


Alta Apartments Monthly Cleaning Check

This Apartment will be inspected on Feb 15th between 9-11 AM.

(At least one roommate must be present at the apartment for this inspection. If no one is home or you fail to answer the door, the entire apartment will fail.)

Each roommate must sign up for a job, and each job must be done regardless of the number of tenants in an apartment. Please write your first and last name, and circle your bedroom and bed. Inspectors will mark Pass or Fail after the check. Details for each job are on the next page. A cleaning check FAQ is on the back of this packet.

<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.</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.**

*** Lightbulbs that aren't in the kitchen or vanity are YOUR responsibility**

FAQ

Q: What if the whole apartment will be gone for cleaning checks?

A: One of you will need to contact the office before the day of cleaning checks informing us that no one will be home, and give us permission to enter your apartment.

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 with a specified date and time to recheck your apartment. If this is failed, an additional \$50 will be charged to your account. You or a roommate will need to be present for rechecks.

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 there are less than 6 people in our apartment?

A: Each Job must be done regardless of the number of people in your apartment.

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.