

## MAINTENANCE JANITORIAL CHECKLIST

WEEK OF: \_\_\_\_\_

LOCATION	MON	TUES	WEDS	THURS	FRI
Pick up trash in parking lot, around building and fence line within landscape area (bushes, flower beds, etc)					
Empty/ Clean the exterior garbage cans, if needed wash out trash cans due to spillage					
Pick up trash on the common space patio area					
Empty/ Clean the ashtrays					
Tires/Large items are to be place by garbage totes and manager notified for proper disposal					
<b>COMMENTS:</b> Gazebo area /Designated Smoking Area/ Exterior Sitting Areas remove all trash and debris. Wipe down exterior structures to ensure no dust, spider webs, etc.					

Dust/clean furniture and fixtures					
Clean windows and sills					
Clean/dust around fire place					
Remove old tape - Report worn signs to the manager by the end of the shift					
Clean the front doors					
Vacuum lobby rugs					
Clean water fountain					
Clean off intercom box and directory					
Sweep and Mop the floors					
Wipe down wall					
Clean furniture/chairs					
<b>COMMENTS:</b>					
Clean ground floor elevator doors					
Clean interior walls, control panel and handrails					
Dust elevator exhaust fan					
Clean and polish all chrome fixtures					
Vacuum/clean the elevator tracks					
<b>COMMENTS:</b> Report any Grafetti/Stains not able to be cleaned to the office by the end of the shift					

Clean sink					
Clean toilet					
Clean Bathroom Mirror					
Clean and polish all chrome fixtures					
Empty/ Clean trash can					
Wipe down wall if marked, stained with dirt/debris					
Stock toilet paper, paper towels, air freshener and hand soap					
Sweep and Mop floors					
<b>COMMENTS:</b>					

Empty /Clean trash cans include wall behind trash can					
Clean doors					
Wipe down all chairs/tables/countertops					
Sweep and mop floors					
<b>COMMENTS:</b>					

Clean all light fixture - this may require the removal of fixture (Report light outages to the office before end of shift)					
Wipe down stairwell doors					
Wipe down the benches					
Clean all molding along the walls					
Wipe and clean behind hand rails					
Clean around fire extinguishers					
Clean exterior of Elevator Doors					
Sweep and Mop the floor					
<b>COMMENTS:</b> Report any defective or missing fire extinguishers to the office before the end of the shift					

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					
Clean up any spills on the walls and baseboards					
Sweep and Mop the floor					
<b>COMMENTS:</b> Report any findings of pest/rodents to the office before the end of the shift					

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Clean the front and sides of the washers and dryers					
Clean light fixtures					
Remove lint from dryers lint trap					
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					
Clean window sills and light fixtures					
<b>COMMENTS:</b> Report any washer/dryer that may be out of service to office by end of the shift					

Clothing/Items left in laundry room for more than 24 report to office by the end of the shift

Clean signage and chrome around the elevator and within the cab					
Dust/clean vent					
Remove and clean up trash and/or spills					
Sweep and mop the stairwells					
Clean/disinfect the stair rails					
Clean stains on stairway entrance doors, walls and baseboards					
<b>COMMENTS:</b> If items are cluttering stairwells, which includes plants, report to office by the end of the shift					

		<b>COMMENTS:</b>
Clean trash chute doors (scraping interior of the doors) Dispose of all clutter trash in/or around trash room.		
Elevator tracks		
Clean off patio furniture to remove stains		
Clean recreation room windows/window seals		
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		
Pressure wash entrances		

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