner verification and tenant certification documents on the property you will be renting and return them to your assigned counselor. You will then turn all utilities on in the unit, to include gas, water, and electricity. You will provide written proof in the form of receipts to counselors of all utilities that are on in your name. Your counselor will then request an initial inspection from the Inspection Department.

INSPECTIONS AND TIME CONSTRAINTS

Inspections are initiated within 10 days and completed within 2 weeks, barring any unforeseen problems that may arise during the inspections. Landlords are given up to 30 days to make repairs on Annual and Special Inspections that fail. It is up to them to complete repairs on initial inspections in a timely manner and notify the inspectors for re-inspections.

WHAT THE INSPECTOR LOOKS FOR DURING AN INSPECTION

Service ability of windows, plumbing, stove, light fixtures to include light globes, electrical panels and electrical outlets, light switches, smoke detectors, general condition of walls, floors, entrance doors, and windows, screen on windows and doors, exterior building structures and last, but not least general housekeeping.

KEEPING APPOINTMENTS

The first missed appointment will generate a violation letter with a follow-up appointment within 10 business days. A second missed appointment will generate a termination from the program letter from your counselor. So, please keep appointments or make arrangements for changes in advance to avoid receiving any of the letters mentioned above.

IN CONCLUSION

We discussed all pertinent issues related to your housing inspections and appointments. If you have any questions, please submit them at this time.

Please contact your Counselor for issues related to your initial inspections. If they have any landlord papers and proof of utility services, the inspectors cannot initiate an inspection. Please remember that utilities must be on in the unit by the time inspectors arrive to complete your inspection.

Welcome to the Program and have a nice day!

Housekeeping Tips



Place the following here.

Planning Your Housework (2 Pages)

Develop a Plan for Cleaning (2 Pages)

The Refrigerator (2 Pages)

The Kitchen (2 Pages)

Floors (2 Pages)

The Bathroom (2 Pages)

The Electric Range (2 Pages)

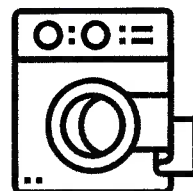
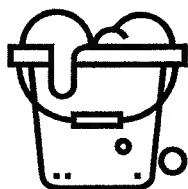
The Gas Range (2 Pages)

Windows, Mirrors and Glass (2 Pages)

WALLS, Ceilings and Woodwork (2 Pages)

Cleaning Supplies (2 Pages)

Household Cleaning

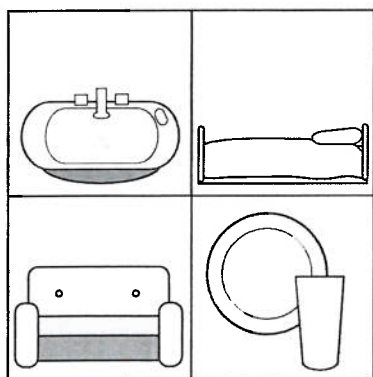


Planning Your Housework

Look for Easy Ways to Clean

It's easier to keep your house clean if you make a plan for all the cleaning jobs. People work at different speeds and have their own ways of doing household tasks. Does cleaning wear you out? You may be doing it the hard way!

- Don't try to do too many jobs in one day.
- Look for tools and ways to work that make the job easier.
- Bend, reach and stoop less. Let your tools work for you.
- Use long-handled tools to help.
- Work with both hands.
- Take fewer steps.
- Try new ideas.



What's Your Best Work Time?

There is no one best plan for cleaning. Some people feel better if they start by getting the dishes washed, the beds made and the living area put in order before doing other work. Others prefer to complete all the cleaning in one room before going on to another.

Cleaning Schedule

- Make beds every day.
- Wash dishes and put them away after each meal.
- Straighten up the living room once each day.
- Vacuum carpet at least once per week, or more often.
- Polish furniture once a week.
- Wash out refrigerator with warm water and baking soda at least once each month.
- Clean oven as needed.
- Mop floors when soiled or at least once per week.

Get Your Family to Help

Members of a family share the same home. Everyone should help keep the home clean, neat and safe.

If you have always done all the cleaning alone, perhaps no one else knows that housework needs to be shared by all.

Meet as a family group. Talk about the work that needs to be done to keep the home clean and neat. Help your family make a plan. When family members help make a plan, they work harder to do the work. Decide:

- What must be done.
- When it will be done.
- Who will do each job.

Young children enjoy helping. If you have small children, let them work along with you at least part of the time, even if you could do the job faster by working alone. Don't insist that everyone meet the highest standard, particularly when they are learning. Children like to try different jobs. Older children often like being completely responsible for certain jobs, rather than just helping.

Make a List

1. Make a list of household tasks which need to be done.
2. Check them off as they are completed.
3. Put the list where everyone can see it.

Day	What to do	Who will do it	When to do it
Monday	wash dishes	Jane	after each meal
	sweep kitchen floor	Tom	after breakfast
	mow grass	Father	after work
	make beds	Each make own	before breakfast
	wash & dry clothes	Mother	after work
	fold clothes	Jane	after school
	hang clothes & place in closet	Jane	after school

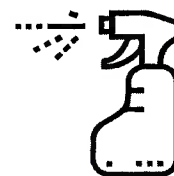
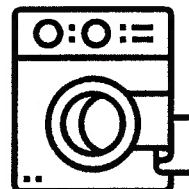
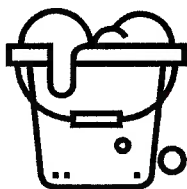
Keep all cleaning products away from young children.

This factsheet was originally developed by Nayda I. Torres, Associate Professor, Family and Consumer Economics, Institute of Food and Agricultural Sciences, University of Florida. The material has been adapted for use in Tennessee by Martha Keel, Professor, Family and Consumer Sciences – Housing and Environmental Health.

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Household Cleaning



Develop a Plan for Cleaning

How often a home needs cleaning depends on the size and age of the house, its location, the season of the year, the size of the family and ages of its members, the number of pets, the type and style of furnishings, and the kinds of work and leisure activities the family does at home. Homes need cleaning more often when the family is large and does many things at home.

When planning your cleaning, remember that some cleaning jobs need to be done more often than others.

- Every day or every other day.
- Once a week.
- As needed.
- Seasonally (when a new season begins).

Remember to allow time for unexpected cleaning needs.

Do These Jobs Every Day

Kitchen

- Wash dishes.
- Wipe counter tops, range and appliances.
- Clean sink.
- Empty garbage.
- Sweep or damp-mop floor.
- Clean table after every meal.

