

# GENERAL MAINTENANCE CHECKLIST

## All Rooms & Hallways:

- Cobweb windowsills, blinds, ceiling fans & light fixtures
- Cobweb baseboards, door frames, & chair rails
- Dust exterior of all surfaces
- Wet wipe the exterior of radiators
- Vac furniture (under cushions, too)
- Vacuum under furniture (beds, light sofas, futons; etc)
- Make beds & pick up; fold blankets & fluff pillows
- Clean electrical covers & light switches
- Vacuum floors and carpets
- Vacuum closet floors where accessible

## Kitchen:

- Clean exterior of all appliances (including drip pans, knobs on stove, vent hoods, water dispenser & inside of fridge door)
- Wet wipe tops, sides & bottoms of items on counters

- Clean sinks, stoppers, drain openings, countertops and backsplashes
- Polish chrome fixtures
- Clean exterior of cabinets, handles, and drawers
- Clean inside and outside surface of microwave
- Vacuum/wash floor

### Bathrooms:

- Clean and disinfect; sinks, shower & shower head, tubs, toilets, rim, base, floor behind toilet & mirrors
- Clean shower doors & seals around the door
- Clean countertops, backsplashes, exterior of cabinets & drawers/handles
- Polish chrome fixtures
- Vacuum/wash floor