Stanely Rowe MAINTENANCE JANITORIAL CHECKLIST

WEEK OF:

ASSIGNED TO:					
LOCATION	MON	TUES	WEDS	THURS	FRI
Grounds/ Building Exterior Empty/ Clean the exterior dumpsters					
Pick up trash on the patio area					
Run Trash Compactor					
Pick up trash can area COMMENTS:					
Lobby/Foyer/Ground Floor					
Dust/clean furniture and fixtures Clean windows and sills					
Clean the front doors					
Vacuum lobby rugs					
Clean water fountain					
Clean off intercom box and directory Sweep and Mop the floors					
COMMENTS:	l	l	l .	ı	ı
Elevators					
Clean ground floor elevator doors					
Clean interior walls, control panel and					
handrails Dust elevator exhaust fan					
COMMENTS:					1
Public Bathrooms Clean sink					
Clean toilet					
Clean and polish all chrome fixtures					
Empty/ Clean trash can Stock toilet paper, paper towels, air					
freshener and hand soap					
Sweep and Mop floors					
COMMENTS:					
Laundry Room					
Clean the front and sides of the washers and dryers					
Clean the wall behind the garbage cans					
Empty/Clean Trash Cans					
Clean table tops					
Clean out the utility sink Sweep and Mop the floor					
COMMENTS:	•	•		•	
Hallways					
Dust exhaust fans					
Check lighting Sweep and Mop the floor					
COMMENTS:	ļ	ļ		ļ	ļ
Elevators/ Stairwells					
Clean exterior of Elevator Doors Clean signage and chrome around the					
elevator					
Remove and clean up trash and/or spills					
COMMENTS:					
Weekly Items		COMMENTS:			
Clean trash chute doors (scraping interior of					
the doors) Elevator tracks		1			
Check hallway lights					
Clean recreation room windows		1			
Clean of HVAC unit in the hallway Dust blinds in the recreation room		-			
Dust plinds in the recreation room Detail the floor corners and baseboards		<u> </u>			
Other Items					

Deep	Cleaning	Schedule

		January	February	March	April	May	June	July	August	September	October	November	December
Clean Compactor Room	(Power												
Wash)	-	X	X	X	X	X	X	X	X	X	X	X	X
Check Smoke Detectors		X	X	X	X	X	Х	Х	Х	X	X	X	X

Check fire Extinguishers and clean out												
cabinet	X	X	X	X	X	X	Х	X	X	X	X	X
Emergency Test - Lights and Signs	Х	X	Х	Х	X	Х	Х	Х	X	Х	Х	Х
Buff Hallway floors		X			X			Х			X	
Clean Ceiling and Wall lights	Х	X		X	X	Х	Х	Х		X	X	X
Mop stairwells completely	Х			X			Х			X		
Clean Hallway walls		X		X		Х		Х		X		X
Strip and Wax hallway floors			X						X			

MARQUETTE MANOR MAINTENANCE JANITORIAL CHECKLIST (PICK UP TRASH ON EVERY FLOOR DAILY) WEEK OF: _____

LOCATION	MON	TUES	WEDS	THURS	FRI
Grounds/ Building Exterior					
Pick up trash in parking lot, around building					
(back of building included) and fence line					
Empty/ Clean the exterior garbage cans					
Pick up trash on the patio area					
Empty/ Clean the ashtrays					
Pick up trash can area					
Tires/Large items are to be place by					
garbage toters and manager notified for					
proper disposal					
COMMENTS:					

Lobby/Foyer/Ground Floor		
Dust/clean furniture and fixtures		
Clean windows and sills		
Remove old tape or worn signs (give to		
manager)		
Clean the front doors		
Vacuum lobby rugs		
Clean water fountain		
Clean off intercom box and directory		
Pick up trash		
Sweep and Mop the floors		
Wipe down wall		
COMMENTS:		

Elevators Clean ground floor elevator doors			
Clean interior walls, control panel and			
handrails			
Dust elevator exhaust fan			
COMMENTS:			

Clean sink		
Clean toilet		
Clean and polish all chrome fixtures		
Empty/ Clean trash can		
Stock toilet paper, paper towels, air		
freshener and hand soap		
Sweep and Mop floors		
COMMENTS:		