Living Room

- Tidy up.
- Put away or throw out papers and magazines.

Bathroom

- Clean sink and tub.
- Replace dirty towels.
- Empty wastepaper basket.

Bedroom

- Make beds.
- Put away clothes.
- Straighten dresser tops and accessories.

Do These Jobs Every Week

Kitchen

- Dispose of left-over foods.
- Clean refrigerator (a good time to do this is the day before you do the weekly shopping).
- Clean floor.
- Clean garbage pail.

Living Room

- Clean floors and rugs.
- Dust and/or polish furniture.
- Dust and clean lamps and other decorative objects.

- Clean spots from walls, woodwork and furniture.
- Empty wastepaper baskets.

Bathroom

- Wash floor.
- Clean toilet bowl.
- Wipe tile surfaces.
- Clean mirrors.
- Clean toothbrush holder and other fixtures.

Bedroom

- Change sheets and pillow cases.
- Clean floors.
- Dust furniture.
- Empty wastepaper basket.

Do These Jobs As Needed

Kitchen

- Clean range top, burners and oven.
- Clean cabinets, drawers and other storage areas.
- Clean and wax floors.
- Clean window sill, frame and glass.
- Wash curtains.
- Clean walls, woodwork and ceiling.
- Defrost refrigerator.

Living Room

- Move and clean under furniture.
- Clean walls, woodwork and ceiling.
- Clean furniture, light fixtures, lamps, pictures and appliances.

Bathroom

- Clean walls, woodwork and ceiling.
- Wash bathmat, bathroom rug, curtains and shower curtain.
- Clean light fixtures.
- Throw away old medicines and empty bottles.
- Wash inside medicine cabinet.

Bedroom

- Clean walls, woodwork and ceiling.
- Clean and organize closets and dresser drawers.
- Clean furniture, light fixtures, mirrors and pictures.
- Wash windows, curtains, mattress cover and bedspread.
- Move and clean under furniture.

Do These Jobs Seasonally

- Clean closets thoroughly.
- Put away seasonal clothes and bedding
- Store holiday decorations, sports equipment and other seasonal items.
- Store outdoor furniture.
- Clean screens.



Follow Your Plan

- Put it on the wall so everyone can see it.
- Let family members change jobs now and then.
- Be sure to include occasional or seasonal jobs.

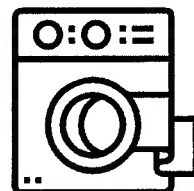
Keep all cleaning products away from young children.

This factsheet was originally developed by Nayda I. Torres, Associate Professor, Family and Consumer Economics, Institute of Food and Agricultural Sciences, University of Florida. The material has been adapted for use in Tennessee by Martha Keel, Professor, Family and Consumer Sciences – Housing and Environmental Health.

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Household Cleaning



The Refrigerator

Foods last longer and stay fresher in a freezer compartment that is defrosted frequently. Defrosting also saves energy and lowers other maintenance expenses.

Ways to Avoid Frost

- Keep all foods covered.
- Keep all water containers covered.
- Open the door as little as possible.

Defrost the freezer when the layer of ice/frost is a quarter of an inch thick.

To Clean and Defrost the Refrigerator

Necessary Equipment:

- Bowls to wash and rinse
- Bowls with warm water
- Drip trays for water from melted ice/frost
- Sponge or towel to wash
- Towel to dry
- Baking soda
- Soap or detergent

To Begin:

- Unplug the refrigerator.
- Remove the ice cube trays and frozen foods. Put those in a cardboard box and cover them with newspaper. Wrap the food with paper. This will keep foods from thawing while they are outside the freezer.
- Throw away spoiled food.
- Remove the shelves and trays.

To Defrost:

- Place a drip tray underneath the freezer to catch melted ice/frost. Most refrigerators have their own tray.
- Place a bowl of warm water in the freezer to speed up the defrosting process.
- Defrosting takes time. Never use any sharp or metal objects such as knives to remove the frost. This can seriously damage your refrigerator.
- Empty the drip tray when it is full.

To Clean the Interior:

- Add two spoons of baking soda to a quarter cup of warm water and wash the interior of the refrigerator. Do not use soap; it may leave an odor.
- Wash the trays, slide-out shelf and shelves with baking soda-water.
- Rub the difficult stains with pure baking soda.
- Rinse the refrigerator with warm water and dry with a clean towel.
- Replace shelves and trays and other parts into the refrigerator.
- Rinse the ice cube trays with warm water. Do not use soap or boiling water with metallic ice trays. This will cause the ice to stick in the tray.

To Clean the Exterior:

- Prepare a bowl with warm, mild, soapy water.
- Wash the rubber gasket around the door.
- Unplug the refrigerator.
- Wash the exterior with soapy water.
- Rinse with warm water and dry with a clean and soft cloth.
- Wax the exterior surface two or three times a year with white liquid wax. This makes cleaning easier.

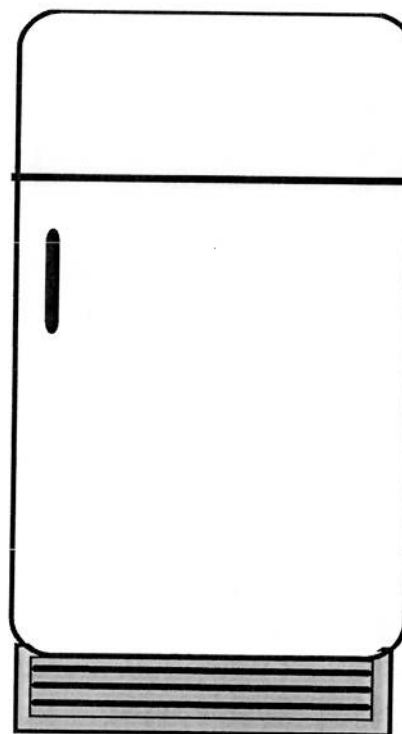
Keep all cleaning products away from young children.

Finishing:

- Clean the jars and food containers. Wipe with a clean and dry towel.
- Put the food back in the refrigerator.
- Fill the ice cube trays with water and put them in the freezer.
- Plug the refrigerator into the wall receptacle.

ADVICE: To avoid damaging the finish of your refrigerator, do not use abrasive powders.

This factsheet was originally developed by Virginia Peart, Associate Professor, Housing, Institute of Food and Agricultural Sciences, University of Florida. The material has been adapted for use in Tennessee by Martha Keel, Professor, Family and Consumer Sciences – Housing and Environmental Health.



