

Cleaning Checklist - Inside Townhouse

University Village	Apt. #
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- Before you begin:**
- ✓ Complete the custodial information to the right.
 - ✓ Clean only those items that are checked below.
 - ✓ Return this form to the manager after all of the checked items are cleaned.

For custodial use only

Number of Students
Time In
Time Out
Date Cleaned

- Vacuum and clean all carpet in the apartment

Living Room / Hallway

<input type="checkbox"/>	Entryway (Outside & Inside)
<input type="checkbox"/>	Vent Cover (by front door)
<input type="checkbox"/>	Light Switch & Outlet Cover Plates
<input type="checkbox"/>	Carpet
<input type="checkbox"/>	Windows / Tracks / Sills

<input type="checkbox"/>	Blinds
<input type="checkbox"/>	Fire Alarm (on the wall)
<input type="checkbox"/>	Carpet Baseboard (Covebase)
<input type="checkbox"/>	Walls
<input type="checkbox"/>	Fire Extinguisher

Downstairs Bathroom

<input type="checkbox"/>	Sink & Faucet
<input type="checkbox"/>	Medicine Cabinet / Vanity
<input type="checkbox"/>	Toilet
<input type="checkbox"/>	Floor / Baseboard
<input type="checkbox"/>	Towel Rack / Toilet Paper Holder

<input type="checkbox"/>	Light Switch & Outlet Cover Plates
<input type="checkbox"/>	Door
<input type="checkbox"/>	Walls
<input type="checkbox"/>	Fan / Light
<input type="checkbox"/>	

Continue checklist on back.

Laundry

<input type="checkbox"/>	Floor / Baseboards
<input type="checkbox"/>	Walls
<input type="checkbox"/>	Shelving
<input type="checkbox"/>	Doors

<input type="checkbox"/>	Light
<input type="checkbox"/>	Dryer Vent
<input type="checkbox"/>	Water Hookups
<input type="checkbox"/>	Valve Box (the outside of it)

Kitchen

<input type="checkbox"/>	Floor / Baseboards
<input type="checkbox"/>	Refrigerator Countertops & Backsplash
<input type="checkbox"/>	Stove Top
<input type="checkbox"/>	Stove Hood/ Fan/ Light Cover
<input type="checkbox"/>	Stove Drip Pans
<input type="checkbox"/>	Oven & Drawer
<input type="checkbox"/>	Sink
<input type="checkbox"/>	Pantry: Floor / Door

<input type="checkbox"/>	Dishwasher
<input type="checkbox"/>	Cabinets & Drawers
<input type="checkbox"/>	Windows / Tracks / Sills
<input type="checkbox"/>	Blinds
<input type="checkbox"/>	Walls / Light Switch / Outlet Cover Plates
<input type="checkbox"/>	Light Fixtures
<input type="checkbox"/>	Vent Cover
<input type="checkbox"/>	Pantry: Shelving / Walls

Upstairs Bathroom

<input type="checkbox"/>	Sink & Faucet
<input type="checkbox"/>	Medicine Cabinet / Vanity
<input type="checkbox"/>	Cabinets (under sink)
<input type="checkbox"/>	Toilet
<input type="checkbox"/>	Floor / Baseboard
<input type="checkbox"/>	Shower / Bathtub

<input type="checkbox"/>	Bath Faucet / Shower Head / Curtain Rod
<input type="checkbox"/>	Fan
<input type="checkbox"/>	Light Switch & Outlet Cover Plates
<input type="checkbox"/>	Door
<input type="checkbox"/>	Walls
<input type="checkbox"/>	Towel Rack /Paper Towel Holder

Continue checklist on back.

Upstairs Hallway

<input type="checkbox"/>	Walls / Carpet
<input type="checkbox"/>	Coat Closet: Shelving / Walls
<input type="checkbox"/>	Coat Closet: Floor / Door / Light Fixture
<input type="checkbox"/>	Hallway Doorbell Box

<input type="checkbox"/>	Linen Closet: Shelving / Walls
<input type="checkbox"/>	Linen Closet: Floor / Door / Light Fixture
<input type="checkbox"/>	Internet Array (if applicable)
<input type="checkbox"/>	

Master Bedroom

<input type="checkbox"/>	Carpet / Walls / Vent Cover
<input type="checkbox"/>	Closet Doors / Bedroom Door
<input type="checkbox"/>	Closet Interior
<input type="checkbox"/>	Window / Tracks / Sills
<input type="checkbox"/>	Blinds
<input type="checkbox"/>	Light Switch & Outlet Cover Plates

2nd Bedroom

<input type="checkbox"/>	Carpet / Walls / Vent Cover
<input type="checkbox"/>	Closet Doors / Bedroom Door
<input type="checkbox"/>	Closet Interior
<input type="checkbox"/>	Window / Tracks / Sills
<input type="checkbox"/>	Blinds
<input type="checkbox"/>	Light Switch & Outlet Cover Plates