

Apartment and HOA common areas: what we clean

Carry this sheet on a walk of the shared spaces with your manager or a board officer.

Property _____ Address _____
Walked by _____ Date _____

Leasing office and tour route

- ☐ Front walk and door glass
- ☐ Welcome counter and brochure rack
- ☐ Seating area and coffee bar
- ☐ Guest restroom
- ☐ Leasing desks and manager's office dusted, trash out
- ☐ Office carpet vacuumed after hours
- ☐ Pool, fitness room and package lockers done before opening

Clubhouse, fitness and package room

- ☐ Kitchenette counters, sink and microwave after a reservation
- ☐ Tables back in the usual layout
- ☐ Cushions vacuumed
- ☐ Clubhouse restrooms scrubbed and restocked
- ☐ Fitness handles, benches, consoles and mirrors wiped
- ☐ Business center keyboards and printer panels
- ☐ Package room shelves and floor cleared of scraps

Pool restrooms and outdoor spots

- ☐ Partitions, toilets, sinks and shower walls scrubbed
- ☐ Shower drains cleared of hair and grit
- ☐ Benches wiped dry
- ☐ Cabana counters, patio tables and loungers wiped
- ☐ Pool deck cans emptied and relined
- ☐ Courtyard and walkway litter picked up

Corridors, stairs and elevators

- ☐ Corridor carpet vacuumed along the baseboards
- ☐ Door frames, switches and push bars wiped
- ☐ Breezeways and outdoor stairs swept of leaves and cobwebs
- ☐ Stair rails wiped top landing down
- ☐ Elevator walls, call panel and door track

Mail, laundry and trash rooms

- ☐ Mailbox panel faces wiped, counter flyers cleared
- ☐ Recycle bin by the mailboxes emptied
- ☐ Washer and dryer tops wiped
- ☐ Lint swept from behind the machines
- ☐ Folding counter cleaned
- ☐ Trash chute room mopped and deodorized

Longer-calendar work

- ☐ Corridor carpet traffic lanes deep cleaned
- ☐ Clubhouse vinyl or tile scrubbed or stripped and refinished
- ☐ Concrete breezeways and covered parking machine-scrubbed
- ☐ Maintenance items noted for your manager

Notes