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The Kitchen

Why a Clean Kitchen?

The kitchen may be the most important room in your house — especially if you and your family like to eat. A clean kitchen can help prevent accidents and food poisoning from spoiled foods or unwashed equipment. A “clean as you work” rule helps make the job of after-meal cleaning easier, and the kitchen will always be clean.

Why Clean Dishes?

- Clean dishes help make meals more appealing.
- Clean dishes help keep your family healthy by removing germs that cause food poisoning.
- Food looks better on clean dishes.



Supplies Needed

- Hot water
- A pan or sink
- Dishwashing detergent
- Scouring powder
- Scouring pad
- A clean cloth or sponge
- Drain rack

Prepare Dishes

- Cover leftover food. Put it in the refrigerator immediately.
- Scrape dishes. Throw scraps into garbage can or waste disposal so they won't get in the dishwasher or dishpan.
- Wipe greasy pans with paper before you soak or wash them.
- Soak greasy or sticky pans in hot water. Do this as soon as pans are empty.
- Fill dishpan or sink with hot soapy water.

Do the Job

First, wash the inside and the outside of glasses and cups. Rinse with very hot water. Turn upside down to drain in rack.

- Next, wash knives, forks and spoons. Rinse with very hot water. Drain.
- Wash and dry sharp knives one at a time. Hold knife by the handle to wash and dry.
- Wash other dishes. Rinse with very hot water. Hot water helps kill germs.
- It is best to let dishes air-dry to reduce the germs from handling. But if you want to hand dry, be sure that dish towels are clean.
- Put dishes away.
- Now wash cooking pans. You will need clean, hot, soapy water. If food sticks to pans, use scouring powder or scouring pads.
- Rinse and air-dry pans on rack.
- Put pans away.

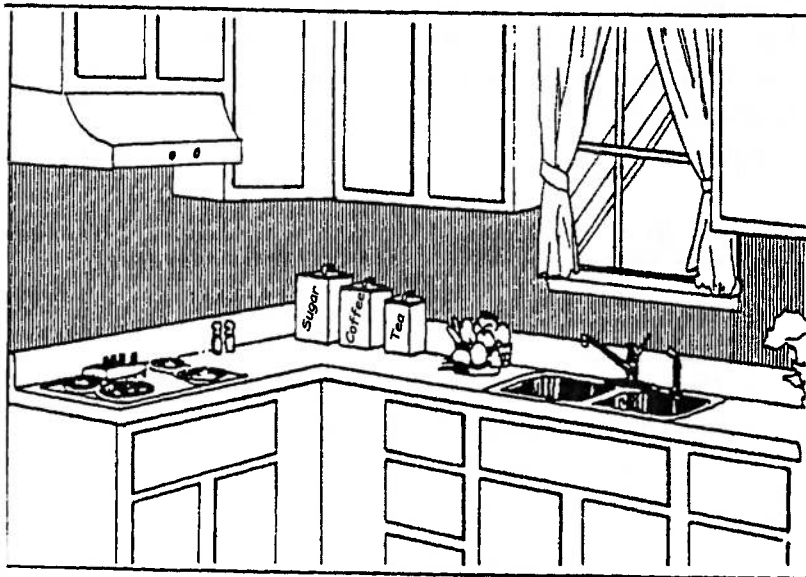
If a dishwasher is available for your use:

- Scrape dishes.
- Load dishwasher following manufacturer's directions.
- Use automatic dishwasher detergent since it makes little or no suds.

Clean Up

- Tidy and wash countertop, range, appliances and tabletop.
- Empty sink or dishpan. Do not throw dishwater into the yard. It draws flies and other insects.
- Clean the sink with a scouring powder or other cleaning product.
- Wash and rinse dishcloth, squeeze out water and hang it to dry.
- Sweep or damp-mop kitchen floor and around eating table if necessary.
- Empty garbage can every day.

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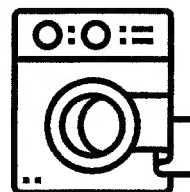
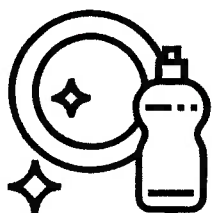
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COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

The University of Tennessee Institute of Agriculture, U.S. Department of Agriculture, and county governments cooperating in furtherance of Acts of May 8 and June 30, 1914.

Agricultural Extension Service
Charles L. Norman, Dean

Household Cleaning



Floors

Why Clean Floors?

- Helps get rid of dirt and germs—may help prevent diseases and accidents.
- Makes your home more pleasant.
- Makes your floors last longer.

Supplies Needed

- Broom.
- Mop — string or rope.
- All-purpose cleaner or your favorite cleaner for the type of floors you have.
- A bucket of sudsy water.
- A bucket of rinse water.

Get Ready

Take the lightweight furniture out of the room.

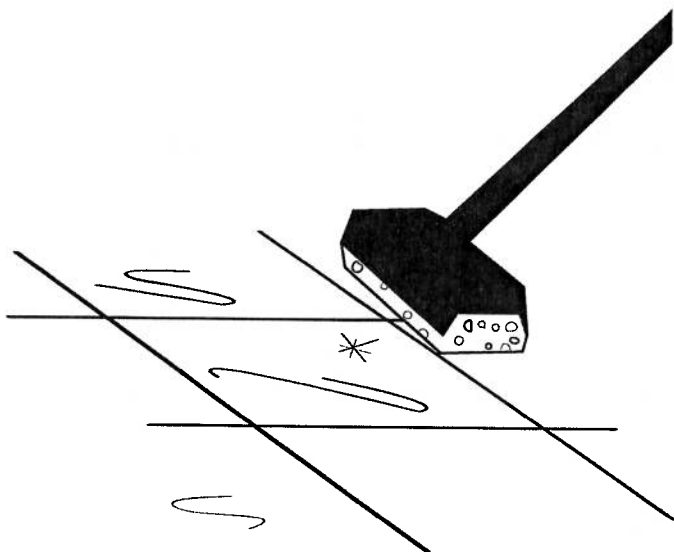
Sweep or Vacuum Next

Use long, easy strokes with the broom. Raise the broom at the end of each stroke. This way you won't scatter dust. For wood floors, use the brush attachment to the vacuum cleaner so you don't scratch the surface, or use a dust mop.



