### Four Bedroom Apartment – Clean Check

**Student One:**
- Clean countertops
- Clean stovetop, backsplash & vent hood
- Clean top, inside, & outside of **left** refrigerator
- SPECIAL

**Bedroom**
- Make bed
- Remove items from floor
- Vacuum carpet - use wand for edges
- Empty trash
- SPECIAL

**Laundry & Hallway**
- Make bed
- Remove items from floor
- Vacuum carpet - use wand for edges
- Empty trash

**Student Three:**
- Clean out soap & fabric softener residue from agitator
- Clean out dryer vent
- Vacuum hallways & closets - use wand for edges & corners
- Take out trash in kitchen & both bathrooms
- SPECIAL

**Bedroom**
- Make bed
- Remove items from floor
- Vacuum carpet - use wand for edges
- Empty trash
- SPECIAL

**Student Five:**
- Clean tub & shower, front of tub, & faucet
- Clean counter, sink, faucet, & mirror
- Clean toilet inside & out, including base
- Sweep & mop floor
- SPECIAL

**Bedroom**
- Make bed
- Remove items from floor
- Vacuum carpet - use wand for edges
- Empty trash
- SPECIAL

**Student Seven:**
- Clean vanity counters, sinks, faucets, & mirror
- Sweep & mop vanity area
- SPECIAL

**Bedroom**
- Make bed
- Remove items from floor
- Vacuum carpet - use wand for edges
- Empty trash
- SPECIAL

### Office Use Only

**Check for Lights in:**
- Kitchen
- Living Room
- Hallway
- Vanities
- Bathrooms
- Bedrooms

**Also check for:**
- Loose toilet seats
- Loose drawer handles
- Mattress covers on every bed
- Loose refrigerator door handles
- Stove vent hood fan working
- Fire extinguisher at first of month

**TMA Work Orders:**

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5/2018 NCR FORMS