Apartment and HOA common areas: what we clean

Tick each shared space on a walk with your manager or a board member.

Community _____ **Address** _____

Walked by _____ **Date** _____

Leasing office and mail room

- ☐ Leasing office entry glass
- ☐ Desks, counters and coffee bar wiped
- ☐ Display shelves and lamps dusted
- ☐ Guest restroom in the leasing office
- ☐ Brochure racks and welcome area straightened
- ☐ Mailbox faces and parcel locker doors wiped
- ☐ Sorting counter cleaned and stray boxes taken to recycling
- ☐ Mail room floor mopped along the walls
- ☐ Lobby furniture, elevator call buttons and directory boards

Clubhouse, fitness room and pool

- ☐ Clubhouse kitchen from the sink to the appliance fronts
- ☐ Clubhouse furniture wiped and straightened, lounge vacuumed
- ☐ Clubhouse restrooms down to partitions and floor drains
- ☐ Room reset after a booked event
- ☐ Cardio consoles, benches, racks and mirrors
- ☐ Rubber gym flooring vacuumed or damp-mopped, towel bins emptied
- ☐ Pool restrooms and changing areas scrubbed, wet floors mopped dry
- ☐ Pool deck furniture and gate hardware

Corridors, stairs, elevators and laundry

- ☐ Corridor carpet vacuumed, lanes near elevators spot-treated
- ☐ Stair treads and landings swept and damp-mopped
- ☐ Handrails wiped from top to bottom
- ☐ Elevator walls, doors and control panels; door tracks cleared
- ☐ Laundry machine tops and fronts
- ☐ Lint and spilled detergent cleared from the laundry floor
- ☐ Folding tables cleaned and laundry cans emptied

Grounds and trash areas

- [ ] Breezeways and covered walks swept
- [ ] Litter picked along paths and planters
- [ ] Trash enclosure floor and walls cleaned
- [ ] Covered parking and garage levels swept

Scheduled extras

- [ ] Corridor carpet and clubhouse rugs extracted on a calendar
- [ ] Clubhouse or laundry vinyl stripped and refinished
- [ ] Entry walks, pool deck and enclosure pads pressure washed
- [ ] Amenity restroom paper, soap and liners restocked (add-on)
- [ ] Day porter hours for the leasing office and mail room

Notes