



## COMPASS PROPERTY MANAGEMENT CLEANING CHECKLIST

**GENERAL APARTMENT**

ENTRY / HALL WAYS / STAIRS	KITCHEN	WINDOWS
Front Door (inside/outside)	Stove top, drip pans, under burners,	Tracks
Closets	under range top, control knobs	Sills
Flooring	Grill	Blinds/shutters
Light Fixture (if reachable)	Oven Racks, Under (if already moved)	Traverse rods
Cob Webs	Inside/outside door	Other _____
Other _____	Range vent, filters	Other _____
Other _____	Dishwasher in/out	
	Microwave in/out	<b>PATIO / BALCONY</b>
	Refrigerator/Freezer, shelves/drawers,	
<b>LIVING ROOM, DINING, OFFICE</b>	egg racks, ice trays, door/handle/top,	Sweep/vacuum
	drip pan underneath, vacuum coils/	Rails
Dust Walls & Cobwebs	motor, under (if already moved)	Light fixtures (if reachable)
Patio doors/sliders	Thermostat to LOW	Storage area, sweep
Light Fixtures (if reachable)	Breakfast bar	Dust walls/cobwebs
Heater Vents	Cabinets, shelves/drawers, handles/	Other _____
Vacuum/Edge	knobs/top, clean fronts	Other _____
Baseboards/Mop	Countertops, tile & grout	
Other _____	Breadboard	<b>MISCELLANEOUS</b>
	Lazy Susan	
	Sinks, stains, disposal, polish chrome	Fireplace
<b>BEDROOMS: QTY:</b>	Trash compactor in/out	Cobwebs walls/ceiling
	Pantry, floors, shelves, door	Baseboards
Dust walls & cobwebs	Light fixtures (if reachable)	Fingerprint wall & marks removal
Closets	Vacuum/edge	Switch & outlet plates
Doors/knobs	Baseboards/mop	Top of doors
Mirrors	Dust walls & cobwebs	Set thermostats to LOW
Shelves/Cabinets (inside & out)		Report any cracks in windows or tears in screens.
Light Fixtures (if reachable)		
Vacuum/Edge	<b>BATHROOMS: QTY:</b>	
Baseboards/Mop		<b>UPON REQUEST</b>
	Tub/Shower, tile & grout, doors, tracks	
<b>LAUNDRY / UTILITY ROOM</b>	soap dish, stains, polish chrome	Dust hot water heater
	Sink, stains, polish chrome	Dust furnace/air conditioner
Washer, around rim	Toilet, tank, bowl, seat/lid, paper holder	Other _____
Dryer, lint trap, around rim	Medicine cabinet, shelves, mirror	Other _____
Under (if already moved)	Toothbrush holder	Other _____
Shelves/Cabinets (inside and out)	Counter tops	Other _____
Counters	Closets/cabinets (inside/out)	Other _____
Sink, polish chrome	Light fixtures (if reachable)	
Light Fixtures (if reachable)	Remove cobwebs from exhaust fan	
Vacuum/Edge	Dust walls & cobwebs	<b>COMMENTS</b>
Baseboards & Mop	Vacuum/edge	
Dust walls & cobwebs	Baseboards & mop	
Other _____		