SF Janitorial

PRINTABLE CHECKLIST

Apartment and HOA common areas: what we clean

Walk the shared spaces with your manager or board and tick what the plan covers.

Building _____ **Address** _____

Walked by _____ **Date** _____

Front door, lobby and mail

- ☐ Door glass and the side panes at the entry
- ☐ Push plates and door handles
- ☐ Intercom and call-box panels dusted
- ☐ Walk-off mat vacuumed and shaken out
- ☐ Lobby furniture, planters and ledges
- ☐ Lobby floor cleaned to suit tile, stone or carpet
- ☐ Mailbox fronts wiped and package shelves cleared of scraps
- ☐ Floor under the mailboxes swept and mopped

Corridors, stairs and elevators

- ☐ Hallway carpet and runners vacuumed, edges by each door included
- ☐ Baseboards, door frames and light switches
- ☐ Smudges on painted walls where safe to clean
- ☐ Stair treads, landings and handrails, top floor down
- ☐ Elevator walls, buttons, mirrors and door tracks
- ☐ Elevator floor and the lobby-level landing

Laundry and trash rooms

- ☐ Washer and dryer tops and fronts wiped
- ☐ Folding table cleaned
- ☐ Lint swept from under and between machines
- ☐ Laundry and trash room floors mopped
- ☐ Spills in the trash room cleaned up
- ☐ Tipped bins set upright and torn liners swapped

Amenity spaces

- ☐ Fitness room handles, benches and mirrors
- ☐ Community room reset after gatherings
- ☐ Roof deck and courtyard swept
- ☐ Liners, paper towels and hand soap: building stock or ours

Vacant units

- [ ] Units picked by the manager for turnover
- [ ] Cabinets, counters, sinks and appliance surfaces
- [ ] Bathroom from tub to mirror
- [ ] Closets, shelves, interior glass and sills
- [ ] Floors vacuumed or mopped by surface

Longer-cycle work

- [ ] Hallway and stair carpet hot-water extraction
- [ ] Lobby tile scrubbing and vinyl strip and refinish
- [ ] Marble or terrazzo entry cleaned and polished
- [ ] Lobby, entry door and low-rise common-area glass
- [ ] Daytime porter checks for a larger building

Notes