Mop the Floor

1. Dip the mop in sudsy water and wring it out.
2. Mop with firm long, even strokes. Be sure to get all corners clean. Be careful not to spatter walls.
3. Scrub stubborn spots.
4. Don't let water soak into wood floors. It makes the wood splinter.
5. Mop the floor with clean water to rinse it.
6. Work so you won't have to walk on the rinsed floor.
7. Let the floor dry at least 20 minutes if you plan to wax or polish the floor.



Wax the Floor

If you use wax, find out if your floor is made of:

- | | |
|----------------|----------|
| • wood | • vinyl |
| • linoleum | • rubber |
| • asphalt tile | • cork |

Read the label of the wax to find out if it is the right kind for your floor.

Paste wax is all right for most kinds of floors, but don't use it on rubber or asphalt tile. It may soften and damage them.

Facts About Wax

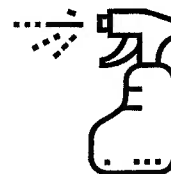
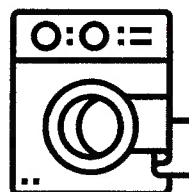
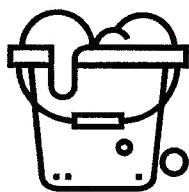
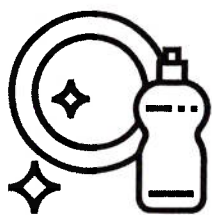
Waxing will make floors look pretty and stay clean longer. Some waxes need to be rubbed to make them shine. Others dry shiny. Follow the directions on the container. When you use a wax that dries shiny, put on a thin, even coat. A long-handled waxer will make the job easier. Be sure the wax is dry before you walk on it. If the first coat is not shiny enough, you can put on another thin coat. Wait at least four hours before you put on the next coat.

This factsheet was originally developed by Nayda I. Torres, Associate Professor, Family and Consumer Economics, Institute of Food and Agricultural Sciences, University of Florida. The material has been adapted for use in Tennessee by Martha Keel, Professor, Family and Consumer Sciences – Housing and Environmental Health.

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Household Cleaning



The Bathroom

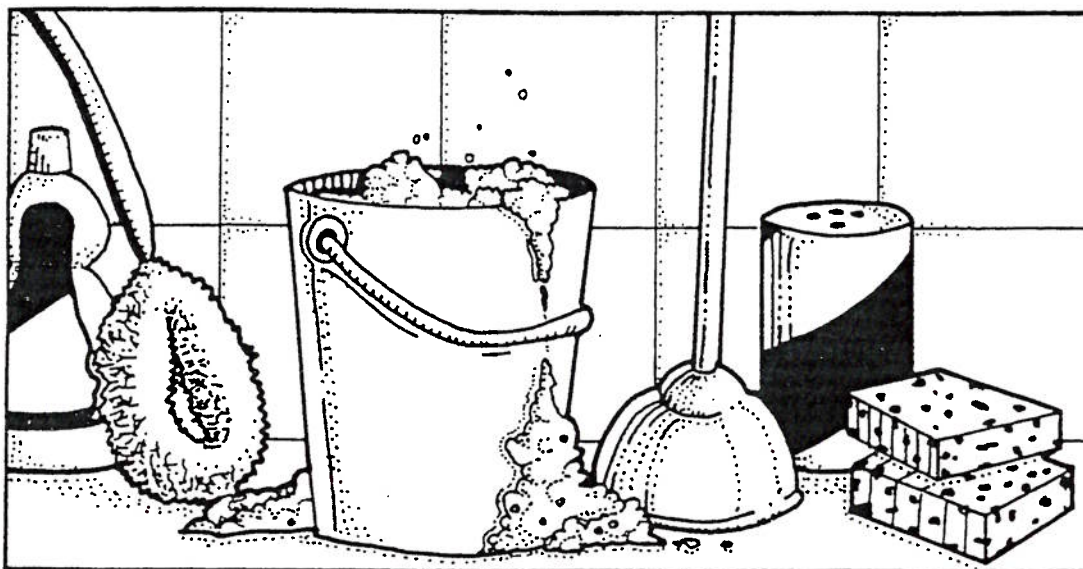
Supplies Needed

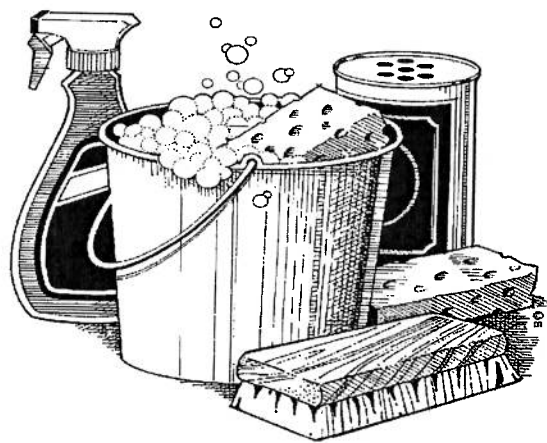
- Cloth or sponge
- Household cleanser
- Chlorine bleach
- Drain cleaner
- Plumber's friend (plunger)
- Toilet bowl brush
- Water conditioner

Everyone can help keep the bathroom clean and free of plumbing problems by doing these things daily:

- Turn off the faucets completely.
- Rinse out and wipe the sink.
- Hang up towels and washcloths.
- Rinse the bathtub and remove hair from the drain.
- Never put any kind of paper but toilet paper in the toilet.

Warning: Never leave cleaning solutions standing in the sink or toilet. Pets and young children may be accidentally poisoned.





Clean the Sink, Faucets, Tub and Shower

1. Wash the entire area by wetting the surface, sprinkling the all-purpose cleaner onto the surface and letting it stand for a couple of minutes.
2. Rub surface with a sponge or a cloth.
3. Rinse with clear water.
4. Remove stains on grout with a solution of 3/4 cup of household bleach mixed with 1 gallon of water. Rinse.
5. If drains are slow, remove the drain top every month or so and take out the excess hair and sediment. You may need to flush pipes with 1/2 pound of washing soda in 2 cups boiling water and then rinse. If pipes are clogged, you may need to use a plumber's friend or mix 1 cup each of baking soda, salt and white vinegar. Pour in drain. Wait 15 minutes and flush thoroughly with boiling water. If you choose to use a commercial drain cleaner, be sure to follow the directions closely.

