Apartment and HOA common areas: what we clean

Walk the shared spaces with the manager or a board member and tick each one.

Community _____ **Address** _____

Walked by _____ **Date** _____

Leasing office

- [ ] Desks and display shelves dusted
- [ ] Front glass and coffee bar polished
- [ ] Guest restroom cleaned
- [ ] Office floor vacuumed or mopped
- [ ] Signage, brochure racks and entry mat
- [ ] Walkway up to the office door swept
- [ ] Resident files and desk paperwork left untouched

Clubhouse, gym and pool

- [ ] Clubhouse kitchen counters and appliance fronts after events
- [ ] Event tables and chairs wiped
- [ ] Trash and recycling carried out
- [ ] Floor ready for the next reservation
- [ ] Gym equipment touchpoints, mirrors and mats
- [ ] Pool restroom and changing area, more visits in pool season

Mail, stairs and laundry

- [ ] Litter cleared from mail kiosks and the package room
- [ ] Mailbox faces and parcel lockers wiped
- [ ] Stair landings and breezeways swept
- [ ] Handrails and elevator buttons wiped
- [ ] Laundry folding tables, counters and machine fronts
- [ ] Lint and stray hangers gathered, laundry floor mopped
- [ ] Interior corridors vacuumed, doorway stains spot treated

Grounds and trash corrals

- [ ] Litter picked up along the drive aisles
- [ ] Dumpster enclosure tidied
- [ ] Common-area bins emptied
- [ ] Pool restroom checked between full cleanings
- [ ] Breezeways, pool decks and stair treads pressure washed
- [ ] Storm drains covered before any rinse water flows

Seasonal and periodic work

- [ ] More mat changes and mopping through the wet months
- [ ] Ledges, rails and poolside furniture dusted in dry months
- [ ] Corridor and clubhouse carpet extracted on a rotation
- [ ] Clubhouse, gym and laundry floors scrubbed or refinished
- [ ] Paper, soap and liners stocked for clubhouse and pool restrooms

Notes and paperwork

- [ ] Maintenance items flagged, such as a dead bulb or a sink drip
- [ ] Proof of insurance in the management file before day one

Notes