

Apartment and HOA shared spaces: what we clean

Walk the common rooms with your manager or a board member and tick each visit's tasks.

Property or association _____ Address _____

Walked by _____ Date _____

Front door, lobby and mail wall

- ☐ Door glass and push plates
- ☐ Entry mats vacuumed or shaken out
- ☐ Threshold swept and lobby floor mopped or vacuumed
- ☐ Mailbox fronts and intercom panel
- ☐ Package area and lobby seating
- ☐ Light switches near the entry

Elevators, stairs and hallways

- ☐ Elevator buttons and cab floor
- ☐ Handrails from top landing to ground floor
- ☐ Stairwells swept and spot-mopped
- ☐ Corridor carpet vacuumed wall to wall
- ☐ Baseboards and corners on a rotation

Laundry, clubhouse and shared rooms

- ☐ Lint and detergent spills off machine tops
- ☐ Folding counters wiped
- ☐ Laundry room floor mopped
- ☐ Community room tables wiped after events
- ☐ Clubhouse kitchenette
- ☐ Fitness room
- ☐ Pool-deck and clubhouse restrooms
- ☐ Leasing or management office

Trash room and outdoor enclosure

- ☐ Trash room floor swept and mopped
- ☐ Chute doors and walls around the bins
- ☐ Bags left beside full carts picked up
- ☐ Outdoor enclosure swept
- ☐ Cart lids and handles wiped
- ☐ Mixed-up carts or missing bin labels passed to your manager

Supplies and scheduled extras

- ☐ Toilet paper, paper towels, can liners and hand soap refilled
- ☐ Hallway runners on a hot-water extraction schedule
- ☐ Lobby tile or stone scrubbed
- ☐ Back-of-house VCT stripped and refinished
- ☐ Drywall dust cleared after a common-room remodel
- ☐ Keys, fobs and gate codes handled to your building's rules

Notes
