

Northern Ponca Housing Authority

April 2020

Every Day Wipe-Down Check List



Kitchen

- Microwave handles and panel
- Stove handles and knobs
- Refrigerator and freezer handles and shelves (including garage appliances)
- Water/ice dispenser buttons and spigot
- Tables
- Countertops
- Cabinet Handles and door pulls
- Small appliance handles/buttons
- Dishwasher buttons
- Kitchen faucet and handles
- Light switches
- Doorknobs

Living Room

- Light switches
- Lamp tables
- Lamp switches
- Remote controls
- Recliner handles
- Coffee/end tables
- Drink holders

Children/Infant

- Pacifiers
- Frequently touched toys
- Infant carrier handle
- Outside of diaper bag
- Interactive buttons and toys
- Wash blankies and stuffed animals that are used daily

Pockets/Purse

- Keys
- Credit/debit cards
- Pocket knife
- Pens/pencils
- Cases
- Lighters
- Remove unnecessary items
- Cell phone (without case)
- Tools and tool holders

Electronics

- Game controllers and consoles
- Mouse and Keyboard
- Tablets, Laptops, etc.
- Landline phones
- Cell phones case off
- Cell phone case
- Charger cords

Bathroom

- Doorknobs and light switches
- Cabinet handles and door pulls
- Bathroom vanity/counter top
- Hamper handles
- Faucet handles and spigot
- Bath rails and shower door handles
- Bathtub/shower handles
- Toilet flush lever
- Brushes/combs
- Hair dryer, curling iron, etc.
- Makeup brushes
- Run toothbrushes through dishwasher or disinfect

Vehicles

- Door handles
- Steering wheel and gear shifter
- Arm rests
- Radio controls
- Key fobs and keys
- Garage door opener buttons
- Window and door lock buttons
- Glovebox handles and contents
- Cup holders
- Wash items: blankets, reusable shopping bags, coats, hats, gloves, scarves

Bedrooms

- Clean rings and leave them home
- Nightstand
- Lamp switches
- Doorknobs and light switches
- Remote controls
- Closet handles and drawer pulls
- Alarm clock buttons



Covid-19 got you down?
Here are some cleaning tips from Elkhorn Logan Valley Public Health Department to put you in a better mood. A clean healthy environment will make being home a more pleasant experience!

Northern Ponca Housing Authority is proud to provide rent relief for all tenants for the month of April 2020. Should you have any questions regarding this, please feel free to contact your A&O Counselor, Dawn Hall. She can be reached at 402-379-8224.



Shawn and Shelby Coffman are NPHA's newest homeowners! Shelby was able to purchase her unit through NPHA's Tenant Homeownership Program. Congrats to their beautiful family!

MEET YOUR NEW A&O COUNSELOR, DAWN HALL



Dawn has just returned from an inspirational trip to Israel. She and her husband went with a church group of 30. It was an 8 day whirlwind tour that she will always remember and treasure.

She enjoys First Christian Church activities and spending time with their grown children and 14 grandchildren.

She has roots and family from the Valentine area, but also grew up in the Elgin, NE area. She attended Lincoln School of Commerce then transferred to NECC and attended Wayne State for one year. Her entire career has been working with the public. She worked for the NE Dept of Labor for 22 years in several positions. She really enjoyed the time as a Job Service Interviewer and then 5 years as the Job Corps Recruiter while at the Dept of Labor. She has always enjoyed social work and accepted a position with the NE Community Action Office as a Family Support Worker. She earned a lot of experience working with families in need of rental or utility assistance, food pantry, basic tax refunds, commodities, etc. She helped families set up personal financial budgets and goals, or made sure they were referred to appropriate resources. She previously worked for NPHA as the ROSS Coordinator and now she has accepted the position as the A & O Counselor! She looks forward to seeing everyone again and meeting all the new tenants, etc. Dawn can be reached at (402) 379-8224 or dawn@poncahousing.org

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