

Hall Closets in Apartment Buildings

The hall closets on each floor of apartment buildings offer great utility to Residents. There is shelving for Residents to store personal items. There is a 30-gallon can to receive trash and designated shelves and/or shopping bags to receive recycled materials. There are tools for keeping apartments clean in between weekly housekeeping service (broom, dustpan and stepladder) and hooks provided to keep these tools up off the floor. There are also hooks to hold one Resident's ironing board and up to two Resident's fold-up shopping carts. And there is a small slop sink.

However, the hall closet is a small area shared by some 7 to 10 Residents on that floor (or lean-to apartment Residents if any). And with a lot going on inside the closet, a few operating rules and responsibilities have been established to make the hall closets work smoothly for Residents.

Residents' Rules and Responsibilities

It is a very good idea to remove any wet or food garbage from your apartment to the trash can each day. Residents are responsible for double-bagging any wet garbage placed in the trash can to avoid offensive smells or spills during handling. Trash is removed from the hall closets to outside dumpsters early each afternoon.

The Residents at Canterbury Woods have started a model recycling program. You can participate by leaving used newspapers, junk mail, rinsed out cans, bottles and plastic containers on the designated shelves (or in paper bags) in the hall closet.

Cardboard boxes to be recycled should be left on the floor of the hall closet; a Houseman will remove the boxes and any other items left on the floor to the appropriate outside collection containers.

Recycling Guidelines for Residents has many helpful suggestions on how to recycle just about anything. Copies are usually posted inside the closet. If you need a personal copy, call Housekeeping (x218).

Nothing may be stored on the floor and only sink-related items (mops, pails, etc.) may be stored on the slop sink. Residents have to move around safely in the closet and be able to access and use the slop sink. Housekeepers have to clean the floor and use the slop sink.

Residents' Rules and Responsibilities (continued):

Residents are welcome to store personal items in the hall closet in their fair share of the shelving. What is a fair share? There are 7 to 10 apartments on each floor. Please note that **the hall closet is never locked, so the storage is unsecured!**

All items stored on shelves in the hall closet must be labeled with the owner's name and apartment number. Unlabeled items could be thrown away!

Residents are responsible for safely storing items on the shelves. "Unsafe" would be storing a heavy item that overhangs a high shelf which could fall on someone. If something doesn't fit neatly on a shelf, it doesn't belong in the hall closet!

Large items do not belong in hall closets; for example card tables and chairs or building materials such as molding, wood, screens, etc.

Residents who use the broom, dustpan or step ladder should return them to the hall closet promptly after use.

The Safety Committee representative in each apartment building is responsible for periodically checking that each item stored in the closet is properly labeled and for removing unlabeled items or items that do not belong to current Residents of that building in order to maximize storage.

If you have any questions about hall closets, please do not hesitate to contact the Director of Housekeeping, Frank O'Dowd (x218).

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