Recreation Room/ Pool Room		
Empty /Clean trash cans include wall behind trash can		
Clean doors, table tops, window ledges		
Sweep and mop floors		
Clean front and tops of Vending Machines		
COMMENTS:		

Hallways				
Check lighting and replace bulbs				
Wipe down stairwell doors				
Wipe down the benches				
Clean exterior of Elevator Doors				
Clean balconies and patio seating areas on				
each floor				
	-			
Pick up trash Sweep and Mop the floor	-			
Wipe and clean behind hand rails				
Empty and clean garbage cans on each floor				
COMMENTS:				
COMMENTS.				
1				
Trash Chute Rooms/ Compactor				
Run trash compactor and move to outside				
as needed				
Spray down compactor room with Enzyme				
Remove any trash in the room				
Clean the exterior of the chute				
Remove any trash in the room				
Clean up any spills on the walls and				
baseboards				
Sweep and Mop the floor				
COMMENTS:				
COMMENTS:				
Laundry Room				
Clean the front and sides of the washers				
and dryers				
Clean the wall behind the garbage cans				
Pick up trash	-			
Empty/Clean Trash Cans	-			
Clean table tops	-			
Clean out the utility sink				
Dust off heater	-			
Sweep and Mop the floor COMMENTS:	1			
COMMENTS:				
Elevatora/ Stainwalla				
Clean signage and chrome around the				
Clean signage and chrome around the				
Clean signage and chrome around the elevator and within the cab				
Clean signage and chrome around the elevator and within the cab Dust/clean vent				
Clean signage and chrome around the elevator and within the cab Dust/clean vent Remove and clean up trash and/or spills				
Clean signage and chrome around the elevator and within the cab Dust/clean vent				
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Clean signage and chrome around the elevator and within the cab Dust/clean vent Remove and clean up trash and/or spills COMMENTS: Weekly Items Clean trash chute doors (scraping interior of the doors)		COMMENTS:		
Clean signage and chrome around the elevator and within the cab Dust/clean vent Remove and clean up trash and/or spills COMMENTS: Weekly Items Clean trash chute doors (scraping interior of the doors) Elevator tracks		COMMENTS:		
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Clean signage and chrome around the elevator and within the cab Dust/clean vent Remove and clean up trash and/or spills COMMENTS: Weekly Items Clean trash chute doors (scraping interior of the doors) Elevator tracks Clean off patio furniture Clean recreation room windows Check/restock hand soap and paper towels in kitchen Dust blinds and furniture in the recreation		COMMENTS:		
Clean signage and chrome around the elevator and within the cab Dust/clean vent Remove and clean up trash and/or spills COMMENTS: Weekly Items Clean trash chute doors (scraping interior of the doors) Elevator tracks Clean off patio furniture Clean recreation room windows Check/restock hand soap and paper towels in kitchen Dust blinds and furniture in the recreation room		COMMENTS:		
Clean signage and chrome around the elevator and within the cab Dust/clean vent Remove and clean up trash and/or spills COMMENTS: Weekly Items Clean trash chute doors (scraping interior of the doors) Elevator tracks Clean off patio furniture Clean recreation room windows Check/restock hand soap and paper towels in kitchen Dust blinds and furniture in the recreation room Dust and wipe down hallway exhaust fans		COMMENTS:		
Clean signage and chrome around the elevator and within the cab Dust/clean vent Remove and clean up trash and/or spills COMMENTS: Weekly Items Clean trash chute doors (scraping interior of the doors) Elevator tracks Clean off patio furniture Clean recreation room windows Check/restock hand soap and paper towels in kitchen Dust all blinds and furniture in the recreation room Dust and wipe down hallway exhaust fans on each floor		COMMENTS:		
Clean signage and chrome around the elevator and within the cab Dust/clean vent Remove and clean up trash and/or spills COMMENTS: Weekly Items Clean trash chute doors (scraping interior of the doors) Elevator tracks Clean off patio furniture Clean recreation room windows Check/restock hand soap and paper towels in kitchen Dust blinds and furniture in the recreation room Dust and wipe down hallway exhaust fans on each floor Wipe down ledges and bannisters in the		COMMENTS:		
Clean signage and chrome around the elevator and within the cab Dust/clean vent Remove and clean up trash and/or spills COMMENTS: Weekly Items Clean trash chute doors (scraping interior of the doors) Elevator tracks Clean off patio furniture Clean recreation room windows Check/restock hand soap and paper towels in kitchen Dust blinds and furniture in the recreation room Dust and wipe down hallway exhaust fans on each floor Wipe down ledges and bannisters in the stairwell		COMMENTS:		
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Clean signage and chrome around the elevator and within the cab Dust/clean vent Remove and clean up trash and/or spills COMMENTS: Weekly Items Clean trash chute doors (scraping interior of the doors) Elevator tracks Clean off patio furniture Clean recreation room windows Check/restock hand soap and paper towels in kitchen Dust bilinds and furniture in the recreation room Dust and wipe down hallway exhaust fans on each floor Wipe down ledges and bannisters in the stairwell Detail the floor corners and baseboards		COMMENTS:		
Clean signage and chrome around the elevator and within the cab Dust/clean vent Remove and clean up trash and/or spills COMMENTS: Weekly Items Clean trash chute doors (scraping interior of the doors) Elevator tracks Clean off patio furniture Clean recreation room windows Check/restock hand soap and paper towels in kitchen Dust blinds and furniture in the recreation room Dust and wipe down hallway exhaust fans on each floor Wipe down ledges and bannisters in the stairwell Detail the floor corners and baseboards		COMMENTS:		

