

Strata Cleaning Checklist

A common property inspection for strata councils and property managers: interior, parkade, garbage room and exterior

Site _____ Date _____ Inspector _____

Entrance, Lobby and Concierge

	Pass	Fail	N/A
Entry glass and door frames free of hand marks on both faces, including the push plate	☐	☐	☐
Entry mats lifted, underside and floor beneath cleaned, mats laid flat with no curled edge	☐	☐	☐
Lobby floor clean to the wall line and under seating, no mop splash on baseboards	☐	☐	☐
Directory board, buzzer panel and keypad wiped and legible	☐	☐	☐
Concierge or reception counter cleared, dusted, no product residue	☐	☐	☐
Lobby furniture, planters and ledges dusted, including undersides and legs	☐	☐	☐
Light fixtures and ceiling vents free of visible dust and cobwebs	☐	☐	☐
Posted notices current, bylaw and fire signage clean and unobstructed	☐	☐	☐

Corridors, Stairwells and Elevators

	Pass	Fail	N/A
Corridor carpet vacuumed edge to edge, including against unit doors and along baseboards	☐	☐	☐
Unit door frames, numbers and hardware free of dust and marks	☐	☐	☐
Corridor walls spot-cleaned at handrail and cart height	☐	☐	☐
Elevator cab floor, tracks and door channels free of grit and debris	☐	☐	☐
Elevator interior panels, buttons and mirrors polished with no streaking at eye level	☐	☐	☐
Elevator lobby call buttons and surrounding wall clean	☐	☐	☐
Stairwell treads, nosings and landings swept, no debris in corners	☐	☐	☐
Stairwell handrails wiped full length, no dust on the underside	☐	☐	☐
Exit doors, panic hardware and thresholds clean and clear	☐	☐	☐

Parkade and Vehicle Areas

	Pass	Fail	N/A
Parkade floor swept in drive lanes and stalls, no accumulated grit at the perimeter	☐	☐	☐
Oil and fluid spots addressed or logged with location for degreasing	☐	☐	☐
Parkade stairwell and elevator lobby cleaned to the same standard as the residential floors	☐	☐	☐
Drains clear of debris, trench grates seated and free of build-up	☐	☐	☐
Bike room floor swept, no cobwebs in racks or corners	☐	☐	☐
Storage locker corridors swept, no dumped items left unreported	☐	☐	☐
Loading bay and visitor stalls free of litter and cardboard	☐	☐	☐
Parkade signage, mirrors and lighting lenses wiped and readable	☐	☐	☐
Cobwebs cleared from pipes, sprinkler lines and overhead structure	☐	☐	☐

Garbage, Recycling and Service Rooms

	Pass	Fail	N/A
Garbage room floor washed, no leachate pooling under bins	☐	☐	☐
Bin exteriors and lids wiped, bins returned to their marked positions	☐	☐	☐
Chute intake doors and surrounding wall cleaned on every floor served	☐	☐	☐
Recycling stream signage clean, correct and visible above each bin	☐	☐	☐
Overflow and improperly sorted material reported, not simply relocated	☐	☐	☐
No odour at the door line, floor drain flushed with clean water	☐	☐	☐
Cardboard flattened or staged as the contract requires	☐	☐	☐
Service room and janitor closet organised, chemicals labelled and lidded	☐	☐	☐
Mop sink clean, mop heads hung to dry, no standing dirty water	☐	☐	☐

Amenity and Shared Rooms

	Pass	Fail	N/A
Gym floor cleaned, equipment touchpoints and screens wiped, wipe dispenser stocked	☐	☐	☐
Gym mirrors streak-free when checked at an angle, no chalk or hand marks	☐	☐	☐
Party or meeting room reset to its standard layout after use	☐	☐	☐

Guest suite and washroom cleaned to turnover standard, linens as contracted	☐	☐	☐
Mail and parcel room floor clear, no discarded packaging left overnight	☐	☐	☐
Amenity washrooms fully stocked, fixtures and floors to restroom standard	☐	☐	☐
Pool or spa deck surrounds swept and free of standing water where in scope	☐	☐	☐
Shared laundry lint traps cleared, machine tops and folding surfaces wiped	☐	☐	☐

Exterior Common Property

	Pass	Fail	N/A
Entry approach, walkway and stair swept, no litter in landscape beds at the entry	☐	☐	☐
Exterior glass and entry canopy free of cobwebs and bird soiling	☐	☐	☐
Ash and butt receptacles emptied, surrounding pavement clear	☐	☐	☐
Patio, courtyard and amenity deck furniture wiped and set upright	☐	☐	☐
Exterior lighting lenses and address numbers clean and readable	☐	☐	☐
Garbage enclosure and gate area free of loose material	☐	☐	☐
Drains and catch basins at the entry clear of leaves and debris	☐	☐	☐

General checks (site-wide)

	Pass	Fail	N/A
Service recorded with date, time and the name of the person on site	☐	☐	☐
Building damage, leaks, burned-out lighting and vandalism reported to the property manager the same visit	☐	☐	☐
Previous inspection deficiencies verified as fixed before new items are logged	☐	☐	☐
Access keys, fobs and codes accounted for at the end of the visit	☐	☐	☐
Equipment stored correctly and closets left secure	☐	☐	☐
No cleaning chemical left unattended in any common area	☐	☐	☐

Suggested frequency

Daily	Lobby, entry glass, elevator cabs, garbage room floor, litter pick on the entry approach
Weekly	Full corridor vacuum, stairwells, amenity rooms, parkade stairwell and elevator lobbies, bin wash-down
Monthly	Parkade sweep, storage and bike room, high dusting, exterior furniture and enclosure detail

Quarterly

Corridor carpet extraction, light fixture and vent cleaning, drain flushing, full exterior common property detail

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