Clean the Toilet

1. Wash the tank, bowl, seat and lid with disinfectant cleaner.
2. Scrub the inside of the toilet bowl with a toilet bowl brush. Do not use this brush for anything else.
3. To clean the toilet bowl, pour in 1/2 cup of liquid chlorine bleach. Let stand for at least 30 minutes, then scrub with a brush and flush. Remember, never mix ammonia and bleach. You can also use borax and lemon juice instead of the chlorine bleach.

Warning: Never combine chlorine bleach with household cleaners. This can make poison fumes that are deadly.

Tiles and Walls

Since mildew and mold can be problems, use a solution of bleach (3/4 cup) and water (1 gallon) to wash the grout on the tiles and walls. Let stand 5 minutes and rinse with clear water.

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Household Cleaning

The Electric Range

A Clean Range

- Makes meal preparation easier.
- Reduces germs and discourages bugs.
- Keeps range working and helps the range last longer.

Not All Ranges Are Alike

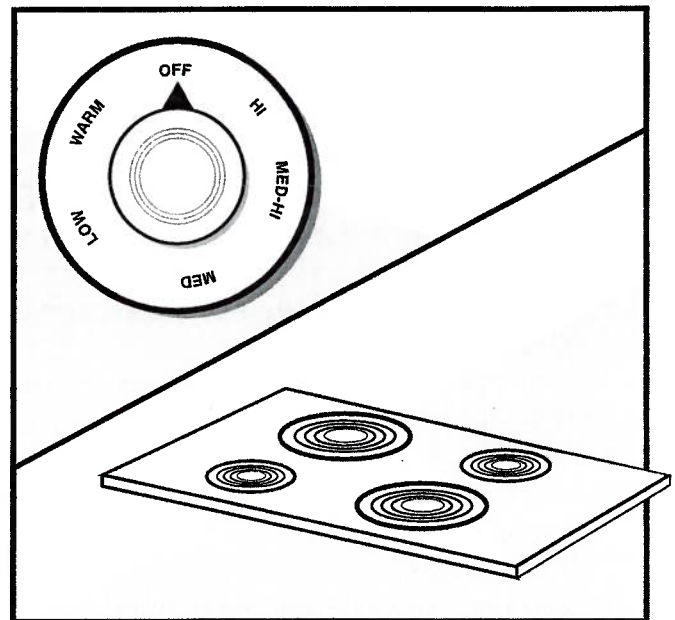
Read and use the book that comes with your range. It should explain the parts of the range and any special features of your range.

Parts of the Range

- | | |
|-----------------|-------------|
| • Control knobs | • Drip pans |
| • Surface unit | • Broiler |

Clean Outside the Range

- Let your range cool before you clean the outside. Use warm, soapy water and a soft cloth.
- Don't wash the outside of the range while it is warm. This might make it crack.
- Vinegars, milk and fruit juices can make dull spots on your range. Clean them off as soon as you spill them. If the range is warm, use a dry cloth to do this.



- Don't use soap pads or scouring powders to clean your range. They scratch it.

Clean Control Knobs and Metal Trim

- Wipe the control knobs clean. Some knobs pull straight off for cleaning. Some don't come off.
- Wipe metal trim with a damp cloth. Dry it with a soft cloth to make it shine. Use a toothpick to clean cracks.

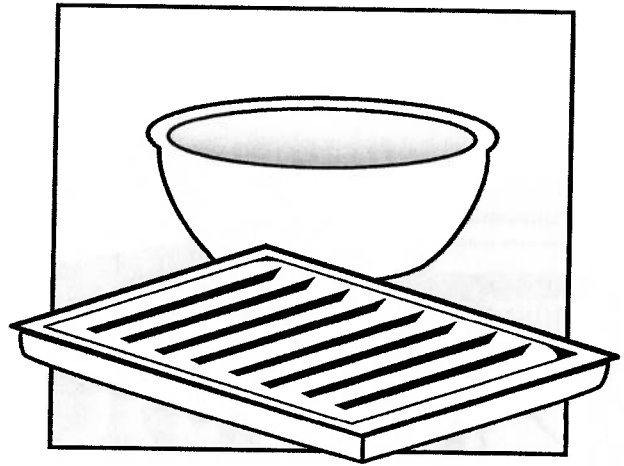
Clean Surface Units

- Surface elements burn food off and do not need to be cleaned.
- Wipe the ring around the surface unit. Lift the ring (it may be joined to the surface unit). Clean under the ring.
- Always turn the switch off before cleaning the surface units. Let the units cool.
- Some surface units tilt up and others pull out. Tilt up or pull out the surface units and take out the drip pans.
- Wash the drip pans in warm, soapy water. You can wash them along with your pots and pans.
- Be sure to remove all burned food and grease. Rinse and dry the drip pans.
- Clean the place below the drip pan. Clean the drip trays if your range has them.

Clean the Oven

Clean the oven each time you use it.

- Turn the oven off and let it cool.
- Wipe any crumbs and spilled food out of the oven with a damp cloth. Wipe the oven door.
- Once in a while, thoroughly clean burned food off the oven walls.
- Pour about 1/2 cup of household ammonia into a bowl.
- Place the bowl in the cold oven.
- Leave the oven door closed about 4 hours or overnight.
- Take the bowl out of the oven.
- Take the racks out and wash them.
- Add the ammonia in the bowl to 1 quart of warm water. Dip a cloth in this. Clean the oven and oven door with it.
- Wash the oven and oven door with a cloth dipped in warm, soapy water. Rinse them with clear water. Wipe them dry.



AVOID ACCIDENTS: KEEP AMMONIA OUT OF THE REACH OF CHILDREN!

Clean Broiler Pan

- The broiler pan should be cleaned after each use. Take the broiler pan out of the range as soon as you finish broiling. Pour the grease out before it gets hard.
- Put the grill in the pan and put a little soap or detergent on the grill. Then pour hot water over the grill into the pan.
- Let the pan and grill stand about 30 minutes. Then wash, rinse and dry them.

Clean Storage Drawers

If your range has a storage drawer, clean it each time you thoroughly clean the oven. Take everything out of the drawer.

Remove the drawer. Then wash it with warm, soapy water. Rinse and wipe dry.

