

WEST VALLEY HOUSING AUTHORITY
SCHEDULE OF CLEANING AND DAMAGE REPAIR CHARGES (IF TENANT RESPONSIBLE)
EFFECTIVE OCTOBER 1, 2003

DURING NORMAL MAINTENANCE WORKING HOURS

(8:00AM - 4:30PM) excluding holidays & weekends

Labor charge for all repair (hourly):	\$20.00
Labor charge for all services including cleaning, janitorial, garbage & litter pick-up, grounds maintenance, and debris hauling (dump fees additional)	\$15.00
Minimum time charged, during normal maintenance working hours, is one-half (1/2) hour. Additional time will be charged by one-half (1/2) hour increments.	

AFTER NORMAL MAINTENANCE WORKING HOURS

(evenings/nights, weekends, holidays)

Labor charge for all repair (hourly):	\$30.00
Labor charge for all services including cleaning, janitorial, garbage & litter pick-up, grounds maintenance, and debris hauling (dump fees additional)	\$22.50
Minimum time charged, after normal maintenance working hours, is two (2) hours. Additional time will be charged by one-half (1/2) hour increments.	

LOCK-OUT RESPONSE CHARGES

Fee during regular business hours:	\$15.00
Fee after business hours, weekends and holidays	\$35.00

NOTE: If the Housing Authority maintenance staff are unable to make the repair, the tenant will be charged for the actual repair cost charged by the outside contractor. Fire restoration, for tenant-caused fire, will be the current insurance deductible. Tenant may be responsible for costs to secure the unit and remove possessions.

PAINT CHARGES

The tenant will be charged for painting costs based upon a "normal wear and tear" determination for "reasonableness" based upon a three year normal life for interior paint. This means that if the tenant lives in the dwelling for less than three years and the walls are left in good to excellent condition where no repainting is needed, the resident would not be charged. However, if the resident lives in the dwelling less than three years and the condition of the walls require repainting, the resident will be charged based upon this schedule.

COMPLETE	0-12 MONTHS	13-24 MONTHS	25-36 MONTHS
STUDIO	\$240.00	\$175.00	\$110.00
1 BEDROOM	\$270.00	\$185.00	\$115.00
2 BEDROOM	\$360.00	\$275.00	\$170.00
3 BEDROOM	\$450.00	\$355.00	\$235.00
4 BEDROOM	\$540.00	\$420.00	\$290.00

BY ROOM	0-12 MONTHS	13-24 MONTHS	25-36 MONTHS
BEDROOM	\$60.00	\$35.00	\$20.00
KITCHEN	\$70.00	\$45.00	\$25.00
BATHROOM	\$40.00	\$25.00	\$15.00
LIVING ROOM	\$65.00	\$40.00	\$25.00
DINING ROOM	\$55.00	\$30.00	\$20.00
HALLWAY	\$40.00	\$25.00	\$15.00
CLOSET	\$25.00	\$20.00	\$15.00
PER WALL	\$20.00	\$15.00	\$15.00

[1] Additional preparation charge for painting required due to smoke residue or dirty/stained surfaces (hourly charge) \$15.00

[2] Additional cleaning charge required due to dirty or smoke stained carpets and finished surfaces such as window frames, electrical cover plates, fan covers, light fixtures, etc. (hourly charge) \$15.00

WALL DAMAGE

Excessive wall damage:	1 hr./room
Holes to 4"/hole:	\$10.00 min. charge
Holes over 4"/hole:	\$25.00 min. charge

JANITORIAL CHARGES

Range cleaning:	\$15.00/hour
Refrigerator cleaning:	\$15.00/hour
Debris removal (1hr min):	\$15.00/hour
Decal removal:	\$15.00/hour
Contract paper removal:	\$15.00/hour
Carpet cleaning:	Cost
Drape cleaning:	Cost
All other cleaning:	\$15.00/hour
(including materials)	
Yard maintenance (1 hr. minimum)	\$15.00/hour

PLUMBING

Plugged drain	Cost
Plugged Toilet	Cost

CHARGES FOR PARTS

(In addition to labor costs)	
Duplicate key	\$3.00
Lock Change	\$20.00
Towel rack	\$7.00
Shower curtain rod	\$7.00
Tissue roller	\$3.00
Bread board	\$15.00
Counter tops	Cost
Cabinet drawer	Cost
Kitchen cabinet knob	\$1.00
Soap & Grab bar	\$7.00
Door jamb	\$20.00
Bedroom door (additional charge for stain, etc.)	\$35.00
Curtain rod	\$3.00
Traverse rod (up to 48")	\$15.00
Traverse rod (up to 72")	\$20.00
Center bracket	\$2.00
Mini-blinds/Vertical blinds	Cost
TV Coaxial Cable	\$5.00

CHARGES FOR PARTS (Continued)

Door stop (heavy duty)	\$3.00
Closet pole	\$4.00
Glass - dual glazed or thermopane	Cost
Screen door closure (hydraulic)	\$6.00
Storm door handle	\$8.00
Screens	Cost
Rescreen any size	Cost

Electric Range parts -

Control knob	\$3.00
Thermostat control knob	\$5.00
Large drip pan (8")	\$3.00
Small drip pan (6")	\$2.00
Exhaust hood filter	\$5.00
8" Surface element	\$14.00
6" Surface element	\$12.00
Oven element	\$18.00

Refrigerator parts -

Glass crisper cover	\$10.00
Plastic crisper cover	Cost
Crisper "T"	\$4.00
Vegetable pan	\$14.00
Defroster tray	\$10.00
Door handle	\$20.00

Plumbing items -

Aerator	\$2.00
Basket stopper	\$5.00
Outside faucet (hose bib)	\$8.00
Outside faucet (handle)	\$1.50
Toilet combo	\$50.00
Toilet bowl	\$30.00
Toilet tank	\$45.00
Toilet lid	\$11.00
Toilet seat	\$8.00
Bathroom faucet assembly	\$50.00
Bathroom pop-up assembly	\$10.00
Shower head	\$8.00
Kitchen faucet assembly	\$55.00

CHARGES FOR PARTS (Continued)**Electrical Items -**

Bedroom 12" square	\$8.00
Kitchen 8" drum	\$15.00
4" Fluorescent lens	\$22.00
Bathroom fixture	Cost
Porch fixture	Cost
Hall fixture	Cost
Light Switch	\$2.00
Duplex receptacle	\$2.00
Receptacle Cover	\$1.00
Bathroom heat lamp	\$6.00
Smoke detector (plus minimum 1 hr. labor charge)	\$10.00
Door bell button	\$3.00

Applicable Grievance Procedures:

If a resident is charged maintenance costs in accordance with this schedule of charges and the resident believes that they should not have been charged, they have the right to request a grievance hearing in accordance with the West Valley Housing Authority Grievance Procedure. Any grievance shall be personally presented, either orally or in writing, to the Housing Authority so that the grievance may be discussed informally and settled without a hearing. If the resident is unsatisfied with the results of the informal discussion decision, the resident shall submit a written request for a hearing within seven days of the informal discussion decision. For more details, please refer to the Grievance Procedure that is posted on Housing Authority bulletin boards and available at all office locations.