Apartment and HOA common areas: what we clean

Walk the amenity buildings with your manager or board member and mark the rooms you want.

Community _____ **Address** _____

Walked by _____ **Date** _____

Lobbies, hallways and elevators

- ☐ Entry lobby dusted; glass doors, call box and directory board wiped
- ☐ Hallway carpet vacuumed, edges by each unit door included
- ☐ Switch plates and baseboards wiped
- ☐ Stair rails wiped top landing to bottom
- ☐ Elevator panels, buttons and rails wiped
- ☐ Elevator door sill grooves vacuumed out

Mail, package and laundry rooms

- ☐ Mail room counters and floor cleared of flyers and envelopes
- ☐ Mailbox fronts and parcel locker doors wiped
- ☐ Flattened boxes carried to recycling
- ☐ Lint swept out from behind and between machines
- ☐ Washer tops and folding tables wiped
- ☐ Utility sink scrubbed and laundry floor mopped

Leasing office and clubhouse

- ☐ Leasing desks, chairs and coffee bar cleaned before opening
- ☐ Guest restroom and front windows done for tours
- ☐ Clubhouse counters and appliance fronts cleaned after reservations
- ☐ Event tables and chairs wiped, trash out, floors mopped
- ☐ Reset timed to the reservation calendar you send

Pool house and resident gym

- ☐ Pool restrooms and changing rooms cleaned and restocked
- ☐ Pool-house floors mopped
- ☐ Deck tables and lounge frames wiped
- ☐ Cardio consoles, bench pads and grips wiped
- ☐ Gym mirrors cleaned; floor under machines vacuumed or mopped

Grounds, porter rounds and floors

- ☐ Litter picked up on paths and in parking areas
- ☐ Mail room and pool restrooms checked between cleanings
- ☐ Spills handled as residents report them
- ☐ Trash enclosure litter cleared and gates wiped
- ☐ Decks, courtyards, landings and enclosure pads on a wash schedule
- ☐ Corridor carpet extracted one section at a time
- ☐ Clubhouse tile scrubbed and burnished, or stripped and refinished

Plan and follow-up

- ☐ Each building and amenity listed with its own days
- ☐ Summer pool-season schedule swapped in and out
- ☐ Inspection reports sent to the people you name

Notes