

Alta Apartments Monthly Cleaning Check

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

Cleaning checks happen the **Second Saturday** of each month. This printed packet is passed out the prior Monday to each apartment. Each tenant needs to sign up for one job. If a job is left blank, and is not completed, the charge will go to the tenant(s) who didn't sign up, or the entire apartment (if less than 6 people in the apartment).

Residents DO NOT need to be home during cleaning checks, though it can be a plus if you are. If a task isn't completed thoroughly, inspectors may offer an opportunity to correct it during the check.

<p>Job #1</p> <p>PASS / FAIL</p> <p>Full Name: Bedroom: First / Middle / End Left Bed / Right Bed</p>	<p>Job #2</p> <p>PASS / FAIL</p> <p>Full Name: Bedroom: First / Middle / End Left Bed / Right Bed</p>
<p>Job #3</p> <p>PASS / FAIL</p> <p>Full Name: Bedroom: First / Middle / End Left Bed / Right Bed</p>	<p>Job #4</p> <p>PASS / FAIL</p> <p>Full Name: Bedroom: First / Middle / End Left Bed / Right Bed</p>
<p>Job #5 (Left Bathroom)</p> <p>PASS / FAIL</p> <p>Full Name: Bedroom: First / Middle / End Left Bed / Right Bed</p>	<p>Job #6 (Right Bathroom)</p> <p>PASS / FAIL</p> <p>Full Name: Bedroom: First / Middle / End Left Bed / Right Bed</p>
<p>★ Extra emphasis (if this is not done, each roommate will be charged \$20): Please make sure the front door is wiped down inside and outside.</p>	

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! Check under sink for leaks.	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 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 food from the fridge and freezer that doesn't belong to a tenant. 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 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 and 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 floor and wipe down baseboards and outlet covers.	Wash window, window track, and windowsill. Dust off the blinds.

Job #4 & Bedroom

Vacuum living room carpet and outside rug. Use the vacuum hose to clean beneath couch cushions.	Wipe down living room tables and dust off shelves. Make sure items look tidy. 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 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. Check for leaks and report 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.

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. Check for leaks and report 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.

***If there is mold, that is something YOU will need to clean. Use bleach.**

Q: What happens if I fail a cleaning check?

A: You will be charged \$20 for failing, and you will need to still complete your job. An inspector will leave a failed slip. The office will reach out to reschedule a check for the failed job (usually the following Mon. or Tues.). If the recheck is failed, an additional \$50 will be charged to your account.

Q: I work a night shift. What if I am sleeping during cleaning checks? Or sick?

A: You may stay in bed, but inspectors will still need to come into your room and most likely need to turn on lights, regardless of your circumstances. Your jobs should still be completed.

Q: What if someone is in the shower during cleaning checks?

A: The bathroom job will fail. Please don't be in the shower during cleaning checks!

Q: Does Alta supply vacuums?

A: We are no longer providing vacuums. However, we do have vacuums available to check out (no charge) in the office for up to 1 hour at a time. This must be done during office hours.

Q: Does Alta supply cleaning supplies?

A: Currently, the office has an assortment of random cleaning supplies that you may use. We also may have tips on how to clean certain items in the apartments. If you are unsure what to use to clean, email or ask the office.