| **Housekeeper Checklist** |
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| **Note**: Place a check mark ( ) beside everything you verify as cleaned.Property: Apartment No.: Date Assigned: Assigned To:  |
| **Front Door Entry:** | **Light Fixtures (Whole Apartment)****Vent Fans (Kitchen & Bathroom):** |
|   | Clean entry area |   | Clean light fixtures |
|   | Clean cobwebs from corners |   | Dust bulbs, fans, vent openings, etc. |
|   | Clean light globe |   | Dust vent openings, covers, grills, etc. |
|   | Clean threshold |   | Clean receptacles & switch plates |
|   | Wipe down door & door jamb |   | Clean switches |
|  |
| Other:  |
| **Kitchen Cabinets:** |
|   | Remove all items left behind, remove shelf paper (If Manager says so) |
|   | Remove drawers & clean inside & outside |
|   | Clean shelves top & bottom |
|   | Clean inside doors & door jambs |
|   | Clean entire outside of cabinets (up & down) |
|  |
| **Vent Hood:** | **Dishwasher:** |
|   | Remove & clean filters, screens, etc. |   | Clean entire outside surface |
|   | Clean fan blades, light bulbs |   | Clean door & door jamb |
|   | Clean underneath hood |   | Remove objects from racks & bottom of tub |
|   | Clean all outside surfaces |   | Clean inside |
|  |
| **Countertops:** | **Kitchen Walls:** |
|   | Clean all sides |   | Wipe down walls or wallpaper |
|   |  |   |  |
|  |
| **Range:** | **Refrigerator:** |
|   | Pull range out of cabinet space (to clean behind) |   | Pull refrigerator out of space (to clean behind) |
|   | Remove racks, broiler pans, etc. |   | Remove racks, crisper, drawers, & covers |
|   | Clean oven |   | Clean inside freezer |
|   | Remove drip pans & surface elements & (if possible), remove oven drawer |   | Clean freezer door liner, jamb, & gasket |
|   | Lift range top, clean underneath |   | Clean inside fresh food section |
|   | Remove surface switch & oven controls & knobs |   | Clean door liner, jamb, and gasket |
|   | Clean entire outside surfaces, side’s top, behind knobs, front |   | Clean outside – top, sides, doors, & kick plate |
|   | Clean floor & walls where range fits |   | Clean & replace all drawers, shelves, etc. |
|   | Replace range in cabinet space |   | Clean floor & wall where refrigerator sits |
|  |  |   | Replace refrigerator in proper space |
|  |
| Other:  |
| **Sink/Faucets:** |  |
|   | Clean faucet |   | Remove any debris from disposal (be sure switch is off first) |
|   | Pull spray attachment all the way out, clean hose & spray |   | Clean underneath sink(s) & wipe garbage disposal & pipers |
|   | Clean sink(s) |  |  |
|  |
| Other:  |
| **Bathrooms 1-2** |
| -1 | -2 |  | -1 | -2 |  |
|   |   | Wipe down wallpaper |   |   | Clean mirrors & medicine cabinets |
|   |   | Clean towel racks & paper holders |   |   | Clean lavatory sink & faucet |
|   |   | Clean shower walls |   |   | Clean vanity drawers & underneath sink |
|   |   | Clean shower doors, rod, tub |   |   | Clean cabinet fronts, sides, & doors |
|   |   | Clean faucet, shower head, etc. |   |   | Polish chrome |
|   |   | Polish chrome in tub |  |
|   |   | Clean toilet, tank, lid, seat, etc. |  |
|  |
| **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 |   | Clean washer inside & out (if in unit) |
|   | Dust faucet connections & around outlets (no water) |   | Clean dryer vent pipe/opening |
|  |
| **Dining Room:** | **Den:** |
|   | Dust chandelier or light fixture |   | Clean shelves – top & bottom |
|   | Clean shelves – top & bottom |  |  |
|  |
| **Fireplace:** |
|   | Sweep inside |   | Clean mantle board |
|   | Clean fire grates, etc. |   | Clean floor around fireplace |
|   | Clean spark screen |  |  |
|  |
| Other:  |
| **Outside Utility Room:** | **Patio or Balcony:** |
|   | Clean shelves – top & bottom |   | Sweep down walls/corners |
|   | Sweep floors |   | Clean light globe/fixture |
|   | Wipe down door & walls if not new paint |   | Sweep floor |
|  |
| **Sliding Glass Door/French Doors** | **Tile/Floor Covering:** |
|   | Clean track and/or threshold |   | Strip wax (if waxed) |
|   | Clean frame |   | Clean baseboards & corners |
|   | Clean glass – inside & out |   | Mop fully |
|  |
| Other:  |
| **Windows/Drapes/Blinds:** | **Carpet:** |
|   | Clean window – inside & out |   |  |
|   | Clean window sill |  |  |
|   | Replace blinds |  |  |
|  |
| Other: Housekeeper’s Signature: Date:  |

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