Apartment community cleaning: what we clean

Walk the common areas and one empty unit with your property manager using this sheet.

Community _____ **Address** _____

Walked by _____ **Date** _____

Leasing office and entrances

- ☐ Leasing office counters and seating ready for prospects
- ☐ Lobby floors
- ☐ Entrance glass
- ☐ Mailroom surfaces wiped
- ☐ Elevator interior surfaces and floors
- ☐ Corridors vacuumed or mopped by material, bins emptied

Amenities

- ☐ Fitness room equipment exteriors and floors
- ☐ Community room and clubhouse surfaces and seating
- ☐ Common restroom fixtures, mirrors and floors
- ☐ Visits per week for the busiest rooms: _____
- ☐ Clubhouse gatherings needing pre- and post-event cleaning: _____

Vacant unit turnover

- ☐ Unit number and vacancy date: _____
- ☐ Fixtures and appliances to clean, listed before the visit
- ☐ Utilities confirmed working
- ☐ Belongings or debris left behind noted
- ☐ Kitchen fixtures and appliance surfaces
- ☐ Restroom fixtures and floors
- ☐ Carpet extraction where vacuuming falls short
- ☐ Hard floors cleaned by finish so the unit is ready to show

Grounds and parking

- ☐ Litter pickup
- ☐ Parking areas swept
- ☐ Walkways pressure washed where compatible
- ☐ Gum or graffiti treated to suit the surface
- ☐ Grass cut, edges trimmed, shrubs shaped and clippings cleared

Scheduling

- ☐ Leasing office cleaned before opening or after closing
- ☐ Day porter touch-ups on move-in weekends: lobby, mailroom, restrooms
- ☐ Visit days for each building: _____

Notes