Apartment and HOA common areas: what we clean

Carry this through the community with your manager and tick each area for the plan.

Community _____ **Address** _____

Walked by _____ **Date** _____

Leasing office and tour route

- ☐ Desks and display shelves dusted
- ☐ Welcome counter wiped
- ☐ Entry glass polished
- ☐ Guest restroom ready for visitors
- ☐ Coffee station counters wiped and drip trays emptied
- ☐ Carpet or plank flooring vacuumed and mopped to the edges
- ☐ Hallway carpet near the model on a more frequent pass
- ☐ Elevator lobby and amenity rooms along the tour

Clubhouse

- ☐ Tables and chairs put back in place
- ☐ Kitchenette counters, sink and appliance fronts
- ☐ Trash and recycling emptied
- ☐ Clubhouse floors cleaned
- ☐ Next-morning reset after a reserved party

Fitness room and pool restrooms

- ☐ Equipment wiped down
- ☐ Mirrors cleaned
- ☐ Rubber flooring vacuumed and damp-mopped
- ☐ Wipes or spray stations refilled
- ☐ Pool-house fixtures, partitions, counters and floors through swim season

Corridors, stairwells and elevators

- ☐ Hallway carpet vacuumed, fresh stains spot-treated
- ☐ Handrails and elevator buttons wiped
- ☐ Elevator cab walls and thresholds
- ☐ Stairwell landings swept or mopped
- ☐ Lobby glass and directory signs

Mail and package room

- [ ] Loose paper cleared off counters
- [ ] Recycling bins emptied
- [ ] Locker fronts wiped
- [ ] Floor swept and mopped

Extras to note

- [ ] Day porter rounds between full visits
- [ ] Vacant unit reset at turnover
- [ ] Carpet cleaning for greyed walkway carpet
- [ ] Restroom deep cleaning
- [ ] Paper goods, hand soap and liners from our supplies program

Notes