

Apartment-Style Suite – Kitchen, Living Room, and Hallway

Task	Specific Inspection Areas
Dust ceiling, walls, and corners	no visible build-up no cobwebs
Remove any residue, adhesive strips, and/or decorations on ceilings on ceilings, walls, and baseboard/trim	No grease build-up on walls and/or around stove
Wipe down light covers	
Wipe down kitchen cabinets and hallway shelves (interior and exterior)	
Clean refrigerator interiors	No residue; no streaks on glass areas
Clean refrigerator exterior	
Clean stove range, exterior, and dials	No food/grease build-up
Clean oven	No food/grease build-up
Wipe down kitchen counter	
Wipe down sink faucet and basin	No water stains
Wipe down kitchen table and kitchen chairs	
Clean upholstered furniture	
Clean window interior	No visible smudges or fingerprints
Wipe down window treatment, leave down	
Wipe down HVAC exterior, clean and dust vents	
Clean touch points (light switches, door handles)	
Clean unit door surfaces	
Sweep all floors (move furniture as needed)	Debris-free no hazards
Mop all floors (move furniture as needed)	Check for stripping and waxing (if needed)

Task	Specific Inspection Areas
Dust ceiling, walls, and corners	no visible build-up no cobwebs
Wipe down light covers	
Remove any residue, adhesive strips, and/or decorations on ceilings, walls, and baseboard/trim	
Dust HVAC vents, clean HVAC exterior	
Clean window interior	No visible smudges or fingerprints
Wipe down mattress (both sides)	
Wipe down bed frame	
Wipe down desk surface and sides	
Wipe down desk drawers, remove any remaining debris	
Wipe down wardrobe interior (if applicable to space), remove any remaining debris	
Wipe down wardrobe exterior	
Wipe down desk chair	
Clean touch points (light switches, door handles, towel rack)	
Clean bedroom door surfaces	
Sweep all floors (move furniture as needed)	Debris-free no hazards
Mop all floors (move furniture as needed)	Ready for stripping and waxing (if needed)

Traditional & Apartment-Style Suite – Bathroom

Task	Specific Inspection Areas
Dust ceiling, walls, and corners	no visible build-up no cobwebs
Wipe down light covers	
Remove any residue, adhesive strips, and/or decorations on ceilings on ceilings, walls, partitions, and baseboard/trim	
Disinfect showerhead	
Disinfect shower walls	No stains in grout No mold/mildew in caulk
Disinfect shower basin and drain, remove any visible mold/mildew residue or debris	No stains in grout No mold/mildew in caulk
Clean toilet bowl	No water streaking No visible stains
Clean toilet exterior	
Wipe down medicine cabinet (if applicable)	
Wipe down mirror	
Wipe down sink faucet(s) and basin(s)	
Wipe down cabinets and/or shelves (if applicable)	
Clean touch points (light switches, door handles, towel rack)	
Install new shower liner	
Sweep all floors (move furniture as needed)	Debris-free no hazards
Mop all floors (move furniture as needed)	Ready for stripping and waxing (if needed)

Cleaning Inspection Checklist

Public Spaces

Task	Specific Inspection Areas
Dust ceiling, walls, and corners	no visible build-up no cobwebs
Wipe down light covers	
Remove any residue, adhesive strips, and/or decorations on ceilings on ceilings, walls, partitions, and baseboard/trim	
Clean upholstered furniture in all lounge and study spaces	
Clean window interiors	No visible smudges or fingerprints
Wipe down HVAC units and vents in hallways and lounges, clean and dust vents	
Clean laundry rooms – clean exteriors of machines, clean around and under machines, dust all vents	No lint on the exterior or immediately visible in the interior No soap build-up
Clean common area kitchens – follow same procedures as listed in cleaning specifics for apartment kitchens	
Clean hallway and stairwell door surfaces	
Clean common area bathrooms - Disinfect sinks and toilets, remove any visible mold/mildew residue or debris	No water streaking No visible stains
Replace batteries in automatic soap dispensers	
Wipe down mirrors	
Sweep all floors (move furniture as needed)	Debris-free no hazards
Mop all floors (move furniture as needed)	Ready for stripping and waxing (if needed)