

Property Name: _____

Apartment Number: _____

Note: Place a check beside everything you inspect and/or clean.

Front Door/Entry:

- _____ Clean entry area
- _____ Clean cobwebs from corners
- _____ Clean light globe
- _____ Clean threshold
- _____ Wipe down door & door jamb

Light fixtures (Whole Apartment)

Vent Fans (Kitchen & Bathrooms):

- _____ Remove covers, grilles, etc.
- _____ Dust bulbs, fans, vent openings, etc.
- _____ Dust light fixtures
- _____ Wash covers, grilles, etc.
- _____ Clean receptacle & switch plates/switches, etc.

Kitchen Walls:

- _____ Wipe down walls or wallpaper screens, etc.

Vent Hood:

- _____ Remove & clean filters
- _____ Clean fan blades, light bulbs & fixtures
- _____ Clean underneath hood surfaces
- _____ Clean all outside surfaces
- _____ Wipe dry

Kitchen Cabinets:

- _____ Remove all items left behind
- _____ Remove shelf paper, if Manager says so
- _____ Clean shelves, top & bottom
- _____ Clean inside doors & door jambs
- _____ Remove items left in drawers
- _____ Clean entire outside surface of cabinets (up & down)
- _____ Wipe with lemon oil or furniture polish
- _____ Replace drawers

Countertops:

- _____ Clean all sides
- _____ Wipe w/ Lemon Oil or furniture polish

Range:

- _____ Pull range out of cabinet space
- _____ Remove racks, broiler pans
- _____ Clean oven
- _____ Remove drip pans & surface elements (if possible)
- _____ remove oven drawer
- _____ Lift range top, clean underneath
- _____ Remove surface switch & oven control knobs
- _____ Clean entire outside surface sides, top, behind knobs, front
- _____ Clean & replace all parts removed
- _____ Clean floor & wall where range fits
- _____ Replace range in cabinet space

Refrigerator:

- _____ Pull refrigerator out of cabinet space
- _____ Remove racks, crisper drawer, covers, etc.
- _____ Clean inside freezer
- _____ Clean freezer door liner, jamb & gasket
- _____ Clean inside fresh food section
- _____ Clean door liner, jamb & gasket/clean outside top, sides, doors & kick plate
- _____ Clean & replace all parts removed/clean floor & wall where refrigerator fits
- _____ Replace refrigerator in cabinet space

Dishwasher:

- _____ Clean entire outside surface
- _____ Clean door & door jamb
- _____ Remove objects from racks & bottom of tub
- _____ Clean inside

Microwave:

- _____ Remove racks, shelves
- _____ Clean inside
- _____ Clean & replace racks
- _____ Clean outside & underneath

Sinks/Faucets:

- _____ Clean faucet
- _____ Pull spray attachment all the way out, clean hose and sprayer
- _____ Clean sink(s)
- _____ Remove trash from garbage disposal (make sure it is turned off first!)
- _____ Clean underneath sink(s) & wipe garbage disposal and pipes
- _____ Wipe dry all fixtures, etc.
- _____ Polish all fixtures & sink

Bathrooms 1-2:

(1) (2)

- _____ Clean mirrors & medicine cabinets
- _____ Clean lavatory sink & faucet
- _____ Clean vanity drawers & underneath sink
- _____ Wipe dry faucets, etc.
- _____ Wipe dry cabinet fronts and doors
- _____ Wipe cabinet work with Lemon Oil or furniture polish
- _____ Polish chrome

Bedrooms 1-2-3:

- _____ Clean closet shelves, poles, etc.

Electrical Panels:

_____ Dust panel inside & out (USE NO WATER)

Air Conditioner/Heater/Water Heater Closet:

_____ Dust unit (NO WATER)

_____ Sweep closet shelves

_____ Sweep closet floor

_____ Wash & rinse drip pan

Washer/Dryer Room:

_____ Clean shelves-top & bottom

_____ Clean faucet connections/electrical outlets
(NO WATER)

_____ Clean dryer vent pipe/opening

_____ Clean washer inside & out

_____ Clean dryer inside & out

_____ Clean lint screen

_____ Wipe dry

Fireplace:

_____ Sweep inside

_____ Clean fire grates, etc.

_____ Clean spark screen

_____ Clean mantel board

_____ Clean floor around fireplace

Outside Utility Room:

_____ Clean shelves-top & bottom

_____ Sweep floors

_____ Wipe down door & walls if they won't be painted

Patio Or Balcony:

_____ Sweep down walls/corners, if necessary

_____ Clean light globe/fixture

_____ Sweep floor

Sliding Glass Door/French Doors:

_____ Clean track and/or threshold

_____ Clean frame

_____ Clean glass-inside/out

Tile/Floor Covering:

_____ Mop

_____ Strip Wax (if waxed)

_____ Wax

Windows/Drapes/Blinds:

_____ Dust drape rod/hardware

_____ Clean windows-inside/out

_____ Clean window sill

_____ Clean blinds

Carpet:

_____ Vacuum before shampoo

_____ Vacuum & rake after replacement

Dining Room:

_____ Dust chandelier or light fixture

_____ Clean shelves-top & bottom

Company Name

Date

Housekeeper's Name (Print)

Housekeeper's Signature