

# Apartment Common Area Cleaning Checklist

Cleaning

WEEK OF ____ / ____ / ____	BUILDING	CLEANED BY
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## LOBBY & ENTRANCE

- |  |  |
|--|--|
| <input type="checkbox"/> Entry doors and glass cleaned | <input type="checkbox"/> Letterboxes area tidy |
| <input type="checkbox"/> Floor swept and mopped        | <input type="checkbox"/> Intercom panel wiped  |
| <input type="checkbox"/> Entry mat cleaned             | <input type="checkbox"/> Noticeboard tidy      |

## CORRIDORS

- |  |   |
|--|---|
| <input type="checkbox"/> All corridor floors vacuumed / mopped | <input type="checkbox"/> Door handles wiped               |
| <input type="checkbox"/> Skirting boards wiped                 | <input type="checkbox"/> Fire doors checked (not propped) |
| <input type="checkbox"/> Light fixtures dusted                 | <input type="checkbox"/> Cobwebs removed                  |

## STAIRWELLS

- |  |  |
|--|--|
| <input type="checkbox"/> Stairs swept and mopped | <input type="checkbox"/> Landing areas swept |
| <input type="checkbox"/> Handrails wiped         | <input type="checkbox"/> Windows cleaned     |

## LIFTS

- |  |   |
|--|---|
| <input type="checkbox"/> Lift floor mopped       | <input type="checkbox"/> Buttons and panels wiped |
| <input type="checkbox"/> Walls and mirrors wiped | <input type="checkbox"/> Door tracks cleared      |

## LAUNDRY ROOM (IF PRESENT)

- |  |   |
|--|---|
| <input type="checkbox"/> Machines wiped externally   | <input type="checkbox"/> Floor swept and mopped |
| <input type="checkbox"/> Lint traps cleaned          | <input type="checkbox"/> Bins emptied           |
| <input type="checkbox"/> Surfaces and counters wiped |   |

## BIN STORE / WASTE AREA

- |   |  |
|---|--|
| <input type="checkbox"/> Bins not overflowing       | <input type="checkbox"/> Floor swept     |
| <input type="checkbox"/> Recycling correctly sorted | <input type="checkbox"/> No odour issues |

## EXTERIOR & CAR PARK

- |   |  |
|---|--|
| <input type="checkbox"/> Entrance area swept    | <input type="checkbox"/> Car park litter picked      |
| <input type="checkbox"/> Exterior bin area tidy | <input type="checkbox"/> Garden and landscaping tidy |

## SIGN-OFF

Maintenance issues to report \_\_\_\_\_

Property manager review \_\_\_\_\_

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**Notes**

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