



Body Corporate Cleaning Task Checklist

- Empty the bins (on each level)
- Refer to amenities cleaning checklist to see how toilets are cleaned
- Wipe clean outside of letterboxes
- Wipe clean entrance/exit doors and handles
- Wipe clean handrails (including the underside)
- Wipe clean stairwells
- Wipe clean walls that have dirty marks
- Wipe clean lift buttons and controllers
- Polish stainless steel lift doors
- Wipe clean outside of fire cupboards
- Detail vacuum all floors on each level



Body Corporate Cleaning Task Checklist

- Mop all floors on each level

In common area gyms and pools:

- Empty the bins
- Vacuum and mop the floors
- Wipe clean dirty marks on walls
- Wipe clean the main door and handle
- Wipe clean glass mirrors
- Dust windowsills and skirting boards
- Wipe equipment down (only if requested)
- Wipe clean the pool fence (typically glass)
- Mop the tiled area around the pool