

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE**  
**Maintenance: (530) 895-4474 or (800) 564-2999**

**STANDARD CHARGES TO RESIDENTS FOR  
CLEANING, REPAIR, REPLACEMENT AND MISCELLANEOUS CHARGES**

(Approved by Board Resolution No. 4415 September 15, 2011)

Effective October 1, 2011

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**NOTE:** All labor between 7:30 a.m. and 4:30 p.m. Monday through Friday will be charged at the rate of \$41.82 per hour. All after hours' labor will be charged at the rate of \$50.37 per hour. Charges are for tenant caused damages. Labor rates are based upon individual item replacement; labor charge for multiple items replaced on a single work order may be lower.

The HACB will also contract the services of local businesses in regards to maintenance, apartment cleaning, carpet cleaning, and routine and non-routine repairs, to perform various tenant caused damages beyond ordinary wear and tear. The maintenance charges will be based on the actual cost for labor and materials by the third (3<sup>rd</sup>) party contractor, plus the time accrued by the HACB Maintenance Staff.

The charges listed are subject to change in cases where the actual costs to the HACB have been changed by the vendor.

**BATHROOM Replacement of:**

Complete toilet replacement	\$73.00 + 2 hrs labor
Complete toilet replacement (ADA)	\$125.00 + 2 hrs labor
Toilet tank lid	\$27.00 + .50 hr labor
Toilet seat	\$12.00 + .75 hr labor
Toilet seat (ADA)	\$17.00 + .75 hr labor
Toilet paper dispenser	\$4.00 + .50 hr labor
Toilet paper roller	\$2.00 + .50 hr labor
Towel bar 24" (bar & brackets)	\$6.00 + .75 hr labor
Towel bar only	\$3.00 + .50 hr labor
Medicine cabinet	\$30.00 + 1 hr labor
Shower curtain rod	\$11.00 + .50 hr labor
Rubber Tub/Sink Stoppers	\$1.00 + .50 hr labor
Pop-up Sink Stoppers	\$2.00 + .75 hr labor
Faucet Aerator	\$1.00 + .50 hr labor

**KITCHEN Replacement of:**

Bread board	\$17.00 + .25 hr labor
Refrigerator door gasket	see invoice + 2 hrs labor
Fresh food bin	see invoice + .50 hr labor
Crisper top	see invoice + .50 hr labor
Freezer door bar	see invoice + .50 hr labor
Freezer door end caps	see invoice + .50 hr labor
Fresh food door bar	see invoice + .50 hr labor
Fresh food end caps	see invoice + .50 hr labor
Stove hood filter	\$4.00 + .50 hr labor
Oven rack	see invoice + .50 hr labor
GFCI (Ground Fault Circuit Interrupters)	\$15.00 + .75 hr labor
Sink Strainer Baskets (Lug or Rubber-bottom)	\$2.00 + .50 hr. labor
Faucet Aerator	\$1.00 + .50 hr labor

**DOORS, WINDOWS AND SCREENS Replacement of:**

Door – exterior (solid core)	see invoice + 2.5 hrs labor
Door – interior (hollow core)	\$20 - \$25.00 + 2.5 hrs labor
Door – Screen Door	\$114.00 + 1.5 hrs labor
Door – Screen Door Screen	\$30.00 + 1 hr labor or see invoice
Door stop	\$1.00 each + .50 hr labor
Window glass	see invoice
Window screen only	\$15.00 + .50 hr labor or see invoice
Window screen plus frame	\$25.00 + .50 hr labor or see invoice
Front door viewer	\$7.00 + .50 hr labor
Mini blind	see invoice
Mini blind wands	\$1.00 + .50 hr labor

**BEDROOM Replacement of:**

Ceiling light fixture glass:	
6” round style – mushroom style	\$5.00 + .50 hr labor
8” round style – mushroom style	\$6.00 + .50 hr labor
12” round style – opal bent glass	\$7.00 + .50 hr labor
Square light fixture 12”	\$7.00 + .50 hr labor

