Apartment building cleaning: what we clean

Carry this sheet through the shared spaces and tick each one you want on the list.

Property _____ **Address** _____

Walked by _____ **Date** _____

Lobbies, halls and stairs

- ☐ Lobby floors and surfaces
- ☐ Corridors on each floor
- ☐ Stairwells and landings
- ☐ Elevator cabs
- ☐ Mail and package room floors and open surfaces (no mail handled)
- ☐ Entrance care between visits

Leasing office and amenities

- ☐ Leasing office counters, desks and floors
- ☐ Clubhouse interior
- ☐ Fitness room
- ☐ Amenity restrooms
- ☐ Toilet tissue, paper towels and soap restocked

Daytime porter rounds

- ☐ Clubhouse restroom checks
- ☐ Counters wiped and spills picked up
- ☐ Package room cleared of tape, cardboard bits and grit
- ☐ Entry touch-ups

Vacant units between residents

- ☐ Kitchen surfaces and fixtures
- ☐ Bathroom surfaces and fixtures
- ☐ Sills
- ☐ Hard floors
- ☐ Carpeted rooms booked for extraction
- ☐ Move-out dates passed along early

Floor projects

- ☐ Lobby and corridor flooring noted: carpet, resilient tile or stone
- ☐ Scrubbing, recoating or burnishing of hard floors in quiet hours
- ☐ Carpet extraction in the leasing office or clubhouse

Your notes for the quote

- ☐ Shared spaces listed floor by floor
- ☐ Leasing office hours
- ☐ Usual number of move-outs in a month
- ☐ Shops or offices in the building on their own list

Notes