

Condo Common Area Cleaning Checklist

The resident path from the front door to the unit door, scored area by area

Site _____ Date _____ Inspector _____

Front Entry and Vestibule

	Pass	Fail	N/A
Exterior door glass clean on both faces with no smears at hand height	☐	☐	☐
Door hardware, push plates and kick plates polished, no dulling film	☐	☐	☐
Vestibule mat lifted and the floor beneath cleaned, not just vacuumed on top	☐	☐	☐
Grit removed from door tracks and the threshold channel	☐	☐	☐
Buzzer panel, camera lens and keypad wiped, digits readable	☐	☐	☐
Ceiling corners and light fixtures free of cobwebs and insect debris	☐	☐	☐
No salt residue or tracked-in staining on the entry floor in winter months	☐	☐	☐

Lobby and Seating Areas

	Pass	Fail	N/A
Hard floor damp-mopped to the wall line with no haze under overhead lighting	☐	☐	☐
Baseboards free of mop splash and vacuum scuffing	☐	☐	☐
Feature wall, art frames and mirrors clean with no streaking off axis	☐	☐	☐
Seating wiped including arms, backs, undersides and legs	☐	☐	☐
Side tables, ledges and window sills dusted, glass tops fingerprint-free	☐	☐	☐
Planters clean, no dead leaves or debris in the soil surface	☐	☐	☐
Waste receptacle emptied, liner fitted neatly, exterior wiped	☐	☐	☐
Air quality neutral, no lingering chemical or musty odour	☐	☐	☐

Mail, Parcel and Package Room

	Pass	Fail	N/A
Mailbox faces wiped, no dust ledge along the top of the bank	☐	☐	☐
Floor vacuumed or mopped including under the mail bank and the sorting counter	☐	☐	☐

Discarded flyers and packaging cleared, recycling bin emptied	☐	☐	☐
Parcel shelving wiped and free of loose tape and label backing	☐	☐	☐
Parcel locker screens and touch panels cleaned and functional	☐	☐	☐
Counter surface clear, no accumulated abandoned items	☐	☐	☐

Elevators and Elevator Lobbies

	Pass	Fail	N/A
Cab floor cleaned to the door line, corners free of grit	☐	☐	☐
Door tracks vacuumed out, no debris blocking the channel	☐	☐	☐
Stainless panels and doors polished with the grain, no cloudy patches	☐	☐	☐
Buttons, braille plates and handrails cleaned as touchpoints, not just dusted	☐	☐	☐
Cab ceiling, vent grille and light diffuser free of dust	☐	☐	☐
Cab mirror streak-free when viewed from the entry angle	☐	☐	☐
Elevator lobby on every floor vacuumed, call panel and surround clean	☐	☐	☐

Residential Corridors and Stairwells

	Pass	Fail	N/A
Carpet vacuumed edge to edge including tight against unit doors	☐	☐	☐
Carpet edges and corners free of the lint line a vacuum head cannot reach	☐	☐	☐
Unit doors, frames, numbers and peepholes free of dust and marks	☐	☐	☐
Corridor walls spot-cleaned at cart, stroller and handrail height	☐	☐	☐
Corridor lighting lenses and sprinkler escutcheons free of dust	☐	☐	☐
Stairwell treads and landings swept, corners clear of debris	☐	☐	☐
Stairwell handrails wiped along the top and the underside	☐	☐	☐
No resident items, mats or shoes left in the corridor without being reported	☐	☐	☐

Amenity Rooms

	Pass	Fail	N/A
Gym equipment touchpoints, handles and screens wiped, sanitising wipes stocked	☐	☐	☐
Gym floor cleaned including under and behind equipment where accessible	☐	☐	☐

Gym mirrors checked at a 45 degree angle for hand marks and haze	☐	☐	☐
Party or lounge room reset to the standard layout, surfaces cleared and wiped	☐	☐	☐
Amenity kitchen counters, sink and appliance fronts clean, fridge free of abandoned food	☐	☐	☐
Amenity washrooms stocked and cleaned to full restroom standard	☐	☐	☐
Guest suite turned over as contracted, no previous occupant traces	☐	☐	☐
Roof deck or terrace furniture wiped and set upright, deck swept and drains clear	☐	☐	☐

Trash Rooms and Chute Areas

	Pass	Fail	N/A
Chute intake door, handle and surrounding wall cleaned on every floor	☐	☐	☐
Trash room floor washed, no residue or leachate under the bins	☐	☐	☐
Bins wiped, lids closed, returned to marked positions	☐	☐	☐
Recycling and organics signage clean, current and visible	☐	☐	☐
Floor drain flushed with clean water, no odour at the door line	☐	☐	☐
Overflow reported to management rather than redistributed	☐	☐	☐

General checks (site-wide)

	Pass	Fail	N/A
Every floor of the building visited, not only the floors near the elevator core	☐	☐	☐
Burned-out lighting, damage and graffiti reported with the floor and location noted	☐	☐	☐
Previous deficiencies verified as fixed before the new inspection is scored	☐	☐	☐
Service log initialled with date and time on completion	☐	☐	☐
Janitor closet left tidy, chemicals labelled, mop heads hung to dry	☐	☐	☐
No wet floor left without signage	☐	☐	☐

Suggested frequency

Daily	Entry glass, lobby floor, elevator cabs, mail room, trash room floor, waste removal
Weekly	Full corridor vacuum on every floor, stairwells, amenity rooms, chute intake doors
Monthly	High dusting, corridor spot-cleaning pass, elevator track detail, roof deck and terrace
Quarterly	Corridor and lobby carpet extraction, light diffuser cleaning, hard floor restoration where scheduled

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