



QUINCY HOUSING AUTHORITY

80 CLAY STREET
QUINCY, MASSACHUSETTS 02170-2799

James N. Marathas
Executive Director
Telephone: (617) 847-4350
Fax: (617) 770-2876

This is an important notice. Please have it translated.
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ĐÂY LÀ MỘT BẢN THÔNG CÁO QUAN TRỌNG
XIN VUI LÒNG CHO DỊCH LẠI THÔNG CÁO ẤY
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នេះគឺជាជំពាក់ដ៏សំខាន់ សូមមេត្តាបកប្រែជូនផង

Your unit is scheduled for an Annual Inspection. This notice contains some of the most common tenant-related issues found during inspections. Please read this notice carefully and be sure your unit passes all items outlined below.

Go through the list and check or cross out each item which passes. The better your preparation, the easier it will be to pass your inspection. Please call me if you need an explanation on any of these issues.

SMOKE DETECTORS:

- All smoke detectors must be installed and working. **They will be tested.**
- If a smoke detector is down or disconnected for **ANY** reason, **please call Maintenance NOW!**
- If any of your smoke detectors are chirping, **you need new batteries.** Call Maintenance or replace them.
- We will **begin charging for the replacement of all smoke detectors** for failure to follow the above instructions.

EGRESSES:

- You must have safe passage from all rooms and other unit areas in case of emergency. All rooms require two (2) ways to enter or leave
- All doors must open to the wall - nothing on the wall or the back of the door.
- Each room (excluding the living room) must have one (1) window clear of all items.
- Bedrooms with only one (1) window may not have standard A/C units or fans
- Stairs and hallways must be free of all items.
- Front hall and upstairs hallway must be free of all items.
- You may not use curtains over doorways or staircases.

KITCHEN:

- Foil, contact paper, plastic wrap, wall paper or any other coverings on the stove top, oven, walls, stove and exhaust hoods are not allowed.
- Remove all items that may burn or melt from your oven - no plastic, wood, glass, food allowed in oven
- Clean oven and burners
- Clean walls behind stove and trash can. Clear all kitchen cabinets so that they close properly

GENERAL:

- Remove tenant-installed locks, latches and slide bolts from all doors;
- Remove tenant-installed lights
- Check all lamps: all sockets must have a bulb and all bulbs need a shade; if not, replace or remove
- Remove trip hazards throughout unit especially cords across doorways
- Watch for overloaded circuits and replace extension cords or adapters with surge protectors



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BATHROOM:

- Clean toilet, tub, sink, floor and window

BASEMENT:

- Food, clothing, books, tools, furniture and fridges are not allowed in the basement
- Remove all items from basement which are not seasonal or not for use with your washer or dryer
- Do not hang anything from pipes in basement
- No storage is allowed in either the vestibule or the common areas between units
- Items found in the vestibule or common area will be removed with no further notice

DRYER:

- Dryer must have strain relief clamp and vent must be installed correctly.

OUTSIDE:

- Pick up around your yard on a regular basis - this includes front and side yards and the sidewalk
- Clean the stairs to the cellar and the vestibule
- If you had a garden, return yard to natural condition
- You must have trash cans sufficient for your family and remove your trash cans after trash pick up
- If you recycle you must use large clear bags in your trash barrel that must be marked with a Recycle sticker
- Your trash area must be clean at all times - before, during and after trash day

Please call with any questions.

Joanne Roche
Property Manager
(617) 847-4350 ext. 404



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ഈ അറിവ് വളരെ പ്രധാനമാണ്. ദയവു ചെയ്തു കൊണ്ട് ഇത് തിരിച്ചറിയുക.

您的單位將安排進行 Annual 檢查. 該通知包含在檢查期間發現的一些最常見的租戶相關問題. 請仔細閱讀本通知, 並確保您的單位通過下面列出的所有項目.

通過以下列表, 檢查或交叉出每個完成的項目. 請準備好, 通過檢查就越容易. 如果您需要解決任何這些問題, 請給我打電話.

煙霧探測器:

- 所有煙霧探測器必須安裝和工作;它們將被測試.
- 如果煙霧探測器由於**任何**原因關閉或斷開, 請**立即**致電維修部!
- 如果任何煙霧探測器鳴叫, 您需要**新的電池**. 致電維修部或更換.
- 我們將**開始收取更換費對所有煙霧探測器**如沒有按照上述說明進行操作.

逃生出口:

- 在遇到緊急情況時, 您必須從房間和其他單位區域安全通行. 所有房間需要兩 (2) 路進入或離開
- 所有的門必須打開到牆邊 – 不能有任何東西在牆上或門後面.
- 每個房間 (不包括客廳) 必須有一 (1) 個窗口清理所有物品.
- 祇有一 (1) 個窗戶的臥室不可以安裝 A / C 冷氣機或風扇
- 樓梯和走廊必須沒有其他物品.
- 前廳和樓上的走廊必須沒有物品.
- 您不得在門口或樓梯上使用窗簾.

廚房:

- 不允許使用鋁箔, 接觸紙, 保鮮紙, 牆紙或其他覆蓋爐頂, 烤箱, 牆壁, 爐子和排氣罩上.
- 取出所有可能燃燒或從烤箱中熔化的物品 – 如塑料, 木材, 玻璃, 食物在烤箱里.
- 清潔烤箱和燃燒器
- 清潔爐灶和垃圾桶後的牆壁. 清理所有廚櫃, 使其可以關閉

一般:

- 從所有門上拆下自己安裝的鎖, 門鎖和滑動螺栓;
- 拆除租戶安裝的燈
- 檢查所有燈: 所有燈座必須有燈泡, 所有燈需要燈罩;如果沒有, 更換或清理
- 清除單位絆腳危險, 特別是門口的電線
- 注意超負荷電路並用電力保護器, 更換延長電線.



