

SAMPLE YEARLY MAINTENANCE

DAILY

- Clean bathroom toilets, sinks, counters, and floors.
- Straighten furniture in common areas.
- Sweep floors in common areas.
- Sweep and mop dining room and kitchen.
- Pick up trash in common areas and outside grounds.
- Re-stock paper items, soap, and cleaning supplies as needed.

WEEKLY

- Clean windows.
- Sweep and mop all hard floors.
- Scrub shower walls and floors.
- Dust furniture, fixtures, and trophies.
- Mow lawn, trim shrubs, rake leaves as needed.
- Clean dumpster area.
- Replace burned out lights.
- Clean parking area.

MONTHLY

- Clean air filters in heating and cooling systems.
- Wax hard floors.
- Steam clean carpets.
- Trim hedges and landscape.

SEASONAL — SPRING

- Fertilize lawn.
- Administer insect and weed control.
- Service cooling systems.
- Clean attic.
- Clean drapes.
- Paint exterior.

SEASONAL — FALL

- Service heating systems.
- Sweep fireplace chimney.
- Fill fuel tank.
- Clean gutters.
- Check door and window seals.