Self-storage property cleaning: what we clean

Follow a renter's route from the office to the drive aisles with this sheet in hand.

Facility _____ **Address** _____

Walked by _____ **Date** _____

Leasing office

- ☐ Counters
- ☐ Customer seating area
- ☐ Office floor
- ☐ Routine waste collected each visit
- ☐ Leasing office cleaned so new renters walk into a tidy room
- ☐ Customer and staff restrooms: fixtures, counters, mirrors, floors

Interior corridors and elevators

- ☐ Corridor floors swept or mopped to suit the surface
- ☐ Elevator walls and controls wiped
- ☐ Elevator cab floors
- ☐ Stairwell landings where dust from carts and boxes collects
- ☐ Hard corridor floors scrubbed and finished periodically
- ☐ Corridors or elevators closed for repairs: _____

Empty units

- ☐ Loose debris swept out of vacated units
- ☐ Units emptied since the last visit: _____
- ☐ Sweep-outs timed to move-outs, not a fixed calendar

Drive aisles and drive-up units

- ☐ Drive aisles swept of loose debris
- ☐ Litter picked up across the outside areas
- ☐ Unit thresholds and the ground in front of roll-up doors
- ☐ Litter near the gate, loading spots and trash enclosure
- ☐ Compatible paving pressure washed
- ☐ Gum or graffiti on walls treated

Access and scheduling

- ☐ Gate and building access details: _____
- ☐ Indoor corridors on the recurring routine
- ☐ Outdoor aisles on the exterior schedule
- ☐ Visit frequency set by move-in traffic: _____

Notes