

Apartment and HOA common areas: what we clean

Carry this sheet through the shared spaces and mark the lines your community wants.

Community _____ Address _____

Walked by _____ Date _____

Front entry and lobby

- ☐ Door glass and push bars wiped
- ☐ Entry mats vacuumed
- ☐ Lobby floor swept and mopped
- ☐ Lobby furniture and ledges dusted
- ☐ Leasing or concierge counter dusted

Mail and package room

- ☐ Counters and parcel shelves wiped
- ☐ Cardboard and flyers cleared out
- ☐ Delivery grit cleaned off the floor
- ☐ Package lockers, bike room or pet-wash station as extra lines

Elevators, halls and stairs

- ☐ Cab buttons, rails and steel panels polished
- ☐ Elevator cab floor cleaned
- ☐ Carpeted hallways vacuumed edge to edge
- ☐ Hard corridors dust-mopped, then wet cleaned
- ☐ Switches, door frames and common doors wiped
- ☐ Stair rails, landings and fire doors on plan visits
- ☐ Carpet extraction for lanes by elevators and busy units

Trash chute and recycling rooms

- ☐ Loose debris around bins picked up
- ☐ Chute doors and handles wiped
- ☐ Room floor cleaned between collection days

Clubhouse, fitness room and pool

- ☐ Clubhouse tables, counters and kitchenette wiped
- ☐ Clubhouse trash out and floor cleaned
- ☐ Fitness equipment touchpoints, mirrors and mats
- ☐ Pool restrooms cleaned and disinfected
- ☐ Paper, soap and liners restocked
- ☐ Deck furniture and gates where planned
- ☐ Morning-after reset following a rental or board meeting

Garage, grounds and offices

- ☐ Porter walk of garage levels, breezeways and courtyards
- ☐ Common bins emptied and litter picked up
- ☐ Leasing office, model unit or management office as lines

Notes