MONTHLY:

	January	February	March	April	May	June	July	August	September	October	November	Decemeber
Buff Hallway floors	X	X	X	X	X	Х	Х	Х	X	X	X	Х
Clean Ceiling and Wall lights	X	X	X	X	X	Х	Х	Х	X	X	X	X
Strip and Wax hallway floors and lobby			X						X			
Clean Fire Extinguisher Cabinets and Mark												
Tags	X	X	X	X	X	Х	Χ	Х	X	X	X	X

THE PRESIDENT MAINTENANCE JANITORIAL CHECKLIST WEEK OF: _____

LOCATION	MON	TUES	WEDS	THURS	FRI
Grounds/ Building Exterior					
Pick up trash in parking lot, around building					
and fence line					
Empty/ Clean the exterior garbage cans					
Pick up trash on the patio area					
Pick up trash can area					
COMMENTS:					

Lobby/Foyer/Ground Floor			
Dust/clean furniture and fixtures			
Clean windows and sills			
Clean the glass doors			
Vacuum lobby rugs			
Clean off intercom box and directory			
Sweep and Mop the floors			
COMMENTS:			

Elevators			
Clean ground floor elevator doors			
Clean interior walls, control panel and			
handrails			
Dust elevator exhaust fan			
COMMENTS:			

Clean sink		
Clean toilet		
Clean and polish all chrome fixtures		
Empty/ Clean trash can		
Stock toilet paper, paper towels, air		
freshener and hand soap		
Sweep and Mop floors		
COMMENTS:		

Empty /Clean trash cans include wall behind		
trash can		
Clean doors and table tops		
Dust fixtures and furniture		
Sweep and mop floors		
Clean underneath and behind vending		
machines		
COMMENTS:		
Run trash compactor		

Hallways Check lighting and replace bulbs			
Wipe down stairwell doors			
Clean exterior of Elevator Doors			
Sweep and Mop the floor			
COMMENTS:			

Trash Chute Rooms			
Clean the exterior of the chute			
Remove any trash in the room			
Clean up any spills on the walls and			
baseboards			
Sweep and Mop the floor			
COMMENTS:			
1			
İ			

Clean the front and sides of the washers and dryers			
Clean the wall behind the garbage cans			
Empty/Clean Trash Cans			
Clean table tops			
Clean out the utility sink			
Sweep and Mop the floor			
COMMENTS:			

Elevators/ Stairwells Clean signage and chrome around the			
elevator			
Remove and clean up trash and/or spills			
COMMENTS:			

Weekly Items	COMMENTS:	
Elevator tracks		
Clean off patio furniture		
Clean recreation/ meeting room windows		
Check/restock hand soap and paper towels		
in kitchen		
Dust blinds and furniture in the recreation/		
meeting room		
Dust and wipe down hallway exhaust fans		
on each floor		
Wipe down ledges and bannisters in the		
stairwell		

