| **Housekeeper Checklist** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **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: | | | | | | |

IREMFIRST Disclaimer Statement

**DISCLAIMER:** These sample forms and agreements are not endorsed by BRP Education™. They are presented for informational purposes only and should not be relied upon for accuracy, completeness or consistency with applicable law. The user is advised to check all applicable state and federal law before using these forms, agreements, or parts thereof. Because certain forms have legal implications (e.g., management agreements, rental applications), it is recommended that downloaded versions of such forms should be reviewed with legal counsel prior to their use and that any modifications made by the user should also be reviewed by legal counsel.