**GENERAL (Replacement of):**

Smoke detectors	\$22.00 + .50 hr labor
Carbon Monoxide detectors	\$22.00 + .50 hr labor
VCT floor tile	\$1.00 each + 1 hr labor (1–5 tiles)
Hallway light fixture glass (FLH-Gridley-Biggs)	\$3.50 + .50 hr labor
Hallway light fixture glass (Gardella)	\$3.50 + .50 hr labor
Jelly jar light fixture glass (porch light)	\$3.00 + .50 hr labor
Electrical receptacle plate	\$1.00 + .50 hr labor

Light bulbs	
Regular	\$1.00 + .25 hr labor (1-5 bulbs)
Fluorescent 4’	\$2.00 + .25 hr labor (1-4 bulbs)
Compact florescent light	\$7.00 + .25 hr labor (1-4 bulbs)

Cooler vent cover	\$16.00 + .25 hr labor
Telephone jack	\$3.00 + .50 hr labor
Clothes line for backyard	\$40.00 + 1 hr labor

**OTHER:**

Cleaning, as required	# hrs x \$41.82 or see cleaning vendor invoice** **Cleaning Vendor cost varies according to: Unit Bedroom Size and Light, Medium, or Heavy Cleaning required upon move-out (\$160.00 up to \$435.00 per unit)
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Carpet cleaning:	
1 bedroom	see invoice (range \$65 - \$95.00)
2 bedroom	see invoice (range \$75 - \$125.00)
Disinfecting	\$45.00
Stain Removal	see invoice
Repairs	see invoice
Pet Damage	see invoice
Carpet Replacement	Pro-rated useful life or see invoice
Interior Painting	Pro-rated useful life or see invoice
Interior Painting – Prep	# of hours x \$41.82

TV – Microwave disposal	\$25.00 each
Refrigerator disposal	\$35.00 each
Appliance pickup	\$25.00 each
Sewage Line Clog – Resident Caused	see invoice
Debris hauling	# hours x \$41.82 + (see invoice) dump fees
Lost keys (lost or broken)	\$17.00
Lock out (during work hours)	\$15.00
Lock out (after work hours)	\$40.00
Complete exterior lock replacement (include re-key)	\$45.00
Complete interior lock replacement	\$30.00
Keys (additional)	\$4.00
Re-key only (each lock)	\$15.00
Vehicle towing	see invoice
Mow & trim yard	# of hours x \$41.82 or see vendor invoice
Clean-up yard & disposal of items	# hours x \$41.82 or see vendor invoice
Damage due to smoking within unit	materials (see invoice) + # hours x \$41.82
Packing & storage of abandoned personal items after move-out	storage facility (see invoice) + # hours x \$41.82
Pests - general*	\$50.00 or see vendor invoice
Pests - bed bugs	varies \$250.00 - \$750.00 or see vendor invoice

\*Residents whose housekeeping habits cause pest infestation may be charged at the contractor’s cost for pest control services per treatment.

Items not identified above which could include, “Excessive cleaning and/or replacement of carpets, linoleum, tile, windows, appliances or repair of damage beyond normal wear and tear will be done at cost per receipt from our service vendor companies or maintenance personnel”.

**Other Misc Charges**

Any City or County fines incurred by the HACB on a tenant’s behalf for failure to comply with City or County ordinances shall be assessed directly to the tenant whose failure to comply is the basis for the fine.

Fees related to the Unlawful Detainer Process, (eviction) brought by the HACB against residents are charged and payable as follows:

Filing Fee for Summons and Complaint	Actual Cost
Attorney’s Fees	Actual Cost
Process Service Fees for service of Summons & Complaint	Actual Cost
Sheriff Fees for service of execution for eviction	Actual Cost
Sheriff Fees for actual eviction	Actual Cost

Late Charges for unpaid rent will be \$25.00 if not paid by the 5<sup>th</sup> of each month.

Non-Sufficient Funds charge for returned checks will be \$25.00

## HOUSING AUTHORITY OF THE COUNTY OF BUTTE

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#### ATTACHMENT

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##### **Toilet Replacement**

Disconnect water line and base bolts. Remove old wax ring. Inspect steel flange clamp for rust and corrosion. Re-install new wax ring and flange bolts, if needed. Set new toilet base. Install a new V-gasket ring on tank base and install toilet tank. Tighten tank bolts enough to stop any water leaks. Install new toilet seat with new bolting. Flush toilet several times to check for leaks. Set tank float for proper water level.