Detail the floor corners and baseboards	
Other Items	

	January	February	March	April	May	June	July	August	September	October	November	Decemeber
Clean Compactor Room (Power												
Wash)	X	X	X	X	X	X	X	X	X	X	X	X
Check fire Extinguishers and clean out												
cabinet	X	X	X	X	X	X	X	X	X	X	X	X
Emergency Test - Lights and Signs	X	X	X	Х	X	X	X	X	X	X	X	X
Buff Hallway floors		X			X			Х			X	
Clean Ceiling and Wall lights	X			Х			Х			X		
Mop stairwells completely	X			X			X			X		
Clean hallway walls		X		Х		X		X		X		X
Strip and Wax hallway floors and lobby			X						X			

MAPLE TOWERS MAINTENANCE JANITORIAL CHECKLIST

WEEK OF:				_	
LOCATION	MON	TUES	WEDS	THURS	FRI
Grounds/ Building Exterior Pick up trash in parking lot, around building					
(back of building included) and fence line Empty/ Clean the exterior garbage cans					
Pick up trash on the patio area					
Pick up trash can area					
COMMENTS:					
Lobby/Foyer/Ground Floor					
Dust/clean furniture and fixtures Clean windows and sills					
Clean the front doors					
Vacuum lobby rugs Clean water fountain					
Clean off intercom box and directory Sweep and Mop the floors					
COMMENTS:	ı	ı	ı	ı	
Elevators					
Clean ground floor elevator doors Clean interior walls, control panel and					
handrails					
Dust elevator exhaust fan COMMENTS:					
Public Bathrooms Clean sink					
Clean toilet Clean and polish all chrome fixtures					
Empty/ Clean trash can Stock toilet paper, paper towels, air					
freshener and hand soap					
Sweep and Mop floors COMMENTS:					
Recreation Room/ Pool Room Empty /Clean trash cans include wall behind					
trash can Clean doors and table tops					
Sweep and mop floors					
COMMENTS: RUN COMPACTOR AFTER ALL OF ABOVE					
IS COMPLETE					
Hallways					
Check lighting and replace bulbs Wipe down stairwell doors					
Wipe down the benches					
Clean exterior of Elevator Doors Sweep and Mop the floor					
COMMENTS: Wipe and clean behind hand rails	•	•	•	•	
wipe and clean bening hand rails					
Trash Chute Rooms Clean the exterior of the chute					
Remove any trash in the room Clean up any spills on the walls and					
baseboards					
Sweep and Mop the floor COMMENTS:	<u> </u>	<u> </u>	<u>I</u>	<u> </u>	<u> </u>
Laundry Room					
Clean the front and sides of the washers and dryers		<u> </u>		<u> </u>	
Clean the wall behind the garbage cans Empty/Clean Trash Cans					
Clean table tops					
Clean out the utility sink Dust off heater					
Sweep and Mop the floor COMMENTS:	l	l	<u> </u>	l	
Elevators/ Stairwells					
Clean signage and chrome around the elevator		L	<u> </u>	L	L.
Remove and clean up trash and/or spills COMMENTS:					
Weekly Items		COMMENTS:			
Clean trash chute doors (scraping interior of					
the doors) Elevator tracks					
Clean off patio furniture Clean recreation room windows					
Check/restock hand soap and paper towels in kitchen					
Clean air handler unit in the hallway					
Dust blinds and furniture in the recreation room					
Dust and wipe down hallway exhaust fans on each floor					
Wipe down ledges and bannisters in the					
stairwell Detail the floor corners and baseboards					

Other Items

Monthly

	January	February	March	April	May	June	July	August	September	October	November	Decemeber
Clean Compactor Room (Power												
Wash)	X	X	X	X	X	X	X	X	X	X	X	X
Check fire Extinguishers and clean out												
cabinet	X	X	X	X	X	X	X	X	X	X	X	X
Emergency Test - Lights and Signs	X	X	X	X	Х	X	Х	X	X	Х	Х	Х
Buff Hallway floors		X			Х			X			Х	
Clean Ceiling and Wall lights	Х			X			X			X		
Mop stairwells completely	X			X			Х			X		
Clean hallway walls		X		X		X		X		X		Х
Strip and Wax hallway floors and lobby			Х						Х			

