
Apartment Housekeeping Checklist

General Information

- **Date:** [Insert Date]
- **Apartment Number:** [Insert Apartment Number]
- **Resident Name:** [Insert Name]
- **Housekeeper Name:** [Insert Name]

Checklist Categories

1. Living Room

- Dust furniture and electronics
- Vacuum or mop floors
- Clean windows and curtains
- Remove trash and replace liners

2. Kitchen

- Wipe countertops and cabinets
- Clean appliances (oven, refrigerator, microwave, etc.)
- Empty trash bins and sanitize
- Mop or sweep floors

3. Bathroom

- Clean and disinfect toilet and sink
- Wash and replace towels
- Clean mirrors and tiles

- Mop bathroom floor

4. Bedroom

- Make beds and replace linens
- Dust furniture and lamps
- Vacuum carpets or sweep floors
- Organize wardrobe and shelves

Additional Notes

[Insert any additional notes or instructions here]

Signatures

- **Completed by:** _____ **Date:** _____
- **Resident Approval:** _____ **Date:** _____