

## WEEKLY CLEANING – CHECK LIST

Fill out the check list and drop it in the caretaker's mailbox after that

| TASK  | DONE |
|---|------|
| <b>COMMON ROOM</b>  |      |
| Wipe off fridge, stove and microwave  |      |
| Wipe off tables, chairs, bar and lamps  |      |
| Remove spiderwebs   |      |
| Wash towels and cloths – along with the stuff from the basket in the closet in the washing room |      |
| Vacuum and wash the floors  |      |
| Change the rubbish bag  |      |
| <b>BASEMENT CORRIDOR AND BATHROOM</b>   |      |
| Vacuum clean and wash the floors  |      |
| Clean toilet sink and mirror  |      |
| Replace and wash the towel  |      |
| Replace the bag in the waste bin  |      |
| <b>WASHING AND DRYING ROOM</b>  |      |
| Vacuum floors and remove spiderwebs   |      |
| Wash the floor in the washing room  |      |
| Wipe off machines, the table and freezer  |      |
| Replace the bag in the waste bin  |      |
| <b>STAIRCASE</b>  |      |
| Sweep the stairs, remove spiderwebs and wipe off the handrail                                   |      |

Date and week no.: \_\_\_\_\_

Apartment no.: \_\_\_\_\_

Signature(s): \_\_\_\_\_