

Apartment and HOA common areas: what we clean

Walk the property with your manager or board and tick each area on the route.

Property _____ Address _____
 Walked by _____ Date _____

Leasing office

- ☐ Welcome counter, desks and brochure stands dusted
- ☐ Entry glass and display screens polished
- ☐ Coffee bar wiped and refilled
- ☐ Office carpet vacuumed in even lines
- ☐ Office restroom cleaned and restocked

Clubhouse and amenities

- ☐ Lounge furniture vacuumed, hard surfaces wiped
- ☐ Community kitchen counters, sink and appliance fronts cleaned
- ☐ Business center keyboards and printers dusted
- ☐ Fitness room grips, benches and mirrors cleaned, where there is one
- ☐ Next-morning reset after a party or board meeting, if booked

Corridors, stairs and elevators

- ☐ Corridor carpet vacuumed full length, baseboard edges done by hand
- ☐ Stair treads cleared and handrails wiped
- ☐ Landings checked for flyers and litter
- ☐ Elevator panels, call buttons and door sill grooves cleaned
- ☐ Fire doors and kick plates wiped of scuffs

Mail, parcel and laundry rooms

- ☐ Abandoned cardboard broken down and taken to recycling
- ☐ Mailbox fronts and package lockers wiped
- ☐ Parcel-opening counters cleared and wiped
- ☐ Laundry machine tops, folding tables, sinks and floor cleaned
- ☐ Lint swept from behind and between machines

Pool and outdoor areas

- ☐ Pool restrooms and changing rooms scrubbed, disinfected and restocked
- ☐ Deck furniture and gate hardware wiped
- ☐ Weekend visits in pool season, if added
- ☐ Breezeways and covered walks swept
- ☐ Cobwebs brushed from light fixtures and ceilings
- ☐ Dog stations and trash enclosures tidied

Add-ons and follow-up

- ☐ Walkways, stairs and trash enclosure pressure washed on a schedule
- ☐ Hallway carpet extraction booked for a quiet week
- ☐ Day porter hours for a busy lobby or mailroom
- ☐ Proof of insurance on file for the association
- ☐ Misses passed to your contact

Notes