##### **Toilet Tank Lid Replacement**

Check Maintenance Warehouse for proper lid.

##### **Toilet Seat Replacement**

Remove old seat (sometimes bolts must be cut off) and install new one with new bolting. Be sure to use new nylon bushings for bolt area.

##### **Toilet Paper Dispenser Replacement**

If old dispenser left large holes in wall, cut a piece of wood and re-locate screw holes. It might be necessary to cut a piece of wood to screw to wall, then attach dispenser arms to wood.

##### **Towel Bar Brackets**

Mount same way as toilet paper dispenser. It's sometimes necessary to use special fasteners for better support in sheet rock.

##### **Shower Curtain Rod**

Install a new shower curtain rod by twisting the rod so it expands to wall sides.

##### **Replacing Bread Board**

Purchase a piece of wood cut to correct thickness and size. Install front stop board with glue and finish nails.

##### **Replacing Refrigerator Door Gaskets**

Remove old door gaskets by pulling them away from door face. Soak new gaskets in warm water or leave out exposed to sun light until pliable and flexible. Insert new gasket into existing groove or slots.

##### **Fresh Food Bin Replacement**

Slip new bin onto bin rails.

##### **Crisper Top Replacement**

Remove broken crisper to and slid new crisper top into existing guide rails.

##### **Freezer Door Bars**

Remove bent or damaged door bar by removing one of the two end caps. New bar or end cap installation is reverse order.

##### **Replacing Stove Hood Filter**

Slide filter out of existing brackets or slide grooves. Clean or replace filter in reverse order.

### **Replace Oven Rack**

After cleaning oven rack, slide back into grooves or protruding notches on oven side walls.

### **GFI Replacement**

Turn off power. Remove face plate and 2 screws holding switch in electrical box. Lay new switch along side old switch and transfer all black and white wires into corresponding holes.

### **Replacement of Interior and Exterior Doors**

Remove door, hinges and door knob hardware. Purchase new door with all holes pre-drilled. Reassemble door knob, back-set and hinges. Re-hang door.

### **Screen Door**

Purchase door, fit door to opening by cutting and screwing various pieces and assembling latch mechanism.

### **Window Glass Replacement**

Call Glass Company

### **Window Screen Replacement**

Remove old screen material by pulling rubber cord around screen. Cut new screen material and fit over frame. Re-insert rubber insert. Keep screen stretched tight. Cut off excess screen material.

### **Replacement of Screen Frame**

Measure opening of window track or old screw frame. Cut rails to correct size by cutting ends at 45°. Slip plastic inserts in each corner to form screw frame. Re-attach screen material.

### **Replacement of Smoke Detectors**

Turn smoke detector cover to the left and remove cover. Loosen screws in ceiling and disconnect electrical wires. Mount new detector in reverse order.

### **Replacement of VCT Floor Tile**

Use a scraper to remove any remainder of broken tile. Clean surface with a paint solvent. Apply contact cement to all areas that need new tiles. After cement has dried (2-3 hours) lay new tiles in place. If possible, lay weights on fresh tiles.

### **Replacement of Clothes Line**

Remove old clothes line from support tube in the ground. Check to see that existing support tube is tight in ground. If not, dig a fresh hole approximately 12" in diameter and insert a new support tube and fill hole up with cement. After cement is completely dry insert new clothes line.

### **Replacement of Interior and Exterior Lock Assemblies**

Remove the two long screws holding both halves of the lock assembly together. On a non-keyed lock assembly, just re-install both halves into the back set area and tighten screws. On a keyed exterior lock, remove pin barrel and readjust pin sizes to match the master key. Re-assemble the pin barrel into the knob assembly and put back into door. Tighten both assembly screws. Re-check keys.

### **Replacement of Carpet**

Call carpet vendor. Tenant charged for useful remaining life of the carpet for damaged or destroyed.

### **Interior Painting**

Prep and paint when necessary. Tenant charged for useful remaining life of interior painting depending on length of occupancy and useful life.