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浴室：

- 清潔廁所, 浴缸, 水槽, 地板和窗戶.

地下室：

- 地下室不允許食物, 衣物, 書籍, 工具, 家具和冰箱.
- 從地下室中取出所有不是季節性的物品和不要用於洗衣機或烘乾機.
- 不要在下室的管道懸掛任何東西.
- 前廳或單位之間的公共區域不允許存放任何物品.
- 前庭或公共區域內的物品將被清理, 不另行通知.

乾衣機：

- 乾衣機必須安裝應變消除夾, 抽風必須正確安裝.

外面：

- 定期整理你的院子, 這包括前面和後院以及人行道.
- 清理樓梯到地下室和前庭.
- 如果你有一個花園, 回復原來一樣.
- 你必須有垃圾桶足夠你的家庭, 垃圾清理后並將你的垃圾桶垃圾好
- 如果您有回收垃圾, 您必須在垃圾桶中使清潔袋, 並且在垃圾桶上標有“回收貼紙”
- 您的垃圾放置地方, 在倒垃圾桶之前和之後始終保持乾淨.

如有任何問題請致電.

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Basement Storage Policy

Basements are for seasonal storage, and washer/dryer hookups only. Tenant shall not store flammable material including gasoline, propane, etc. Only items for seasonal use can be stored in cellars. Examples of seasonal items are bicycles, a Christmas tree and decorations, rakes and other gardening equipment, etc. Storage containers must be clear to allow for inspection and to ensure adherence with the storage policy.

Basements are prone to water infiltration and moisture from the concrete. Storing fabric, clothing, paper, cardboard, furniture or mattresses will lead to mildew and mold issues.

Tenants are prohibited from installing padlocks. Tenant installed padlocks shall be removed at the Tenant expense. The fire doors in the basement area must be closed at all times.

In order to keep all residents safe this policy will be strictly enforced.

地窖儲物室存儲政策

地窖儲物室僅用於季節性存儲、及洗衣機/烘乾機連接。住客不得儲存易燃物料，包括汽油、丙烷（一般被稱為液化石油氣）等。只有季節性使用的物品才能存放在地窖儲物室中。季節性物品的例子有自行車、聖誕樹和裝飾品、草耙和其他園藝設備等。存儲容器必須清晰透明，以便進行檢查時確保遵守存儲政策。

因有混凝土成分，地窖儲物室容易被水滲透和潮濕。儲存織物布料、衣服、紙張、紙板、傢俱或床墊都會導致黴菌和長霉問題。

嚴禁住客擅自安裝自己的掛鎖。若經發現有住客安裝的自己的掛鎖，本處職員將拆除之，所有費用將由租戶承擔。地窖儲物室的防火門必須時刻保持關閉

為了保障所有居民的安全，這項政策將嚴格執行



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BASEMENT STORAGE GUIDELINES

地下室存储指南

Examples of items you can have in basement – 地下室可以拥有的东西:

Allowed:	允许的:
Washer/Dryer hookup	洗衣机/烘干机连接
Seasonal items such as: <ul style="list-style-type: none"> • Bikes, fishing gear, coolers • Holiday decorations in clear plastic bins • Rakes, shovels, other gardening equipment • Suitcases • Air conditioners • Seasonal clothing in clear plastic bins • Wooden pallets to raise things off floor 	季节性物品，例如 <ul style="list-style-type: none"> • 自行车，渔具，冷却器 • 节日装饰品存放在透明的塑料盒中 • 耙，铁锹，其他园艺设备 • 皮箱 • 冷气机 • 季节性衣服存放在透明的塑料盒中 • 木托盘将物品抬离地面

Examples of items you cannot have in basement – 地下室里没有的东西

Including but not limited to:	包括但不限于:
NO PADLOCKS or other locking devices	从来没有挂锁
NO recycling	没有回收材料
NO flammable material: gasoline, propane, paint, etc.	禁止存放易燃材料；汽油，丙烷等
NO excess clothing at washer/dryer area	洗衣机/干衣机区域内没有多余的衣服
NO food, water or paper products	没有食物，水或纸制品
NO green trash bags or cardboard boxes as storage	没有绿色垃圾袋或纸箱作为存储
NO furniture, mattresses, box springs, or bed frames	禁止存放家具，床垫，弹簧，床头板或床架
NO exercise equipment	没有运动器材可以存放
NO dishes, pots and pans, or small kitchen appliances	没有碗碟或锅碗瓢盆，厨房小家电
NO freezers, refrigerators, or extra appliances	没有冰柜，冰箱或其他电器
NO books, record albums, DVR or CD discs	没有书籍，相册记录，DVR 或 CD 光盘
NO fish tanks or animal crates	没有鱼缸或动物箱
NO cans for recycling	没有罐子用于回收存储
NO toys	地下室禁止存放玩具
NO car parts	没有汽车零件
NO tires	没有轮胎
NO storing non-tenant items	不存储非租户物品
Other items as specified by Inspector	检查专员指定的其他项目

