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
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| 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
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| 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
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| 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
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**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
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| 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
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| Other Common Rooms | Exterior of Property |
| * Clean windows, ceiling fans, and vents
* Sanitize equipment, including furniture
 | * Clean balconies, patios, and porches
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**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
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| Lights | Exterior of Property |
| * Remove and clean shades on all lights
 | * Wash and disinfect emptied garbage bins
* Maintenance of fences
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| Pest Management |
| * Inspect all common areas for infestation (including kitchen, laundry rooms, hallways, etc.)
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