



## Common Area Cleaning Task Checklist

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- Empty the common area bins and pick up any loose rubbish off the floor
- Refer to amenities cleaning checklist to see how toilets are cleaned
- 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 common area floors



## Common Area Cleaning Task Checklist

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- Mop all common area floors

Monthly tasks done by the cleaner:

- Checking inside of fire cupboards
- Checking and cleaning fire stairs
- Thorough blow of car parks
- Litter picking gardens
- Emptying smoker area ashtrays