BEECHWOOD MAINTENANCE JANITORIAL CHECKLIST WEEK OF: _____

WEEK OF.					
LOCATION	MON	TUES	WEDS	THURS	FRI
Grounds/ Building Exterior					
Pick up trash in parking lot, around building					
(back of building included) and fence line					
Empty/ Clean the exterior garbage cans					
Pick up trash on the patio area					
Empty/ Clean the ashtrays					
Pick up trash can area					
Tires/Large items are to be place by garbage					
toters and manager notified for proper					
disposal					
COMMENTS:					
-		·	·		
Lobby/Foyer/Ground Floor					
Duet/clean furniture and fixtures					

Lobby/Foyer/Ground Floor			
Dust/clean furniture and fixtures			
Clean windows and sills			
Remove old tape or worn signs (give to			
manager)			
Clean the front doors			
Vacuum lobby rugs			
Clean water fountain			
Clean off intercom box and directory			
Sweep and Mop the floors			
Wipe down wall			
COMMENTS:			

Elevators			
Clean ground floor elevator doors			
Clean interior walls, control panel and			
handrails			
Dust elevator exhaust fan			
COMMENTS:			

Clean sink			
Clean toilet			
Clean and polish all chrome fixtures			
Empty/ Clean trash can			
Stock toilet paper, paper towels, air			
freshener and hand soap			
Sweep and Mop floors			
COMMENTS:			
COMMENTS:			

Empty /Clean trash cans include wall behind			
trash can			
Clean doors and table tops			
Sweep and mop floors			
COMMENTS:			

Hallways			
Check lighting and replace bulbs			
Wipe down stairwell doors			
Wipe down the benches			
Clean exterior of Elevator Doors			
Sweep and Mop the floor			
COMMENTS:			
Wipe and clean behind hand rails			
•			

Run trash compactor and move to outside as		
needed		
Spray down compactor room with Enzyme		
Remove any trash in the room		
Clean the exterior of the chute		
Remove any trash in the room		
Clean up any spills on the walls and		
baseboards		
Sweep and Mop the floor		

Clean the front and sides of the washers and			
dryers			
Clean the wall behind the garbage cans			
Empty/Clean Trash Cans			
Clean table tops			
Clean out the utility sink			
Dust off heater			
Sweep and Mop the floor			
COMMENTS:			

Elevators/ Stairwells Clean signage and chrome around the			
elevator and within the cab			
Dust/clean vent			
Remove and clean up trash and/or spills			
COMMENTS:			

Weekly Items	COMMENTS:
Clean trash chute doors (scraping interior of the doors)	
Elevator tracks	
Clean off patio furniture	
Clean recreation room windows	
Check/restock hand soap and paper towels	
in kitchen	

[
Clean air handler unit in the hallways	
Dust blinds and furniture in the recreation	
room	
Dust and wipe down hallway exhaust fans on	
each floor	
Wipe down ledges and bannisters in the	
stairwell	
Detail the floor corners and baseboards	

Other Items			

Monthly

	January	February	March	April	May	June	July	August	September	October	November	Decemeber
Buff Hallway floors	Х	X	X	X	X	X	X	X	X	X	X	X
Clean Ceiling and Wall lights	X	X	X	X	X	X	X	X	X	X	Х	X
Strip and Wax hallway floors and lobby			X						X			
Clean Fire Extinguisher Cabinets and Mark												
Tags	X	X	X	X	Х	X	X	X	X	X	X	X

SCATTERED SITES/ GROUNDS MAINTENANCE JANITORIAL CHECKLIST WEEK OF: ____

LOCATION	MON	TUES	WEDS	THURS	FRI
Grounds/ Building Exterior					
Pick up trash in parking lot, around building					
(back of building included) and fence line					
Empty/ Clean the exterior garbage cans					
Pick up trash on the patio area					
Empty/ Clean the ashtrays					
Pick up trash can area					
Tires/Large items are to be place by					
garbage toters and manager notified for					
proper disposal					
COMMENTS:					

Clean interior walls, control panel and handrails Dust elevator exhaust fan COMMENTS:	Elevators Clean ground floor elevator doors			
handrails Dust elevator exhaust fan				
COMMENTS:	Dust elevator exhaust fan			
	COMMENTS:	•		