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Household Cleaning

The Gas Range

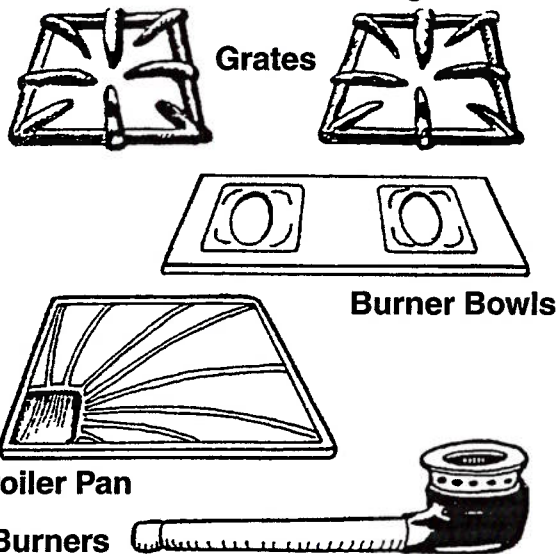
A Clean Range

- Makes meal preparation easier.
- Reduce germs and discourages bugs.
- Keeps the range working and lasting longer.

Not All Ranges Are Alike

Read and use the book that came with your range. It should explain the parts of the range and any special features of your range.

Parts of the Range



Clean Outside of the Range

- Let your range cool before you clean the outside. Use warm, soapy water and a soft cloth. Rinse and dry it.
- Don't wash the outside of the range while it is warm. This might make it crack.
- Vinegar, milk and fruit juices can make dull spots on your range. Clean them off as soon as you spill them. If the range is warm, use a dry cloth or paper to do this.
- Don't use soap pads or scouring powders to clean your range. They may scratch it.

Clean Control Knobs and Metal Trim

- Rub the metal trim with a soft, damp cloth. Shine it with a soft, dry cloth.
- Some control knobs pull straight off. You can wash them in warm, soapy water. Some don't come off. Wipe these clean with a damp cloth.

Clean Grates and Burner Bowls

- Take off the grates and burner bowls. Wash in warm, soapy water. If they are hard to clean, mix 1 cup of vinegar and 1 gallon of very warm water.
- Put the grates and burner bowls in mixture. Soak about 30 minutes.
- Wash with a cloth or old brush. Rinse with clear, warm water and dry.

Clean Burners

- Clean when burners are cool.
- Take the burners out. To do this, first take off the grates and burner bowls. Lift the range top. Lift the burner heads at the back and pull out.
- Soak the burners in hot, soapy water.
- While the burners soak, clean the place below the burners. Take out the drip pans if your range has them. Wash in warm, soapy water. Rinse and dry.
- Now clean the burners with a cloth or brush.
- If the holes in the burner heads are stopped up, clean them with a fine wire, a hair pin or a paper clip. Do not use wooden sticks. They might break off in the burner.
- Rinse the burners in hot water. Put them upside down in a warm oven (300 degrees) to dry. Let dry about 15 minutes. If water is left in the burner, it may not light or the flame may be uneven.
- Be sure you put burners back the way they were. If the range has a pilot light, and it goes out, light it with a match.*

** Safety tip: Follow the directions for lighting your pilot light. If the pilot light goes out often, call a service representative to have it checked.*

Clean Broiler Pan

- The broiler pan should be cleaned after each use. Take the broiler pan out of the range as soon as you are through with broiling.
- Pour the grease out before it gets hard.
- Put the grill in the pan and put a little soap or detergent on the grill. Pour hot water over the grill into the pan.
- Let the pan and grill stand about 30 minutes. Wash, rinse and dry them.

Clean the Oven

Clean the oven each time you use it.

- Turn the oven off and let cool.
- Wipe any crumbs and spilled food out of the oven with a damp cloth. Wipe the oven door. Once in a while, thoroughly clean burned food off the oven walls.
- Pour about 1/2 cup of household ammonia in a bowl.
- Place the bowl in the cold oven.
- Leave the oven door closed about 4 hours or overnight.
- Take the bowl out of the oven.
- Take the racks out and wash them.
- Add the ammonia in the bowl to 1 quart of warm water. Dip a cloth in this. Clean the oven and oven door with it.
- Wash the oven and oven door with a cloth dipped in warm, soapy water. Rinse them with clear water. Wipe them dry.

Avoid Accidents: Keep ammonia out of the reach of children.

This factsheet was originally developed by Virginia Peart, Associate Professor, Housing, Institute of Food and Agricultural Sciences, University of Florida. The material has been adapted for use in Tennessee by Martha Keel, Associate Professor, Family and Consumer Sciences – Housing and Environmental Health.

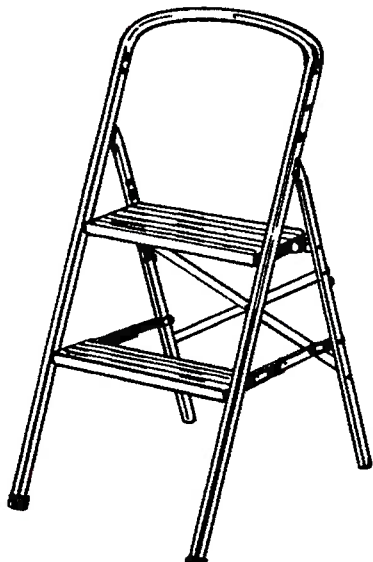
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Windows, Mirrors and Glass

Supplies Needed

- Clean, lint-free cloths for washing, drying and shining.
- Crumpled newspapers or paper towels.
- Ammonia, detergent or vinegar. Vinegar may help stop glass and mirrors from fogging.
- A stepladder, stepstool or a sturdy chair. A stepladder may be safest.



Get Ready

1. Mix 1/2 cup vinegar or 1/2 cup ammonia in 1 gallon of water, or you can use a special glass cleaner.
2. It will be easier to use the homemade solution if it is placed in a spray pump bottle.

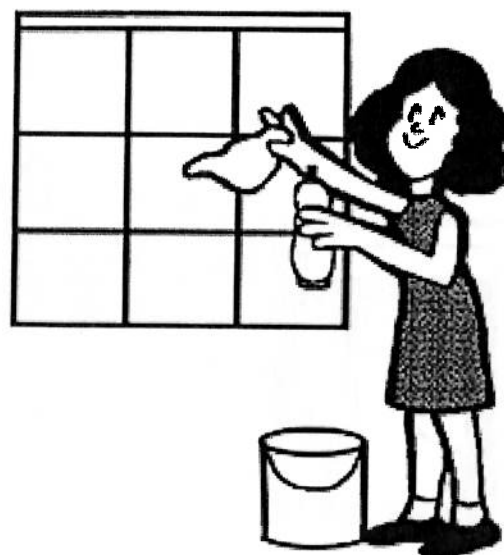
Clean the Glass

1. Brush window frames and sills to remove loose dirt.
2. Spray and clean top window panes first with cleaning solution and crumpled newspapers, paper towels or lint-free cloth.
3. Clean each pane from top to bottom.
4. Dry the panes with a dry cloth or paper to obtain streak-free surfaces.
5. Wipe and dry windowsills. You may want to wax the sills.

