Apartment and HOA shared spaces: what we clean

Tour the grounds with your community manager and mark each shared space.

Community _____ **Address** _____

Walked by _____ **Date** _____

Leasing office and clubhouse

- ☐ Front door glass polished in the leasing office
- ☐ Reception counter, coffee bar and tour desk wiped
- ☐ Frames and blinds dusted, floor done last
- ☐ Clubhouse tables and chairs wiped and set back after events
- ☐ Kitchenette counter, sink and appliance fronts
- ☐ Clubhouse restrooms cleaned and restocked

Mail rooms, corridors and stairs

- ☐ Mailbox fronts and package-locker doors wiped
- ☐ Loose flyers and boxes cleared from the mail counter
- ☐ Mail room floor swept and mopped
- ☐ Corridor carpet vacuumed to the edges
- ☐ Baseboards and fire-door frames dusted; switch-plate smudges removed
- ☐ Each stair flight and landing swept, handrails wiped end to end
- ☐ Elevator walls, door tracks, buttons and cab floor

Fitness, pool and laundry rooms

- ☐ Fitness benches, handles, rubber mats and mirrors wiped
- ☐ Fitness room floor; towels and wipes refilled if you stock them
- ☐ Pool restroom toilets, sinks, showers and benches
- ☐ Pool restroom floors scrubbed; added summer visits noted
- ☐ Washer and dryer tops and doors wiped
- ☐ Lint cleared from folding counter and floor; bins emptied

Porter rounds

- ☐ Set route walked during the day
- ☐ Litter picked up across the parking lot
- ☐ Trash enclosure tidied
- ☐ Restrooms checked between visits
- ☐ Items for maintenance reported to the office

Vacant unit turns

- [ ] Kitchen and bathroom cleaned top to bottom
- [ ] Closets, window sills and floors
- [ ] Carpet extraction added when the unit needs it

Walkways and carports

- [ ] Gum, oil drips and traffic marks washed from walkways
- [ ] Breezeways, pool deck and carport slabs pressure washed
- [ ] Rinse-water route planned and storm drains protected

Notes