



This fact sheet is for residents whose tenancy was previously managed by Link Housing. For more information, please visit our new website: linkwentworth.org.au

It is a requirement of your Residential Tenancy Agreement (lease) with Link Wentworth that you keep your home clean and report any damage. Go to page 15 of your Tenant Handbook for more information about your responsibilities. This fact sheet gives you information and tips to help you.

Inside your property

- **Stove/Griller:** Wipe down the stove top and griller after every use, to remove grime that collects in catchment trays and burners/elements. Wash grilling pans after each use.
- **Oven:** Wipe out the oven and the shelf trays after each use with a thorough clean at least every three months.
- **Bench top:** Hot and heavy pots can permanently damage your bench top. Use a pot stand or a chopping board to protect all surfaces. Wipe bench tops daily with non-abrasive cleaners.
- **Kitchen Cupboards:** Wipe over cupboard doors and shelves at least weekly to prevent the buildup of grime.
- **Lino/Hard floors:** Daily sweeping and weekly washing will keep floors in good condition. Tenants with timbers floors should immediately wipe up all fluid spills and take care to lift rather than drag items across the floors. Scratching or damage of timber or other floors can result in large repair bills being charged to you.
- **Carpet:** Carpets can be difficult to keep free of stains and marks if not cared for. Wipe up spills immediately and vacuum at least weekly. Annual steam cleaning is recommended. Do not allow children to eat or drink over carpeted areas. To prevent staining, persian rugs, plants and flowerpots must not be placed directly on carpets. If such staining does occur the tenant is responsible for repair and /or replacement of carpets.
- **Window Ledges and Skirting Boards:** When doing the vacuuming, use the dusting fitting to also clean window ledges and skirting boards.
- **Bathrooms:** Bathrooms can be difficult to maintain if not cared for regularly. It is essential that basins, baths, tiles and toilets are all given a thorough clean at least weekly. Shower screens can be kept free from the buildup of soap scum if wiped down daily. Tiles floors should be swept often and washed weekly.
- **Smoke Alarms:** To protect you from fires, all of Link Wentworth properties have smoke alarms. You should keep your smoke alarm clean and test it at least once a month. To test the alarm, press and hold down the button until it beeps. Tenants are also responsible for replacing the battery, if needed, in battery-operated smoke alarms. Hard-wired smoke alarm back-up batteries are replaced by Link Wentworth. Fire and Rescue NSW recommends changing your batteries at the end of daylight savings every April. If you are physically unable to change the battery or test your smoke alarm, please call Link Wentworth.

Please do not damage your smoke alarm or remove it from the ceiling. If you believe that the alarm is damaged or faulty please contact Link Wentworth. Link Wentworth arranges for all smoke alarms to be checked once every year. You will receive notice from us in the mail advising of the date and time that your smoke alarm is to be checked.

Outdoor care

- **Lawns, gardens and gutters:** Tenants living in a freestanding property such as a house, townhouse or villa, are responsible for the regular lawn mowing, garden maintenance and clearing of the gutters.
- **Balconies/Verandahs:** Tenants with access to balconies and verandahs are responsible for the maintenance of these areas. They must be kept clean and tidy. Tenants in strata units are not permitted to store items on balconies or dry washing in these areas.
- **Garages/Carports:** Garages and Carports must not be used to store items and must be kept free of oil stains. If your car does leak oil you must take steps to prevent the oil from staining the concrete. Use commercial oil trays or other means. Having your car attended to you will save you money in the long run and is much more environmentally friendly. Flammable items may not be stored in a garage at any time.

Modifications to the property

Home modifications can assist residents who are living with disability to remain living in their own home. Link Wentworth supports affordable modifications to properties to improve living standards. Modifications need approval by a specialist medical practitioner such as an Occupational Therapist (OT). For more information please speak to your Housing Manager.

Caring for the environment

Link Wentworth is committed to exercising environmental responsibility and as such we encourage tenants to consider the impact on the environment when choosing products. Simple ways of acting responsibly include:

- Using energy efficient light bulbs wherever possible.
- Turn off all appliances at the power point when not in use. Appliances, including televisions that have a 'standby' facility use a lot of wasted power.
- Reduce the use of water in and around the home. Strictly adhere to water restriction guidelines when using water outside, watering and cleaning.
- Reduce, Reuse, and Recycle when disposing of packaging and other items. Choose products with less or no packaging.
- Never dispose of fats, oils or other items down the drains or sinks. Wrap and dispose of these items in the garbage.
- Choose environmentally friendly cleaning products or use alternatives such as bi-carbonate of soda and vinegar as a cleaning product. Visit the website: www.acfonline.org.au/greenhouse for more information on cleaning alternatives.
- Educate yourself in environmental issues, visit websites and your local library for more information.

If you need more information, please contact Link Wentworth on 9412 5111 or email enquiries@linkwentworth.org.au

Do you need a translator? TIS National provides access to phone and on-site interpreting services in over 150 languages. Call 13 14 50. linkwentworth.org.au