Clean toilet Clean and polish all chrome fixtures Empty/ Clean trash can Stock toilet paper, paper towels, air freshener and hand soap Sweep and Mop floors COMMENTS:	Public Bathrooms Clean sink			
Empty/ Clean trash can Stock tollet paper, paper towels, air freshener and hand soap Sweep and Mop floors	Clean toilet			
Stock toilet paper, paper towels, air freshener and hand soap Sweep and Mop floors	Clean and polish all chrome fixtures			
freshener and hand soap Sweep and Mop floors	Empty/ Clean trash can			
Sweep and Mop floors	Stock toilet paper, paper towels, air			
	freshener and hand soap			
COMMENTS:	Sweep and Mop floors			
	COMMENTS:		,	

Empty /Clean trash cans include wall behind		
trash can		
Clean doors, table tops, window ledges		
Sweep and mop floors		
Clean front and tops of Vending Machines		
COMMENTS:		

Hallways			
Check lighting and replace bulbs			
Wipe down stairwell doors			
Wipe down the benches			
Clean exterior of Elevator Doors			
Clean balconies and patio seating areas on			
each floor			
Sweep and Mop the floor			
Wipe and clean behind hand rails			
Empty and clean garbage cans on each			
floor			
COMMENTS:			
•			

Run trash compactor and move to outside			
as needed			
Spray down compactor room with Enzyme			
Remove any trash in the room			
Clean the exterior of the chute			
Remove any trash in the room			
Clean up any spills on the walls and			
baseboards			
Sweep and Mop the floor			
COMMENTS:		•	

Laundry Room			
Clean the front and sides of the washers			
and dryers	İ		
Clean the wall behind the garbage cans			
Empty/Clean Trash Cans			
Clean table tops			
Clean out the utility sink			
Dust off heater			
Sweep and Mop the floor			
COMMENTS:			

Elevators/ Stairwells Clean signage and chrome around the			
elevator and within the cab			
Dust/clean vent			
Remove and clean up trash and/or spills			
COMMENTS:			,

Weekly Items	
Clean trash chute doors (scraping interior of	
the doors)	
Elevator tracks	
Clean off patio furniture	
Clean recreation room windows	
Check/restock hand soap and paper towels	
in kitchen	
Dust blinds and furniture in the recreation	
room	
Dust and wipe down hallway exhaust fans	
on each floor	
Wipe down ledges and bannisters in the	
stairwell	
Detail the floor corners and baseboards	

Other Items		

Monthly

Wontniy												
	January	February	March	April	May	June	July	August	September	October	November	Decemeber
Buff Hallway floors	X	X	X	X	X	X	Х	X	X	X	X	X
Clean Ceiling and Wall lights	X	X	X	X	X	X	Х	X	X	X	X	X
Strip and Wax hallway floors and lobby			X						X			
Clean Fire Extinguisher Cabinets and Mark												
Tags	X	X	X	X	X	X	X	X	X	X	X	X

AMP 205 Scattered Sites West

28 E. Main
7715 Jandaracres
1322 - 1338 Le Mar
586 Claymore Terrace
598 Claymore Terrace
4605 Foley
8 Miami Ave., North Bend
Provincial Court - Quebec Road
6374-6380 Revere
518 Rosemont Avenue
1048 Considine
1053 Considine
3940 Raceview
5232 Ralph Ave
2882 Blue Rock Rd
3920 Florence Ave
6032 Musketeer Dr
1986 Alphonse Ln
2864 Welge Ln
5160 Sidney
5055 Casa Loma

AMP 208 Scattered Sites East

3531 & 3533 Washington Avenue

519 Hickory

918 to 928 Nassau

437 Rockdale

520-540 Prospect Place

3465 Knott Street

418 Kasota Street

2106 Sinton

420 Glenwood

3538 -3540 Purdue

3543-3545 Dick St

3544 and 3546 Purdue

100-139 Rion Lane

Washington Terrace 2-52

Washington Terrace 2-52

Setty Kuhn: 3010-3064 Mathers

Setty Kuhn: 864 – 874 Altoona

Setty Kuhn: 3035-3071 Walter

3589-3591 Eden Avenue

332-334 Northern Avenue