



# Neighbors



## FROM THE DIRECTOR'S DESK

# JANUARY

- ◆ It's that time to take down your decorations. All Christmas trees, lights and outside decorations should be removed from outside the apartments by January 12th or MCHA will remove them and charge you. Thank you for your cooperation.
  - ◆ The cold weather is here and as a reminder, please keep your windows closed when the furnace is on. This makes the furnace run twice as hard causing wear and tear and will eventually break. If this is the case, you will be responsible for replacing the furnace.
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- ◆ Rent is due on the 1st of every month. As long as the envelope we receive is post marked by the 5th, you will have no penalties. The post mark date is the date the post office stamps when it is put in the mail NOT the date of the check or money order. If the envelope is marked the 6th or after then you will be charged a \$50 late fee.
  - ◆ If you receive a voucher, please keep in mind that you will do an Annual Recertification for your home and your voucher. These recertifications will be separate. You must complete both of them.

Happy New Year!

Dionne Wyatt, CEO

**The office will be closed on:**

- Wednesday, January 1 and Thursday, January 2 to observe New Years.
- Monday, January 20 to observe Martin Luther King Birthday.

**Address:**

P.O. Box 643

760 Anderson St.

Carlinsville, 62626

(217) 854-8415

Fax: (217) 854-8749

**Office Hours:**

Monday & Tuesday

8 a.m.-4:30 p.m.

**CLOSED WEDNESDAY**

Thursday & Friday

8 a.m.-4:30 p.m.

**EMERGENCY**

**NUMBER:**

(217) 827-2100

**EMERGENCIES**

**INCLUDE:**

- ◆ Gas leaks
- ◆ Broken water pipes
- ◆ Exposed electrical wires
- ◆ No heat (if the outside temperature is 45-degrees or lower)
  - ◆ Sewer line stoppage (not drain line)- this includes a clogged toilet
  - ◆ CO/Smoke detector beeping or chirping

Also fire, flood, or anything that threatens life, safety or property damage.

THERE ARE NO SCHEDULED INSPECTIONS FOR JANUARY

INSPECTIONS MAY TAKE PLACE ON ANY DAY OF THE MONTH

BETWEEN THE HOURS OF 8:00 A.M.-4:30 P.M.

MONDAY-FRIDAY

SPECIFIC DAYS AND TIMES

WILL NOT BE GIVEN.

\*Q&A (Quality Assurance) inspections may take place on work orders and inspections anywhere from 3-5 days after the inspection/work order happened.

# Weekly Cleaning Schedule

## Everyday

- Make beds
- Wipe off Counters
- Dishes
- One Load of Laundry
- Sweep as Needed

## Monday

- Change Sheets
- Dust House
- Vacuum

## Tuesday

- Clean Bathrooms
- Clean Glass/Windows

## Wednesday

- Clean Bedrooms
- Pick Up Playroom

## Thursday

- Deep Clean Kitchen
- Mop
- Vacuum (if needed)

## Friday

- Catch Up
- Spot Clean Walls

## Saturday

- Baseboards in two rooms (rotate weekly)

## Once Weekly

- Declutter One Area

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### NEED TO PREPARE FOR AN UPCOMING HOUSEKEEPING INSPECTION?

Or maybe you made a New Year's resolution to keep up with the clutter?

Use this easy-to-follow daily plan to keep up with your chores. Sometimes it is less overwhelming if you are able to break down cleaning into small tasks each day.

Keep in mind, a clean unit is a healthy unit.