

Apartment common areas: what we clean

Take this list on a walk of the shared spaces and tick each area once you have checked it.

Community _____ Address _____
Walked by _____ Date _____

Entry and lobby

- ☐ Entry doors and glass
- ☐ Lobby floor cleaned
- ☐ Mats cleaned
- ☐ Wet paw prints and umbrella drips cleared

Mail, elevators and corridors

- ☐ Mail and package room counters and shelves
- ☐ Mailroom floor cleaned and trash cleared
- ☐ Elevator cabs and thresholds
- ☐ Elevator floors spot-cleaned by a porter on move-in weekends
- ☐ Stairwells
- ☐ Corridors vacuumed every visit

Trash and recycling rooms

- ☐ Containers emptied
- ☐ Surfaces wiped
- ☐ Floor swept to keep odors out of hallways

Amenities

- ☐ Fitness room cleaned after the evening rush
- ☐ Fitness room equipment wiped
- ☐ Fitness room mirrors and floor
- ☐ Clubhouse kitchen and restrooms
- ☐ Clubhouse furniture reset after weekend gatherings

Leasing office

- ☐ Ready before the first tour of the day
- ☐ Porter keeps it tour-ready during office hours
- ☐ Extra visit before an open house on request

Corridor carpet and periodic work

- ☐ Extraction on a set schedule
- ☐ Carpet work ahead of the busy leasing season
- ☐ Construction cleanup after an amenity remodel
- ☐ Extra visit for move-in weekends or events

Notes
