Sacramento JANITORIAL CO

PRINTABLE CHECKLIST

Apartment and HOA common areas: what we clean

Tick each shared space while you walk the property with your community manager.

Community _____ **Address** _____

Walked by _____ **Date** _____

Entries, lobbies and elevators

- ☐ Door glass polished, pulls and push bars wiped
- ☐ Entry matting vacuumed
- ☐ Lobby floor swept and mopped, or vacuumed where carpeted
- ☐ Seating, ledges, directory boards and call boxes wiped
- ☐ Elevator panel, walls, door track and floor

Halls, stairwells and breezeways

- ☐ Hallway carpet vacuumed baseboard to baseboard
- ☐ Baseboards and door frames dusted on a rotation
- ☐ Stair landings swept and damp mopped, rails wiped
- ☐ Open breezeways and outdoor landings swept
- ☐ Cobwebs cleared from stair lights
- ☐ Residents' doormats, plants and decorations left where they sit

Mail, parcel and trash rooms

- ☐ Mailbox fronts and sorting counter wiped
- ☐ Flattened cardboard and packing scraps sent to recycling
- ☐ Parcel shelving dusted, tile swept then damp mopped
- ☐ Package locker screens and handles
- ☐ Trash and chute room floors mopped
- ☐ Chute doors and walls around the containers wiped
- ☐ Stray bags beside the bins picked up
- ☐ Couches, mattresses and bulky leftovers reported to the manager

Clubhouse and community gym

- ☐ Lounge vacuumed or mopped, tables and counters wiped
- ☐ Clubhouse kitchen sink, counters and appliance fronts
- ☐ Room put back together after a party or board meeting
- ☐ Gym grips, benches, stretching mats and mirror wall
- ☐ Gym floor cleaned

Pool restrooms

- [ ] Restrooms and changing showers scrubbed
- [ ] Paper and soap refilled
- [ ] Extra visits while the pool is open
- [ ] Periodic deep clean of grout lines and mineral scale

Leasing office and tour route

- [ ] Desks, counters and waiting area
- [ ] Restroom serviced and coffee bar wiped
- [ ] Office floor finished
- [ ] Tour route from the front door past the amenities checked before busy touring days

Notes