

Housekeeper Checklist

Property: _____ Apartment No.: _____

Date Assigned: _____ Assigned To: _____

Place a check mark (✓) beside everything you verify as cleaned:

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 & Bathroom):

- Clean light fixtures
- Dust bulbs, fans, vent openings, etc.
- Dust vent openings, covers, grills, etc.
- Clean receptacles & switch plates
- Clean switches

Other: _____

Kitchen Cabinets:

- Remove all items left behind, remove shelf paper (if manager says to)
- Remove drawers & clean inside & outside
- Clean shelves top & bottom
- Clean inside doors & door jambs
- Clean entire outside of cabinets (upper & lower)

Vent Hood:

- Remove & clean filters, screens, etc.
- Clean fan blades, light bulbs
- Clean underneath hood
- Clean all outside surfaces

Dishwasher:

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

Countertops:

- Clean all sides
-

Kitchen Walls:

- Wipe down walls or wallpaper
-

Range:

- Pull range out of cabinet space and clean behind
- Remove racks, broiler pans, etc.
- Clean oven
- Remove drip pans & surface elements & (if possible), & remove oven drawer
- Lift range top & clean underneath
- Remove surface switch & oven controls & knobs
- Clean entire outside surfaces, side's top, behind knobs, front
- Clean floor & walls where range fits
- Push range back in cabinet space

Refrigerator:

- Pull refrigerator out of cabinet space and clean behind
- Remove racks, crisper, drawers, & covers
- Clean inside freezer
- Clean freezer door liner, jamb, & gasket
- Clean inside fresh food section
- Clean door liner, jamb, and gasket
- Clean outside, including top, sides, doors, & kick plate
- Clean & replace all drawers, shelves, etc.
- Clean floor & wall where refrigerator sits
- Push refrigerator back to proper place

Other: _____

Sink/Faucets:

- Clean faucet
- Pull spray attachment all the way out, clean hose & sprayer
- Clean sink(s)
- Remove any debris from disposal (be sure switch is off)
- Clean underneath sink(s) & wipe garbage disposal & pipes

Other: _____

Bathrooms 1-2

- | | |
|--|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> Wipe down walls <input type="checkbox"/> <input type="checkbox"/> Clean towel racks & paper holders <input type="checkbox"/> <input type="checkbox"/> Clean shower walls <input type="checkbox"/> <input type="checkbox"/> Clean shower doors, rod, & tub <input type="checkbox"/> <input type="checkbox"/> Clean faucet, shower head, etc. <input type="checkbox"/> <input type="checkbox"/> Polish chrome in tub <input type="checkbox"/> <input type="checkbox"/> Clean toilet, tank, lid, seat, etc. | <ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> Clean mirrors & medicine cabinets <input type="checkbox"/> <input type="checkbox"/> Clean lavatory sink & faucet <input type="checkbox"/> <input type="checkbox"/> Clean vanity drawers & underneath sink <input type="checkbox"/> <input type="checkbox"/> Clean cabinet fronts, sides, & doors <input type="checkbox"/> <input type="checkbox"/> Polish chrome |
|--|--|

Bedrooms 1-2-3

- Clean closet shelves, poles, etc.

Air-Conditioner/Heater/Water Heater Closet:

- Dust unit (*no water*)
- Sweep closet shelves
- Sweep closet floor

Other: _____

Washer/Dryer Room:

- Clean shelves – top & bottom
- Dust faucet connections & around outlets (no water)
- Clean washer inside & out (if in unit)
- Clean dryer vent pipe/opening

Dining Room:

- Dust chandelier or light fixture
- Clean shelves – top & bottom

Den:

- Clean shelves – top & bottom

Fireplace:

- Sweep inside
- Clean fire grates, etc.
- Clean spark screen
- Clean mantle board
- Clean floor around fireplace

Other: _____

Outside Utility Room:

- Clean shelves – top & bottom
- Sweep floors
- Wipe down door & walls if not new paint

Patio or Balcony:

- Sweep down walls/corners
- 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:

- Strip wax (if waxed)
- Clean baseboards & corners
- Mop fully

Other: _____

Windows/Drapes/Blinds:

- Clean window – inside & out
- Clean windowsill
- Replace blinds

Carpet:

- Vacuum

Other: _____

Housekeeper's Signature: _____ Date: _____

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