



# QUINCY HOUSING AUTHORITY

80 CLAY STREET  
QUINCY, MASSACHUSETTS 02170-2799

James N. Marathas  
Executive Director  
Telephone: (617) 847-4350  
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This is an important notice. Please have it translated.  
Este é um aviso importante. Queira mandá-lo traduzir.  
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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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本通知很重要。请将其译成中文。  
ខេត្តដាវំណីងល្អ សូមមេត្តាបកប្រែជូនផង

Your unit is scheduled for its 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 one by one and check each item to confirm that it will pass. The better your preparation, the easier it will be to pass your inspection. Please call me if you need explanation on any issues.

## SMOKE DETECTORS:

- All smoke detectors must be installed and working.
- If you have taken a smoke detector down for ANY reason, please call maintenance NOW!
- If your smoke/CO detectors are chirping, call maintenance since you need new batteries.

## 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, especially in an emergency.
- 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 (in 3 or 4 bedroom units) 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, oil or food in oven.
- Clean oven, burners, hood exhaust filter.
- Clean walls behind stove and trash can.
- Clean trash can.
- Clear all kitchen cabinets so that they close properly.

## GENERAL:

- Remove tenant-installed locks, latches and slide bolts.
- Remove tenant-installed lights or if already installed ensure that they have covers.
- Check all lamps: all sockets must have a bulb and all bulbs need a shade; if not, replace or remove.
- Remove trip hazards, internet cables, wires, etc., throughout unit especially in doorways.
- Replace extension cords with surge protectors.
- Watch for overloaded circuits and use surge protectors as needed.



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**RINNAI HEATERS: Your heat must be on all the time during heating season**

- Do not shut your heat off when you leave the unit.
- NEVER** place items on top of heaters.
- Heaters must have 40" front clearance.
- Heaters must have 4" clearance either side from furniture or curtains.
- These clearances are required ALL year.
- Damp wipe heaters front, top and sides of heaters so they are free of dust, dirt.
- Units 3 & 4 - be sure the air-share switch is on and ensure the fan running.

**BATHROOM:**

- Clean toilet, tub, sink, floor and overhead fan vent.

**BASEMENT:**

- Food, clothing, books, tools, furniture, freezers are not allowed in the basement.
- Remove all items from basement which are not seasonal or for use with your washer or dryer.
- Five foot (5'-0") clearance required for hot water tank and electrical panel.
- 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, refer to the new garden policy.
- You must have trash cans sufficient for your family and remove your trash cans after trash pickup.
- If you recycle you must use large clear bags in your trash can and 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.

Kathleen Porrazzo  
Property Manager  
(617) 847-4350 ext. 402



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রেডিফাইনটিং সুষমেষ্ট্যাকট্রিউটরসহ

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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**RINNAI 加熱器:**

- 離開設備時，請勿關閉熱源。
- 不要將物品放在加熱器的頂部。
- 加熱器必須有 4“前隙。
- 加熱器在家具或窗簾兩側必須有 4“間隙。
- 這些間隔需要全年。
- 加濕器的前面，頂部和側面都有濕巾擦拭，所以它們沒有灰塵，污垢。
- 單元 3 和 4 - 確保空氣分配開關打開，並確保風扇運行。

**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。

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

#### 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

