

Alta Apartments Monthly Cleaning Check

This Apartment will be inspected on July 11th between 9AM–11AM.

Cleaning checks are typically held the second Saturday of each month. Each resident must sign up for one assigned cleaning job. **Failure to SIGN UP AND COMPLETE A JOB will result in a \$20 failure fee and a required re-check.** Failure of the re-check will result in a \$50 additional fee.

See Page 4 for Commonly Asked Questions :)

Job #1 PASS / FAIL Full Name: Bedroom: First / Middle / End Left Bed / Right Bed	Job #2 PASS / FAIL Full Name: Bedroom: First / Middle / End Left Bed / Right Bed	Job #3 PASS / FAIL Full Name: Bedroom: First / Middle / End Left Bed / Right Bed
Job #4 PASS / FAIL Full Name: Bedroom: First / Middle / End Left Bed / Right Bed	Job #5 (L. Bathroom) PASS / FAIL Full Name: Bedroom: First / Middle / End Left Bed / Right Bed	Job #6 (R. Bathroom) PASS / FAIL Full Name: Bedroom: First / Middle / End Left Bed / Right Bed
Extra emphasis (if this is not done, it will result in an automatic fail for the whole apartment)  July: Wipe Down Baseboards		

Job #1 & Bedroom

Wipe down and tidy interior and exterior of drawers and cabinets in kitchen.	Wipe down and tidy interior of pantry including shelves, floor, and doors.	Scrub kitchen sink, sink cabinet, and countertop. Shine faucet. Dishes should not be in the sink!	Clean interior and exterior of microwave. Wipe down interior and exterior of dishwasher.	Check that the smoke detector works. If it doesn't, please inform the office.
Make your bed. There should be nothing piled on your bed.	Remove all trash. Tidy belongings.	Wipe down the desk, chair, and dresser.	Vacuum or mop floor and wipe down baseboards and outlet covers.	Wash window, window track, and windowsill. Dust off the blinds.

Job #2 & Bedroom

Wipe down stovetop and control knobs on kitchen stove.	Replace aluminum foil on dripper pans. Clean the area underneath the dripper pans by lifting the stovetop.	Scrub oven racks, sides, top, and bottom. Wipe down bottom drawer of the oven.	Remove unclaimed food from the fridge and freezer. Wipe down interior and exterior of the fridge.	Make sure the oven and fridge are pulled out for inspection. Wipe down floors and walls behind them.
Make your bed. There should be nothing piled on your bed.	Remove all trash. Tidy belongings.	Wipe down the desk, chair, and dresser.	Vacuum or mop floor and wipe down baseboards and outlet covers.	Wash window, window track, and windowsill. Dust off the blinds.

Job #3 & Bedroom

Sweep and mop kitchen, hallway, and vanity floors. Wipe down baseboards & walls.	Clean off and wipe down kitchen table and chairs.	Make sure clean air return cover is free of dust.	Take out the garbage from the kitchen.	Sweep and mop up any spills in the storage room. Organize items so it looks tidy.
Make your bed. There should be nothing piled on your bed.	Remove all trash. Tidy belongings.	Wipe down the desk, chair, and dresser.	Vacuum or mop floor and wipe down baseboards and outlet covers.	Wash window, window track, and windowsill. Dust off the blinds.

Job #4 & Bedroom

Mop or vacuum living room floor and outside rug. Use the vacuum hose to clean beneath couch cushions.	Wipe down living room tables, dust off shelves, and remove excess items. Wipe down outlet covers and baseboards.	Wipe down interior and exterior of the front door, hallway door, and storage room door.	Clean living room windows and window tracks.	Tidy the balcony. Plants and patio furniture are the only items that should be on the balcony.
Make your bed. There should be nothing piled on your bed.	Remove all trash. Tidy belongings.	Wipe down the desk, chair, and dresser.	Vacuum or mop floor and wipe down baseboards and outlet covers.	Wash window, window track, and windowsill. Dust off the blinds.

Job #5 (left bath) & Bedroom

Scrub toilet bowl. Clean seat and base.	*Scrub tub and shower walls. Shine faucet, shower head, and drain cover.	Wipe down the bathroom door, floor, and baseboards.	Dust off the bathroom ceiling fan and lighting fixtures.	Wipe down the vanity counter, sink, faucet, cabinets, drawers, etc. Report leaks if necessary.
Make your bed. There should be nothing piled on your bed.	Remove all trash. Tidy belongings.	Wipe down the desk, chair, and dresser.	Vacuum or mop floor and wipe down baseboards and outlet covers.	Wash window, window track, and windowsill. Dust off the blinds.

Job #6 (right bath) & Bedroom

Scrub toilet bowl. Clean seat and base.	*Scrub tub and shower walls. Shine faucet, shower head, and drain cover.	Wipe down the bathroom door, floor, and baseboards.	Dust off the bathroom ceiling fan and lighting fixtures.	Wipe down the vanity counter, sink, faucet, cabinets, drawers, etc. Report leaks if necessary.
Make your bed. There should be nothing piled on your bed.	Remove all trash. Tidy belongings.	Wipe down the desk, chair, and dresser.	Vacuum floor and wipe down baseboards and outlet covers.	Wash window, window track, and windowsill. Dust off the blinds.

Any visible mold must be cleaned using approved cleaning products (e.g., bleach-based solutions).

Commonly Asked Questions:

Q: Do I need to be home for cleaning checks?

A: No, though it can be a plus if you are. If a task isn't completed thoroughly, staff may offer an opportunity to correct it during the check.

Q: What if I am going to be out of town?

A: We do not offer cleaning checks before or after the assigned date and time. We advise that you coordinate with your roommates to ensure the job is/remains completed! (Ensure your name is written on the job that was completed, even if in your behalf)

Q: What if some of my roommates are out of town?

A: If no one has officially checked out of your apartment (see below), you are ONLY responsible for the sign up and completion of one job. Here, only the tenants who failed to sign up and ensure their job was completed will fail.

Q: What if some of my roommates have officially checked out?

A: If fewer than 6 residents are currently living in the apartment (i.e., a roommate has officially checked out by returning key fob and removing belongings), all cleaning jobs must be completed. Remaining jobs must be distributed among current residents. Failure to complete any assigned job will result in a failed cleaning check for the entire apartment.

Q: What happens if I'm asleep, sick, or in the shower?

A: Inspections will still proceed as scheduled. If a bathroom is in use or inaccessible, that area may not be inspected and will result in a failed cleaning check.

Q: Does Alta supply cleaning supplies?

A: Currently, the office has an assortment of random cleaning supplies that you may use, including vacuums available for free check-out.