Apartment & HOA Common Areas

Common-area checklist for apartment buildings, condos and HOAs: entrance and lobby, hallways and stairs, elevators, mail and laundry rooms, trash rooms and amenities.

In a residential building the client is a property manager, but the people who notice are the residents: the lobby glass, the elevator buttons, the stairwell nobody else checks, the trash room. This checklist walks the building from the front door to the amenities, so a property manager can see exactly what each visit covers.

Site _____ Date _____ Cleaner _____

Entrance & Lobby

- [ ] Clean entrance glass and door handles
- [ ] Vacuum entrance mats and shake them out
- [ ] Dust furniture, ledges and the directory board
- [ ] Mop or vacuum the lobby floor
- [ ] Pick up litter at the entrance

Hallways & Stairwells

- [ ] Vacuum hallway carpets
- [ ] Sweep and mop stairs and landings
- [ ] Wipe handrails and door handles
- [ ] Dust baseboards, light fixtures and fire extinguisher cabinets

Elevators

- [ ] Clean the inside walls and doors
- [ ] Disinfect buttons and handrails
- [ ] Vacuum or mop the floor
- [ ] Clean the door tracks

Mailroom & Package Room

- [ ] Wipe mailbox fronts and counters
- [ ] Empty recycling and trash
- [ ] Sweep and mop the floor

Laundry Room

- [ ] Wipe washers, dryers and folding tables
- [ ] Empty lint traps left full
- [ ] Empty trash
- [ ] Sweep and mop the floor

Trash Room & Chute

- [ ] Sweep and mop the trash room floor
- [ ] Wipe chute doors and handles
- [ ] Clean up spills around bins
- [ ] Report pests, odors or overflowing bins

Gym, Clubhouse & Amenities

- [ ] Wipe and disinfect gym equipment
- [ ] Clean clubhouse tables, counters and kitchen
- [ ] Clean amenity restrooms
- [ ] Empty trash and vacuum or mop floors