

**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:					

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, 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:					

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:					

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:					

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					
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					

**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:					

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					
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:					

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:					

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

Weekly Items					
Elevator tracks					COMMENTS:
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	
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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	X	X	X	X	X	X	X	X	X
Buff Hallway floors		X			X			X			X	
Clean Ceiling and Wall lights	X			X			X			X		
Mop stairwells completely	X			X			X			X		
Clean hallway walls		X		X		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:					

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					

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:					

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					
Dust off heater					
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:
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	X	X	X	X	X	X	X	X
Buff Hallway floors		X			X			X			X	
Clean Ceiling and Wall lights	X			X			X			X		
Mop stairwells completely	X			X			X			X		
Clean hallway walls		X		X		X		X		X		X
Strip and Wax hallway floors and lobby			X						X			

BEECHWOOD
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 placed by garbage tolers 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					
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:					

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:					

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					

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:					

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					
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					

**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:					

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:					

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, 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:					

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:					

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					
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:					

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