

Multi-tenant property cleaning: what we clean

Walk the property with your manager and mark each shared space and outdoor line.

Property _____ Address _____

Walked by _____ Date _____

Shared interior spaces

- ☐ Lobbies and entry glass
- ☐ Corridors and stairwells
- ☐ Elevator cabs
- ☐ Mail rooms
- ☐ Common restrooms
- ☐ Hours each shared restroom gets checked: _____

Apartment and mixed-use common areas

- ☐ Leasing office before the first tour
- ☐ Clubhouse and pool restrooms
- ☐ Fitness room equipment and mats wiped
- ☐ Laundry room lint, spills and left-behind bottles
- ☐ Mail kiosks and trash rooms
- ☐ Interior hallways and stair landings vacuumed

Outside the doors

- ☐ Lot litter pickup
- ☐ Trash enclosure cleared
- ☐ Gum taken off walkways
- ☐ Pressure washing for walks, dumpster pads, drive-through lanes
- ☐ Planted islands on a landscape schedule
- ☐ Frequency for each exterior line: _____

Vacated suite or unit turnover

- ☐ Walls and doors spot-cleaned
- ☐ Light fixtures and vents dusted
- ☐ Sills and blinds wiped
- ☐ Restroom scrubbed and fixtures polished
- ☐ Kitchenette cabinets, counters and appliances inside and out
- ☐ Carpet extracted or vinyl tile stripped and refinished
- ☐ Switch plates, door hardware and entry glass detailed
- ☐ Move-out date: _____ Move-in date: _____

Paperwork and billing

- ☐ Tenant suites kept off the common-area plan
- ☐ Suite work on its own invoice, if tenants opt in
- ☐ Invoices split by building or owner entity
- ☐ Proof of insurance on file for each property

Notes
