



Village of Potsdam Housing Authority
100 Racquette Road Potsdam New York 13676
(315) 265-3680 ~ Fax: (315) 265-1256
New York State Hearing Impaired TTY Relay 1-800-662-1220



MEMORANDUM

April 3, 2024

Evergreen Park Residents
Racquette Rd
Potsdam, NY, 13676



Re: HUD Inspection

Dear Resident,

Starting April 9, 2024, U.S. Department of Housing and Urban Development (HUD) will be on the premises of Evergreen Park Apartments for an in-depth inspection of all units. **From 8 AM, Tuesday, April 9, 2024, through 4 PM daily**, each unit will be inspected by a representative of HUD while escorted by VPHA Maintenance staff. This inspection is expected to be completed by Wednesday, April 17th, 2024.

This inspection is mandatory, and no unit will be skipped, rescheduled, or otherwise passed over.

Tenants are responsible for the following:

- Do not block doorways, windows, hallways, or staircases.
- Check for and remove tripping hazards, i.e. extension cords, toys, etc.
- Do not block the electrical panel or any closet doors.
- Make sure there is nothing being stored in the furnace room.
- Do not overfill any storage areas including refrigerators, freezers, closets, or large pieces of furniture.

Please see attached Housekeeping Standards.

Thank you,

Deanna Saliba
Account Clerk



Housekeeping Standards

In order to improve livability and conditions of the apartments managed by the Potsdam Housing Authority (PHA) uniform standards for resident housekeeping have been developed for all resident families. The standards that follow will be applied fairly and uniformly to all residents. PHA will inspect each unit from a minimum of 2 times per year to a maximum of monthly. Upon completion of an inspection, the PHA will notify tenant in writing if the unit fails to comply with standards. Within a reasonable period of time the PHA will schedule a second inspection.

Residents are responsible for required to abide the standards set forth below.

1. Walls should be clean and free of dirt, grease, and smoke, holes, cobwebs, and fingerprints.
2. Floors should be clean and free of dirt, clear, dry, and free of hazards. Broom clean or vacuum floors, mop, and wax (as needed).
3. Ceilings should be clean and free of cobwebs.
4. Windows should be clean, screens installed and free of holes, rips, or tears.
5. Woodwork is clean and free of dust, scratches, and holes.
6. Doors are clean, free of grease and fingerprints. Doorsteps should be clean and free of clutter. Back patios neat and picked up. No upholstered furniture outside.
7. Registers cleaned.
8. Trash disposed of properly.
9. Entire unit should be free of rodent or insect infestation.
10. Stove clean and free of food and grease.
11. Refrigerator doors need to close properly. Keep it clean and free from food spills.
12. Cabinets may not come in contact with water. They can be wiped down with furniture polish. Make sure cabinets and counter are free of food debris and grease. Cabinets should not be overloaded. Storage under sinks should be easy to remove for maintenance purposes.
13. Exhaust fan should be free of grease and dust.
14. Sink should be clean. Do not dispose of grease down the drains. Dishes should be done daily to prevent pests, etc.
15. Toilet, tank, tub, and shower should be clean and order free.
16. Closets neat and easy to access.
17. Other storage areas should be clean, stuff stored neatly. No hazardous or flammable materials stored on the premises.
18. Yards, patios, front steps, and parking areas need to be clean and free of debris. Do not litter and do not let your children or guests litter; this will not be tolerated.