Apartment common areas: what we clean

Tick each shared space you want on the plan as you tour the community.

Community _____ **Address** _____

Walked by _____ **Date** _____

Lobby, vestibule and mail room

- ☐ Door handles and railings wiped
- ☐ Elevator buttons, in buildings that have them
- ☐ Bins by the entrance emptied
- ☐ Entry vestibule touch points
- ☐ Mail room on its own visit frequency

Hallways and stairwells

- ☐ Hallways by the garage and mail area on the busiest schedule
- ☐ Hallway work timed for the quieter parts of the day
- ☐ Back stairwells and storage corridors visited less often

Shared restrooms

- ☐ Restrooms by the pool, clubhouse and leasing office
- ☐ Paper, soap and liners restocked
- ☐ Surfaces and fixtures done each visit

Clubhouse, community and fitness rooms

- ☐ Counters and tables wiped
- ☐ Contact points cleaned
- ☐ Cups, wrappers and waste picked up
- ☐ Fitness room frequency set by how residents use it

Leasing office

- ☐ Desks and counters kept ready for tours
- ☐ The restroom prospects use
- ☐ Cleaned before opening or after closing
- ☐ Late-week visit ahead of Saturday tours

Grounds and one-time work

- ☐ Porter visits for parking-lot litter
- ☐ Litter in exterior common spaces
- ☐ Entrances refreshed by pressure washing
- ☐ Post-construction clean after a lobby or clubhouse remodel
- ☐ Amenity rooms reset before a resident event
- ☐ Office and retail suites on mixed-use properties

Notes