

Apartment and HOA shared spaces: what we clean

Walk the property with your manager or a board member and tick each shared room.

Community _____ Address _____
Walked by _____ Date _____

Leasing office and tour path

- ☐ Handprints off the leasing office door glass
- ☐ Front desk and guest chairs wiped down
- ☐ Coffee counter cleaned
- ☐ Office restroom restocked before opening
- ☐ Entry mats shaken out along the tour route
- ☐ Landings swept and route light fixtures dusted

Clubhouse and fitness room

- ☐ Tables, counters, sink and appliance fronts cleaned
- ☐ Chairs set back in place and floor finished
- ☐ Morning-after reset following a resident booking
- ☐ Equipment grips, benches and mats wiped
- ☐ Fitness mirrors cleared and floor done under the machines

Pool area

- ☐ Pool restroom fixtures, partitions and floors cleaned
- ☐ Shower drains checked for hair and debris
- ☐ Deck tables and loungers wiped
- ☐ Paper, soap and can liners refilled

Laundry, mail and trash

- ☐ Washer and dryer tops and fronts wiped
- ☐ Folding tables cleaned and lint cleared around dryers
- ☐ Laundry floor mopped into the corners
- ☐ Mailroom counters wiped, flyers gathered for recycling
- ☐ Loose bags and debris picked up in the trash enclosure

Breezeways and hallways

- ☐ Railings wiped and stair treads swept
- ☐ Cobwebs cleared from ceiling corners and light fixtures
- ☐ Elevator cab cleaned inside, if the building has one
- ☐ Carpeted hallways vacuumed, with extraction on a rotation
- ☐ Laundry and mailroom vinyl tile set for strip-and-wax

Schedule notes

- ☐ Visits per week matched to traffic
- ☐ Gate and door access recorded
- ☐ Evening or weekend visits for busy amenities
- ☐ Extra visits around meetings, events or move-ins

Notes
