


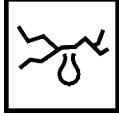
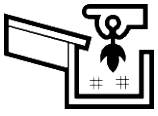

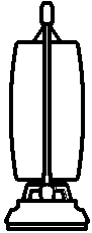

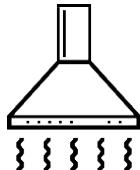


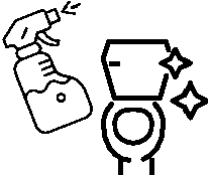

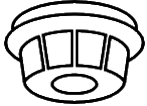
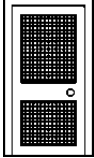







# Keep Your Home Healthy and Safe

Every Day	Every Week	Every Month	Every 6 Months	Every Year
 <p>Turn on a fan when taking a bath or shower</p>	 <p>Change and wash bedding, and store away laundry</p>	 <p>Keep outlets clear of debris, practice outlet safety</p>	 <p>Check walls for cracks and holes. Check for discoloration of ceiling paint</p> <p><i>*W.O. - report if any</i></p>	 <p>Visually inspect for overflowing gutters caused by leaves and debris</p> <p><i>*TH/SFH *W.O.</i></p>
 <p>Put trash in garbage cans</p>	 <p>Vacuum carpeting and sweep/wet clean other floors</p>	 <p>Inspect and report for pests. Practice pest prevention</p> <p><i>*W.O. - report pests</i></p>	 <p>Clean exhaust fans, and replace filters</p>	 <p>Maintain a clean and organized storage unit and/or garage</p>
 <p>Wipe countertops &amp; Wash dishes</p>	 <p>Clean bathrooms and kitchen</p>	 <p>Trim trees &amp; bushes. Clear leaves and debris from around your home. Maintenance Lawn</p> <p><i>*TH/SFH</i></p>	 <p>Test smoke &amp; carbon monoxide detectors (every 3 months) (change batteries every 6 months)</p> <p><i>Do NOT remove detectors</i></p>	 <p>Inspect screens and report any that have holes</p> <p><i>*W.O.</i></p>
 <p>Keep floors dry and clean</p>	 <p>Remove clutter. Dust surfaces of furniture</p>	 <p>Check for water leaks, running toilets, and visually inspect pumps,</p> <p><i>*W.O. - report if found</i></p>	 <p>Clean air vents, replace furnace filters and kitchen range hood filters (every 3 months)</p>	 <p><b>Prepare for your CHAD HQS!</b></p>

\*TH/SFH = Town-homes and Single-Family Homes  
 \*WO = Work Order must be submitted to CHAD  
 Maintenance by Leaseholder(s)