

Apartment and HOA shared spaces: what we clean

Bring this on the walkthrough with your board or manager and mark each space to include.

Community _____ Address _____

Walked by _____ Date _____

Clubhouse and community room

- ☐ Great room tables, counters and chairs
- ☐ Kitchenette sink and appliance fronts
- ☐ Clubhouse restrooms
- ☐ Entry glass
- ☐ Floors vacuumed or mopped
- ☐ Trash and recycling taken out
- ☐ Soap, paper and liners restocked
- ☐ Reset after a private rental, chairs back in standard layout

Pool house and resident gym

- ☐ Pool restrooms and changing rooms, tighter rotation in swim season
- ☐ Partitions, fixtures and benches
- ☐ Dispensers filled
- ☐ Weight grips, benches, stretching mats and mirror wall
- ☐ Rubber or carpet gym floor
- ☐ Water fountains, door pulls and keypads

Mail, halls and stairs

- ☐ Mail kiosk and package room tidied
- ☐ Interior corridors vacuumed or swept
- ☐ Elevator cabs and call buttons
- ☐ Stair landings and handrails
- ☐ Doors wiped down

Trash rooms and enclosures

- ☐ Trash room floors swept and washed
- ☐ Bin areas washed

Outdoor shared areas

- ☐ Entry walks and breezeways pressure washed
- ☐ Pool deck pressure washed
- ☐ Trash enclosures pressure washed
- ☐ Entry beds and greenbelt edges, if landscape care is in the plan

Periodic and add-on work

- ☐ Clubhouse carpet extraction
- ☐ Lobby and pool building vinyl or tile scrubbed or refinished
- ☐ Day porter for litter rounds and a midday restroom check
- ☐ Vacated unit turnover clean
- ☐ Gate, parking and locked-door rules noted for the crew

Notes
