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HOUSING AUTHORITY OF CITY OF BLUE RIDGE  
30 OUIDA ST. BLDG G1  
BLUE RIDGE, GA. 30513

PHONE: 706-632-5742 FAX: 706-632-2406

Tonya Nuelle – Board Chair  
Bill Tilly – Board member  
Donna Gay – Board Member  
Deb Cantrell – Board Member  
Ellan Johnson – Resident Board Member

## **2020 Annual Apartment INSPECTION**

January 31, 2020

To: All Residents

Re: 2020-unit Inspection Notice

Hello Residents,

This is a first notice that **all resident inspections** will begin **Monday March 30, 2020 and will continue on a daily basis until completed by Wednesday April 8, 2020.** **All apartments will be inspected. This inspection is being coordinated with the 2019 Federal REAC Inspection on March 14, 2019.** I David and a helper will start at Apartment #712 on Ash Street and will proceed down the street to Boardtown St. We will then go to East 1<sup>st</sup> street and the East Second. From there we will go to Industrial Blvd then 55 Ouida St. and end with 30 Ouida St. apartments. **Dumpsters are NOT being provided this year.** There are quite a few households that **MUST** clean out their apartment and I will contact each of you independently to inform you.

We will allocate time for inspections from **9:00 am to 3:00 pm every day** (starting March 30, 2020) until the inspections are complete. I cannot give a definite date and time for each inspection because each inspection can vary from unit to unit. So please be prepared for anytime between 9:00 am and 3:00 pm each day. **We will be going into all apartments if you are home or not.**

- 1. Interior Standards – We MUST be able to move freely throughout your unit without having doorways, hallways and cased openings blocked by personal items. If we are unable to move freely through your apartment you are in violation Life/Safety rules and we will not inspect your unit and you will be given 24 hrs. to correct the issue or you will be fined and your lease may be terminated. This is a serious problem with some residents and EMS and the Fire Department have expressed serious concerns. This is a no exceptions item.**

a) **Walls:** should be clean, free of dirt, grease, holes, cobwebs, and fingerprints.

b) **Floors:** should be clean, clear, and free of hazards.

c) **Ceilings:** should be clean and free of cobwebs.

d) **Light Fixtures:** should be free of any dust build-up; light covers in place and not broken. **All light fixtures must have a light bulb installed in each available light socket. (Resident for all of their light bulbs except for the Kitchen Long T-12 bulbs).**



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e) **Windows:** should be clean and not nailed shut. **Remove ALL items that are located in front of ALL WINDOWS; We have to check each window.** Shades should be intact.

f) **Woodwork:** should be clean, free of dust, gouges, or scratches.

g) **Doors:** should be clean, free of grease and fingerprints. Doorstops should be present. Locks should work. **Remove all hangers installed on the front or back of closet or interior doors.**

h) **Heating units & Water Heater Closet:** should be accessible (no locks, no clutter) dusted and not used for storage.

i) **Infestation:** No evidence of rodents or insect infestation; bait stations and traps clean.

j) **Electric Hazards:** No electrical cords running loosely across floors; no overloads, no hazards.

k) **Trash:** shall be disposed of properly and not left in the unit.

l) **Evidence of Pet:** litter box, cage, and/or fish tank clean and odor free; no evidence of urine or damage caused by pet.

## **2. Kitchen:**

a) **Stove:** should be clean and free of food and grease.

b) **Refrigerator:** should be clean. Freezer door should close properly and freezer have no more than one inch of ice. No stickers (decals) on refrigerators.

c) **Cabinets:** should be clean and neat. Cabinet surfaces and countertops should be free of grease and spilled food. Cabinets should not be overloaded. Storage under the sink should be limited to small or lightweight items to permit access for repairs. Do not store heavy pots and pans under the sink.

d) **Exhaust Fan:** should be free of grease and dust.

e) **Sink:** should be clean, free of grease and garbage. Dirty dishes should be washed and put away in a timely manner. **All Kitchen sinks must have the sink drain stopper, we will charge all residents if these are missing.**

f) **Food storage areas:** should be neat and clean without spilled food.

g) **Trash/garbage:** should be stored in a covered container until removed to the disposal area.

## **3. Bathroom(s):**

a) **Toilet and tank:** should be clean and odor free.

b) **Tub and shower:** should be clean and free of excessive mildew and mold. Where applicable, **shower curtains** should be in place, and of adequate length. **All tub drains must have the drain stopper, we will charge all residents if these are missing.**

c) **Lavatory/Countertop:** should be clean. **All bathroom sinks must have the sink drain stopper, we will charge all residents if these are missing.**





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d) **Exhaust fans:** should be free of dust.

#### **4. Storage Areas:**

a) **Linen closet:** should be neat and clean.

b) **Other closets:** should be neat and clean. No flammable materials should be stored in the unit.

c) **Other storage areas:** should be clean, neat and free of hazards.

#### **4. Exterior Standards**

1. **Yards/Grassy Area:** should be free of debris, trash, indoor furniture and abandoned cars.

2. **Exterior walls:** should be free of graffiti.

3. **Porches** (front and rear): should be clean and free of hazards. Any items stored on the porch shall not impede access to the unit.

4. **Steps** (front and rear): should be clean, and free of hazards.

5. **Sidewalks:** should be clean and free of hazards.

6. **Storm/Screen Doors:** should be clean; glass intact; no damage

7. **Parking Area:** should be free of abandoned cars. There should be no car repair in the lots.

8. **Hallway:** should be swept clean and free of debris; free of any tripping hazards.

9. **Laundry Area:** should be swept clean; no soiled laundry piled up; lint removed from dryer; dryer vented to outside.

10. **Utility/Storage Area:** should be free of trash; no vehicle parts stored; no flammable materials.

11. **Discarded Food/Grease:** No evidence of grease or food disposed of outside of unit; no feeding dishes for animals outside of unit

12. **Other:** Laundry, Children toys, bikes, and yard tools should not be left out overnight.

Thank you

Traver Aiken  
Executive Director

