Apartment and HOA shared spaces: what we clean

Follow a resident's route from the front door and tick each shared room you reach.

Community _____ **Address** _____

Walked by _____ **Date** _____

Front entry, mail and leasing office

- ☐ Vestibule door panels, sidelights and call-box panel wiped
- ☐ Entry mats vacuumed, tile beneath damp-mopped
- ☐ Mail alcove counters, shelving fronts and floor cleaned
- ☐ Package room cleared of flyers and packaging
- ☐ Leasing office desks and counters dusted, carpet vacuumed
- ☐ Office restroom cleaned, paper and hand soap restocked

Halls, stairs and elevators

- ☐ Corridor carpet vacuumed wall to wall
- ☐ Fresh carpet stains spot-treated
- ☐ Handrails, door frames and light switches dusted
- ☐ Fire door fingerprints wiped
- ☐ Stair landings swept and damp-mopped, railings wiped
- ☐ Elevator panels, buttons and mirrors polished
- ☐ Elevator thresholds and door tracks cleared of grit

Clubhouse, fitness and pool rooms

- ☐ Clubhouse kitchen counters, sink and appliance fronts cleaned
- ☐ Clubhouse tables wiped, chairs set back in place
- ☐ Fitness mats, benches and equipment touch points wiped
- ☐ Fitness room mirrors cleaned, floor vacuumed or mopped
- ☐ Pool-house restrooms and changing rooms scrubbed and refilled
- ☐ Business center, package lounge and game room on the route

Washer and bin rooms

- ☐ Lint swept from behind washers and dryers
- ☐ Folding tables and machine tops wiped
- ☐ Laundry room floor mopped
- ☐ Trash and recycling room swept and mopped
- ☐ Walls beside the bins wiped, spills cleaned

Slower-cycle projects

- ☐ Carpet extraction near entrances and elevators
- ☐ Vinyl tile in mail and laundry areas stripped and refinished
- ☐ Stone or tile entry floors cleaned and polished
- ☐ Interior glass and lobby partitions cleaned
- ☐ Light fixtures within reach cleaned

Notes