6. On windows, rub the inside in one direction (up and down) and the outside in another (side to side) to tell which side the streaks are on. Avoid spilling the cleaner on painted or varnished woodwork because it can damage the finish.

Clean mirrors and glass over pictures the same way you do window glass.

This factsheet was originally developed by Nayda I. Torres, Associate Professor, Family and Consumer Economics, Institute of Food and Agricultural Sciences, University of Florida. The material has been adapted for use in Tennessee by Martha Keel, Associate Professor, Family and Consumer Sciences – Housing and Environmental Health.



Keep all cleaning products away from young children.

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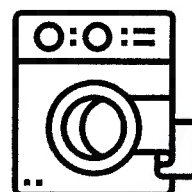
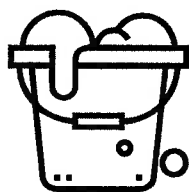
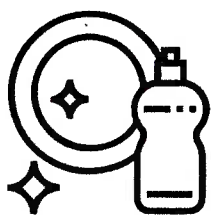
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COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

The University of Tennessee Institute of Agriculture, U.S. Department of Agriculture,
and county governments cooperating in furtherance of Acts of May 8 and June 30, 1914.

Agricultural Extension Service
Charles L. Norman, Dean

Household Cleaning



Walls, Ceilings and Woodwork

Supplies Needed

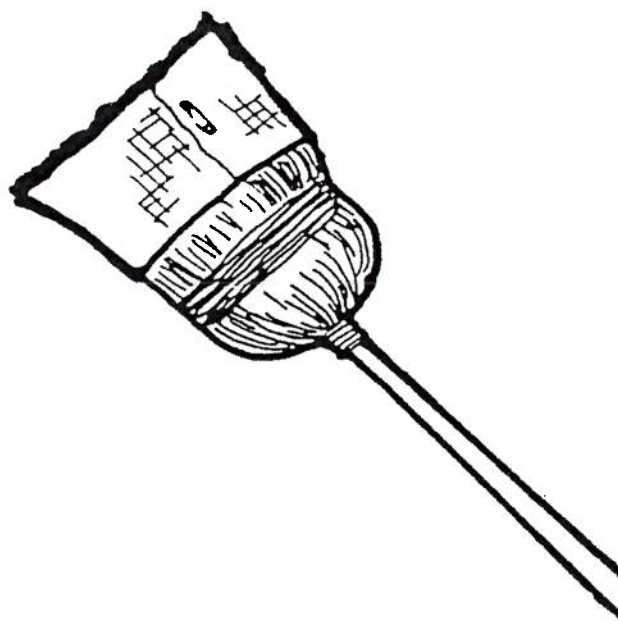
- Broom
- Mop
- Cloth or sponge
- Two buckets of warm water—one for washing and one for rinsing
- Soap, detergent or bleach (1 1/2 cups of bleach added to 2 gallons of water may be used to remove mildew stains)

Warning: Do not mix bleach with any other cleaning product. This may produce poisonous fumes that are deadly.

- Scouring pad
- Clean cloths for washing, rinsing and drying
- A stepladder or strong chair (a stepladder may be safer)

Get Ready

1. Protect furniture by moving it or covering it.
2. Brush down all spider webs. Use a dry sponge, mop or wrap a cloth around a broom and fasten it so it won't come off. Be careful not to streak the walls.



3. Dust the ceiling with the mop or covered broom.
4. Clean any vents in the ceilings.
5. Dust the walls from top to bottom.
6. Place your buckets of water on newspaper to soak up spills and prevent falls. Add liquid detergent to one bucket and keep the other one full of clear water.
7. Before you start washing walls, clean a small spot with a soapy cloth to make sure the paint is washable and will not run.



Do the Job

1. Wash walls from bottom to top, cleaning overlapping areas with circular motion. Water running down over dirty walls will streak them.
2. Change water when it is dirty.
3. Wash all of the wall, one part at a time. Rinse the cleaning agent off of each section before it dries.

4. Wash the doors, window frames and baseboards.
5. Rinse the doors, window frames and baseboards with clean water. Always work from the bottom to the top so woodwork won't streak.
6. Since the weather can be humid in Tennessee, dry the woodwork with a cloth.

Tip: There are special cleaners you can use on wood paneling to help preserve the finish.

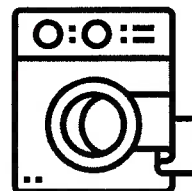
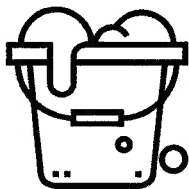
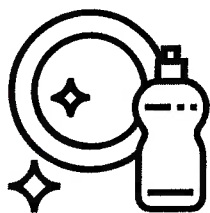
Keep all cleaning products away from young children.

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Household Cleaning



Cleaning Supplies

Why a Clean House?

- A clean house means fewer health problems and accidents for you and your family members.
- A clean home is more pleasant.

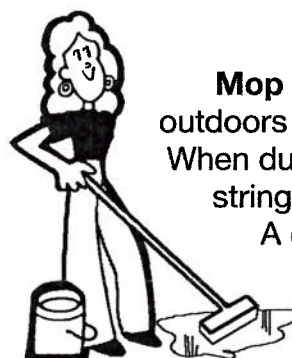
Why Do I Need More Than One Cleaning Product?

- The right product will do a better job, save time, cost less and avoid frustrations and disappointments.
- Different surfaces may require different cleaning products, tools and methods.

Let's see what we have —

Cleaning Tools

Broom. For better service, a broom should never stand on its bristles. If yours doesn't have a ring for hanging, put a screw eye in the end, or bore a hole through the top of the handle and knot a string through it. Occasionally, wash the bristles with sudsy water, rinse with clean water and let it dry thoroughly.



Mop (dry). Give it a good shake outdoors or inside a big paper bag. When dust clings tenaciously to the strings, the mop needs a bath.

A cotton yarn mop should be soaked overnight in water with soap or detergent. Remove hairs and lint.

Rinse thoroughly, squeeze out excess water, shake and hang it to dry, preferably outdoors.

Mop (wet). A mop used with cleaning compounds (soaps and detergents) usually needs only to be rinsed thoroughly after each use. Squeeze the water out and gently separate the strands. Hang it to dry. Press sponge mops as dry as possible and hang them in the shade.

