

## Cleaning Checklist – Apt. # \_\_\_\_\_

| Area                        | Task                                                                   | Inspection Notes (Office use only)       |
|-----------------------------|------------------------------------------------------------------------|------------------------------------------|
| <b>Kitchen A</b>            |                                                                        |                                          |
| Completed By                | Cabinets fronts/Countertops/Backsplash                                 |                                          |
|                             | Dishes cleaned and sink cleaned                                        |                                          |
|                             | Refrigerator and Freezer inside and out.                               |                                          |
|                             | Dust blinds remove garbage and clutter                                 |                                          |
| <b>Kitchen B</b>            |                                                                        |                                          |
| Completed By                | Floor – Sweep/Mop/Grout Lines/Tile                                     |                                          |
|                             | Oven/Stove/Under burners/Burner rings- replace foil/Stove hood         |                                          |
|                             | Microwave and dishwasher                                               |                                          |
|                             | Table and chairs – wipe down                                           |                                          |
| <b>Bathroom</b>             |                                                                        |                                          |
| Completed By                | Shower walls & floor/ Remove soap scum                                 |                                          |
|                             | Bathroom floors                                                        |                                          |
|                             | Sink/Countertops/Chrome/Mirrors                                        |                                          |
|                             | Remove garbage and clutter                                             |                                          |
| <b>Living Room and Hall</b> |                                                                        |                                          |
| Completed By                | Vacuum living room and hall                                            |                                          |
|                             | Furniture – vacuum beneath cushions                                    |                                          |
|                             | Dust/Clean front door inside and hall closet                           |                                          |
|                             | Dust and clean blinds                                                  |                                          |
|                             | Empty Debris chamber/Replace vacuum bag if needed. Clean vacuum roller |                                          |
|                             | Remove garbage and clutter                                             |                                          |
| <b>Bedroom</b>              |                                                                        |                                          |
| Completed By                | Make bed                                                               |                                          |
| ALL ROOMMATES               | Turn mattress on bed (at least monthly)                                |                                          |
|                             | Dust/Clean both sides of door                                          |                                          |
|                             | Vacuum floor                                                           |                                          |
|                             | Dust and clean blinds                                                  |                                          |
|                             | Remove garbage and clutter                                             |                                          |
|                             | <b>Pass or Fail</b><br>(Office use only)                               | <b>Recheck Date</b><br>(Office use only) |