

Cleaning Log

Daily Cleaning Activity Log		
Date:		
Multi-Tenant Houses Address:		
<p>Daily</p> <p><input type="checkbox"/> Housekeeping routine</p> <ul style="list-style-type: none"> • Lobby and entrances • Hallways, corridors and stairwells • Laundry rooms • Common area washrooms • Common area kitchen • Other common areas • Lights • Windows • Exterior of property <p><input type="checkbox"/> Property walks</p> <p><input type="checkbox"/> Parking area</p> <p><input type="checkbox"/> Yards inspection</p> <p><input type="checkbox"/> Balconies</p> <p><input type="checkbox"/> Porches</p> <p><input type="checkbox"/> Patios</p>	<p>Weekly</p> <p><input type="checkbox"/> Weekly cleaning routine</p> <ul style="list-style-type: none"> • Hallways, corridors and stairwells • Laundry rooms • Common area washrooms • Common area kitchen • Other common areas • Windows • Exterior of property <p><input type="checkbox"/> Preventative maintenance</p>	<p>Monthly/Seasonal</p> <p><input type="checkbox"/> Monthly cleaning routine</p> <ul style="list-style-type: none"> • Lobby and entrances • Hallways, corridors and stairwells • Lights • Windows • Exterior of property • Pest management • Maintenance of fences <p><input type="checkbox"/> Health and safety inspection</p> <p><input type="checkbox"/> Salt walks</p> <p><input type="checkbox"/> Snow removal</p> <p><input type="checkbox"/> Other</p>
Unscheduled cleaning activity or emergency clean up:		
Notes:		