Apartment and HOA common areas: what we clean

Take this sheet around the shared spaces and check off each spot you find in order.

Community _____ **Address** _____

Walked by _____ **Date** _____

Lobby, mail and parcels

- ☐ Front door glass and handles polished
- ☐ Concierge or front desk counter wiped
- ☐ Lobby furniture and planters dusted
- ☐ Lobby floor vacuumed or mopped wall to wall
- ☐ Mailbox banks and parcel locker faces wiped
- ☐ Packing debris near the mailboxes broken down and cleared
- ☐ Package room floor clear and shelving dusted

Halls, elevators and stairs

- ☐ Corridors vacuumed, spot-cleaned and dusted
- ☐ Handrails, light switches and hallway trim wiped
- ☐ Elevator cab walls, doors, call buttons and floor clean
- ☐ Stairwells swept and damp-mopped from the top down
- ☐ Exit doors clean on both sides
- ☐ Breezeways, outdoor landings and covered walks (garden layouts)

Clubhouse and fitness room

- ☐ Clubhouse kitchen counters, appliance doors and sink
- ☐ Lounge tables and furniture wiped; floors done last
- ☐ Fitness equipment touchpoints, benches and mirrors
- ☐ Rubber gym flooring cleaned
- ☐ Business center, game room and party room reset

Pool and amenity restrooms

- ☐ Each fixture cleaned and disinfected
- ☐ Tissue, hand towels, soap and liners restocked
- ☐ Restocked from our supply or the association's closet, as the board prefers

Trash rooms and leasing office

- [ ] Trash and recycling room floor swept and mopped
- [ ] Walls and doors beside the bins wiped
- [ ] Leasing desks, reception counter and conference table
- [ ] Leasing office staff restroom
- [ ] Leasing entry polished before tours

Floors on their own calendar

- [ ] Hallway carpet extraction
- [ ] Strip-and-refinish on resilient lobby tile
- [ ] Marble or terrazzo cleaning and polishing

Notes