

Four Bedroom Apartment – Clean Check

Date: _____ Apt: _____

Kitchen 1

Student One: _____ Bed: _____

- 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

Student Three: _____ Bed: _____

- 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 _____

Bathroom - Cabinet Side

Student Five: _____ Bed: _____

- 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 _____

Vanity - Cabinet Side

Student Seven: _____ Bed: _____

- 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 _____

Kitchen 2

Student Two: _____ Bed: _____

- Clean top, inside, & outside of **right** refrigerator
 - Clean wall behind kitchen garbage
 - Wash dishes
 - Clean kitchen sink & faucet
 - Clean microwave inside & out
 - SPECIAL _____
- Bedroom**
- Make bed
 - Remove items from floor
 - Vacuum carpet - use wand for edges
 - Empty trash
 - SPECIAL _____

Living Room

Student Four: _____ Bed: _____

- Straighten living room
 - Dust TV console, end table, & coffee table
 - Vacuum living room - use wand for edges
 - Sweep & mop kitchen floor
 - SPECIAL _____
- Bedroom**
- Make bed
 - Remove items from floor
 - Vacuum carpet - use wand for edges
 - Empty trash
 - SPECIAL _____

Bathroom - Laundry Side

Student Six: _____ Bed: _____

- 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 _____

Vanity - Laundry Side

Student Eight: _____ Bed: _____

- 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
- Microwave
- Dryer
- Vent Hood
- Oven
- Refrigerators

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:
