Monthly Cleaning Inspection Checklist

The goal of monthly cleaning inspections is to keep the apartments in good repair and to extend the longevity of the apartments' use.

FOR TENANTS' USE:		FOR HEAD RESIDENTS' USE:		
Sign-off when completed	Task	Pass	Needs Work	Notes to tenants:
	GENERAL			
	Tidy and vacuum common areas, including hall			
	Take out all apartment trash			
	BEDROOMS			
	Tidy and vacuum 1st bedroom			
	Tidy and vacuum 2nd bedroom			
	KITCHEN			
	Do the dishes			
	Wash kitchen counters and sink			
	Clean kitchen appliances (no food stains or crumbs, especially on stove)			
	Sweep and scrub/mop kitchen floor			
	BATHROOM			
	Clean mirrors (no streaks left)			
	Wash bathroom counters and sinks			
	Sweep and scrub/mop bathroom floor			
	Scrub toilet bowl inside and out			
	Scrub the tub, tile, and tile grout			

Comments/Notes:

January			February			March			April			May			June			July			August			September			October			November			December		
P	RI	F	P	RI	F	P	RI	F	P	RI	F	P	RI	F	P	RI	F	P	RI	F	P	RI	F	P	RI	F	P	RI	F	P	RI	F	P	RI	F