Indoor and Outdoor Property Management Plan

**Daily**

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| Entrances | Hallways, Corridors, and Stairwells | | Elevators (if applicable) |
| * Remove, separate, and dispose of all garbage and recyclables in designated containers * Change garbage bags and clean garbage containers * Vacuum and spot-clean all carpets, mats, and runners * Clean all accessible windows and mirrors * Clean fire alarms * Sweep and wet mop all tiled floors, using clean water with sanitizer * Dust furniture, railings, fixtures, ledges, doors, and frames * Clean mailbox area * Check and replace any burnt-out light bulbs * Report any damages to Operator | * Inspect all stairwells, hallways, and corridors and remove, separate, and dispose of all garbage and recyclables in designated containers * Remove and dispose of any bulk waste * Sweep, vacuum, and wet mop area in front of elevators using clean water with sanitizer * Spot-clean baseboards * Spot-clean exit doors, walls, stairs, and carpets * Remove cobwebs * Report any damages to Operator | | * Remove, separate, and dispose of all garbage and recyclables in designated containers * Wipe and clean doors, walls, mirrors, rails, etc. * Clean and vacuum vents and first floor elevator tracks * Vacuum rugs, mats, and floors * Sweep, wet mop, spray, and buff tiled floors, using clean water with sanitizer * Remove cobwebs * Check ceiling lights and report any burnt-out bulbs to Operator * Report any damage to Operator |
| Laundry Room | **Common Area Kitchens** | | Common Area Washrooms |
| * Remove, separate, and dispose of all garbage and recyclables in designated containers * Change garbage bags and wipe down receptacles * Check and clean dryer lint traps, grills, etc. * Remove cobwebs * Spot-clean machines and walls * Sweep and wet mop floors, using clean water with sanitizer * Inspect washers and dryers for damage * Report any damage to Operator | * Remove, separate, and dispose of all garbage and recyclables in designated containers * Change garbage bags and wipe down receptacles * Check and clean appliances * Check and clean sinks * Clean countertops * Remove cobwebs * Spot-clean appliances and walls * Sweep and wet mop floors, using clean water with sanitizer * Inspect appliances for damage * Report any damage to Operator | | * Sweep and wet mop floors, using clean water with sanitizer * Clean and disinfect fixtures * Clean mirrors * Change garbage bags, wipe down and wash garbage cans (as needed) * Clean and dust paper dispensers * Refill paper products * Report any damage to Operator |
| Pest Management | **Garbage Area** | | Lights |
| * Inspect dwelling units and all common areas for infestation (including kitchen, laundry rooms, hallways, etc.) * Report any damage and infestations to Operator | * Remove and dispose of any and all bulk waste * Clean, wash down, and disinfect garbage bins * Remove cobwebs * Sweep and wet mop floors, using clean water with sanitizer * Report any damage to Operator | | * Check all building light fixtures (interior and exterior) * Report burnt-out light bulbs or damaged fixtures to Operator |
| Other Common Rooms | | Exterior of Property | |
| * Remove, separate, and dispose of all garbage and recyclables in designated containers * Sweep floors * Wet mop floors, using clean water with sanitizer * Change garbage bags, wipe down, and wash garbage cans (as needed) * Remove cobwebs * Report any damage to Operator | | * Remove garbage and recyclables from building grounds * Undertake snow and ice removal and perimeter salting (as needed) * Check and change bags in garbage containers * Check for any leaks, damage, and other hazardous conditions and take appropriate action to address the hazard(s) * Report all damage (including graffiti) and hazardous conditions to Operator | |

**Weekly**

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| Hallways, Corridors, and Stairwells | Elevators (if applicable | | Laundry Rooms |
| * Sweep or vacuum and wet mop all hallways and corridors (as well as stairwells, if needed) | * Vacuum elevator tracks on all floors | | * Clean all machines, walls, and countertops * Sweep and wet mop floors |
| Common Area Washrooms | **Garbage Area** | | Common Area Kitchens |
| * Wipe down doors and frames | * Spray disinfecting solution inside of chute door/flap and scrape off all food and debris | | * Clean and check appliances * Clean sink and countertops * Remove cobwebs * Sweep and wet mop floors |
| Other Common Rooms | | Exterior of Property | |
| * Clean windows, ceiling fans, and vents * Sanitize equipment, including furniture | | * Clean balconies, patios, and porches | |

**Monthly**

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| --- | --- |
| Entrance | Hallways, Corridors, and Stairwells |
| * Wash all garbage containers * Spray and buff tiled floors * Vacuum and wipe grilles, vents, etc. | * Clean air circulation vents * Dust all fixtures, grilles, and ledges * Clean fire hose cabinets (inside and outside), bell, and pull stations * Sweep and wet mop stairwells * Wipe and clean exit doors and frames * Clean hose cabinets |
| Lights | Exterior of Property |
| * Remove and clean shades on all lights | * Wash and disinfect emptied garbage bins * Maintenance of fences |
| Pest Management | |
| * Inspect all common areas for infestation (including kitchen, laundry rooms, hallways, etc.) | |