



1300 Broad Street N  
Jacksonville, FL 32202

Phone: 904-630-3810

JaxHA.org   



**Scattered Sites 904 366-3439**

**Ms. Michelle Coleman , Property Manager**



### Things This Month:

May 5– Cinco De Mayo

May 14– Mothers Day

May 25– Community Meeting 3-4pm

May 26– UPCS Inspection

May 31– Memorial Day / Office

“

Here's  
wishing you  
a Mother's Day  
that's  
filled with  
every pleasure

*Unknown*



**RENT** *Café*

Register with Rent Café today! Pay your rent, submit maintenance requests and update your contact information. Visit [jaxha.org](http://jaxha.org) or call the office to set up an



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# Housekeeping Tips:

1. Clean the whole house, not one room at time. ...
2. Gather all your cleaning tools in a caddy. ...
3. Clear the clutter. ...
4. Dust and vacuum. ...
5. Wipe mirrors and glass. ...
6. Disinfect countertops and surface areas. ...
7. Focus on tubs, sinks and toilets. ...
8. Sweep then Mop.



These are just a few helpful hints on having Good Housekeeping

## 5S Explanation



Sort

When in doubt,  
move it  
out –  
Red Tag  
technique



Set in Order

A place  
for  
everything  
and  
everything  
in its  
place



Shine

Clean and  
inspect  
or  
inspect  
through  
cleaning



Standardize

Make up  
the rules,  
follow and  
enforce  
them



Sustain

Part of  
daily work  
and it  
becomes  
a habit



Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
		Pest Control				
7	8	9	10	11	12	13
		Pest Control				
14	15	16	17	18	19	20
Mothers Day		Pest Control				
21	22	23	24	25	26	27
		Pest Control		Community Meeting	UPCS inspection	
			DA			
28	29	30	31			
			Memorial Day/ Office Closed			