

Elk County Housing Authority  
Harold Duffy Newsletter  
May 2026



**Dates to Remember**

**5/6/26** – Family Fun Night  
Johnsonburg Fire Hall  
5:30 pm – 7:30 pm

**5/10/26** – **Mother's Day**

**Week of 5/11** – Housekeeping  
Inspections

**5/18/26** – FCB Program

How to deal with rising prices at the  
grocery store, Common Room, 1 pm

**5/20/26** – LIFE NWPA Program

Harold Duffy Common Room 1 pm

**5/21/26** – Pest Management

Building B, High Rise 201-211

**5/22/26** – Coffee & Connections

Harold Duffy Common Room 1 pm

**5/25/26** – **Memorial Day**

Office Closed

**Week of 5/25** – Housekeeping  
Inspections

**Important Numbers**

Property Manager  
814-965-2532 ext. 2

[danielle@elkhousing.com](mailto:danielle@elkhousing.com)

**Emergency Maintenance  
Number**

814-965-2533

ROSS Coordinator

814-965-2532

[amanda@elkhousing.com](mailto:amanda@elkhousing.com)

**Need Eggs?**

Farm fresh eggs can be ordered  
by contacting the ROSS  
Coordinator at 814-965-2532  
ext. 8 or

[amanda@elkhousing.com](mailto:amanda@elkhousing.com)

**PLEASE SAVE EGG CARTONS**

## **Building Reminders**

It is the family unit's responsibility to mow the grass outside of your units. This includes the area outside, surrounding your patio.

Lawn care equipment is available for tenant use and can be obtained by contacting Unit D-1. Failure to mow, a \$10 fee will be assessed for two-bedroom units and \$15 to three-bedroom units.

## **HOUSEKEEPING STANDARDS**

### **GENERAL – ALL ROOMS**

1. Walls should be clean and free of dirt, grease, holes, cobwebs, and fingerprints.
2. Floors should be clean, clear, dry, and free of hazards. No buildup of dirt in the corners.
3. Ceilings should be clean and free of cobwebs.
4. Windows should be clean and easily accessible in case of an emergency.
5. Woodwork should be clean and free of dust, gouges, and scratches.
6. Doors should be clean and free of grease and fingerprints, with functional locks.
7. All doors must be able to open and latch properly.
8. Heating units should be free of dust and accessible.
9. Trash shall be disposed of properly & not left in the unit overnight.
10. The entire unit should be free of rodent or insect infestation.
11. All areas should be clean and neat in appearance.
12. All lights must be working properly.
13. All switch plate covers and outlet covers must be on.
14. All outlets must be working- please report any that are not.

### **KITCHEN**

1. The stove and oven should be clean and free of food and grease.
2. Please make sure you do not have anything on the stove or on the back of the stove.
3. The refrigerator & freezer should be clean and neat. Please report any broken or missing parts.
4. Cabinets should be clean and neat. Cabinet surfaces and countertops should be free of grease and spilled food.
5. The exhaust fan should be free of grease and dust.
6. The sink should be clean and free of grease and garbage. Dirty dishes should be washed and put away.
7. Food storage areas should be neat and clean without spilled food.
8. Trash/garbage should be stored in a covered container.
9. Some detectors are up and working properly.
10. Must have access to the panel box

### **BATHROOM**

1. The toilet and tank should be clean and odor-free.
2. The tub & shower should be clean and free of mold and mildew. Shower curtains should be in place and of adequate length. Also, make sure shower curtains are free of mold and mildew.
3. The counter, sink, medicine cabinet, and mirror should be clean.
4. The exhaust fan should be free of dust.
5. Make sure the shower and sink are both draining properly.

### **STORAGE AREAS**

1. All closets and storage areas should be neat and clean. No flammable materials should be stored in the unit.

### **PATIOS**

1. Patios must be clean and free of any garbage or junk.