Mops should never be stored wet.

Cellulose sponges. They should be soaked carefully before using, because they are brittle when dry. Don't use strong bleaches, or strong solutions to soak them. Rinse after each use. They can be bleached in a mild solution of household bleach, if necessary, but don't soak them for a long period of time. Rinse carefully afterward.

Foam rubber sponges. These should be washed in warm mild suds and rinsed carefully. Store them in a cool dry place. **Grease, oils, acids and gasoline are all damaging to sponges.**

Dustcloth. Occasionally, clean it by using hot water with suds. Rinse it thoroughly and hang it to dry outdoors, if possible. Do not use an oiled duster on a waxed surface.

Dish towels. Wash them daily or dry them thoroughly before putting them with the dirty clothes. They will mildew if tossed, damp, into the clothes hamper. Use hot suds and mild bleach if needed.

Dishcloths. Soak them in hot sudsy water after each use. Rinse thoroughly with clean water, squeeze out water, hang them up and let dry.

Household Cleaners

All purpose cleaners. Designed to clean large washable surfaces (such as floors, countertops, walls, etc.) where the dirt or grease is even. They come granulated or in liquid form. You can use them full strength or mixed with water. Granules can be sprinkled onto a damp sponge or on the surface to be cleaned. When diluted in water, they require no rinsing.

Bleaches. Used to whiten materials, as a disinfectant and to remove certain stains. They are available in liquid and in granular forms.

Chlorine Bleaches. Remove stains from bathtubs, sinks, tiles and woodwork. Also can be used as a toilet bowl cleaner. After washing, wipe the stain with a mix of 1 quart of water with 4 tablespoons of bleach. Keep it wet for 5 minutes with this solution. If the stain doesn't disappear, repeat.

Never mix bleach with ammonia or any other toilet bowl cleaner.

Disinfectant. Designed to clean and kill germs on hard surfaces in the home. Used full strength as a disinfectant. Solutions of ammonium compounds are highly effective. They can be used to treat dishes, utensils and areas such as floors. Examples are chlorine bleaches, pine solutions and other products labeled as disinfectants.

Ammonium. Helps remove grease and dirt from surfaces such as ovens, tiles, windows and mirrors. A small amount of household ammonium added to washing or rinse water will help make glassware sparkle and makes many household tasks easier. Remember that it tends to bleach slightly, so don't use too much.

Oven Cleaners. Designed to help remove charred grease and other things deposited on oven walls. The available forms are liquid, sponge and spray. Most oven cleaners are designed to work in cold ovens; others require oven heat for soil removal. Wear rubber gloves while using these products. After applying, close the oven door. Allow the cleaner to work 20 minutes or longer, then wipe clean with cloth or sponge, rinsing frequently. Wipe oven spills after each use. Wipe away grease with a non-metallic bristle brush. If the oven is wiped after each use, there will not be a need to use harsh chemicals for cleaning. **Follow manufacturer's instructions carefully.**

Baking Soda. Aids in the removal of burned-on soils on cookware, microwaves, food containers, tiles, tubs, etc. It also absorbs odors that can develop inside your refrigerator. Just place an open box of baking soda inside the refrigerator. For household cleaning, apply to damp sponge, wipe and rinse. To deodorize, sprinkle right from box.

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If you object to the Landlord retaining all or a portion of the deposit, the matter may be taken to a court of competent jurisdiction.

ACCESS TO THE PREMISES

Once you lease a dwelling, your right to possession is much the same as if you owned it. The Landlord however, can enter at reasonable times with proper notice to inspect, make necessary or agreed repairs, decorations, alterations or improvements, supply agreed services or show it to a prospective or actual purchaser, tenant, mortgage, workman or contractor.

The Landlord may also enter at any time when:

- The tenant has given consent;
- In an emergency;
- The tenant unreasonably withholds consent; and / or;
- The tenant is absent for an extended period of time (but only to "protect or preserve" the premises).

WHEN YOU DECIDE TO MOVE

Don't forget to give the required notice. The table below indicates appropriate notification if a specific time period is not included in the lease agreement. Be sure to check your lease for any other specified conditions.

Payment schedule Days of written notice required (before contract termination):

Weekly	7 days
Monthly	15 days
Quarterly	30 days
Yearly	60 days

Under certain circumstances, if allowed by the provisions of the lease, a lease agreement may be ended when either party gives written notice to the other of his Intention. Send all correspondence relating to your intentions to the Landlord by certified mail or deliver it by hand and insist on a receipt. It is usually a good idea to talk with them in person, too. If you must cancel a lease before its expiration date, perhaps the landlord will accept the security deposit as the total financial obligation. If so, be sure to obtain a signed agreement to this effect from the landlord.

Normally when a lease is about to expire, either the landlord or the tenant must give a reason for serving a notice to vacate.

When you move from a unit – no matter the duration – be sure to settle all accounts. Terminate utility service the day you leave, notify the landlord, and the post office.

HOUSING INSPECTION CHECKLIST

LIVING ROOM

- _____ Do exterior doors lock properly?
- _____ Do windows work properly and provide natural light?
- _____ Are there two outlets or one outlet and one permanently installed ceiling or wall light fixture?

KITCHEN

- _____ Does the refrigerator and stove work properly and are they clean?
- _____ Are all spaces for storage, such as drawers, cabinets, etc., in working condition?
- _____ Does it have at least one working outlet and one permanently installed ceiling or wall fixture?
- _____ Does the sink have adequate water pressure and from of leaks?

BEDROOMS

- _____ Do windows go up and stay up and have locks that work?
- _____ If bi-fold closet doors are present, they must work properly.

BATHROOM

- _____ Is there at least one bathroom?
- _____ Does it have a permanent light fixture? An outlet cannot substitute for light fixture.
- _____ The shower or tub must have hot and cold running water.
- _____ Does it have an exhaust or window if no exhaust vent?
- _____ Is the bathroom free of serious health and sanitary problems? **Examples:** clogged toilet, water leak, sewer gas, etc.

FLOORS

- _____ Are the floors free from tripping hazards, and sanitary problems? If the carpet is not sanitary, it must be cleaned prior to move-in.

WALLS

- _____ Are the walls clean and are they free of extensive nail holes or larger holes?
- _____ Are the interior and exterior walls free of peeling paint?

HEALTH AND SAFETY

- _____ Do the smoke detectors work?
- _____ Is the unit free of any electrical hazards?