Housekeeping Checklist

**Bathrooms**
- Clean Toilet
- Scrub Bathtub/Shower
- Clean Sink and Counters
- Pick up Clutter
- Take out Trash
- Clean and Sanitize Floors

**Kitchen**
- Wash dirty dishes and put away
- Scrub Sink
- Clean Counters and Table
- Clean Range, Oven, Refrigerator, and Microwave
- Take out Trash
- Clean and Sanitize Floors

**Living Room**
- Pick up Clutter
- Dust
- Vacuum Carpet
  - Or
- Clean and Sanitize Floors
- Take out Trash

**Bedrooms**
- Pick up Clutter
- Wash all dirty laundry and put away
- Dust
- Vacuum Carpet
  - Or
- Clean and Sanitize Floors
- Take out Trash

Report all maintenance issues in writing to office/landlord Immediately!