

 Walk through your building's common areas and check each item handled by your current cleaning setup. Score yourself at the bottom.

 **LOBBY & ENTRANCES** 7

- Lobby floors swept, mopped, and spot-cleaned
- Glass entrance doors and sidelights streak-free
- Directory boards, mailboxes, intercom panels wiped
- Entry mats vacuumed and maintained
- Lobby furniture and decor dusted
- Boot trays emptied (seasonal)
- Interior windows and glass partitions cleaned

 **AMENITY ROOMS & WASHROOMS** 6

- Gym and fitness equipment surfaces cleaned
- Party room, lounge, and kitchen surfaces wiped
- Common washrooms fully disinfected
- Soap, paper towel, and toilet paper restocked
- Amenity room floors mopped
- Pet wash stations cleaned where applicable

 **HALLWAYS, STAIRWELLS & ELEVATORS** 6

- Hallway floors vacuumed or mopped on all levels
- Stairwell landings and treads swept and mopped
- Stairwell handrails disinfected
- Elevator cab floors, walls, and mirrors clean
- Elevator buttons disinfected on all floors
- Baseboards and light fixtures dusted

 **GARBAGE, RECYCLING & SERVICE** 6

- Garbage room floors swept and degreased
- Bin enclosures wiped and sanitized
- Odour-control treatment applied
- Recycling sorting areas tidied
- Mail room surfaces and floors spot-cleaned
- Laundry room surfaces and floors cleaned

Score: / 25

21-25 Excellent

15-20 Solid, a few gaps

<15 Needs attention

WHAT WELL-MANAGED BUILDINGS DO DIFFERENTLY

1 Documented checklists

Every visit follows a written scope. Nothing gets skipped, even with a new team member.

2 Same team every time

Consistent cleaners know the layout, the access points, and which areas get the most traffic.

3 Calgary seasonal adjustments

Winter salt management, boot trays, and post-winter deep cleans keep lobbies protected.

4 Common areas as retention

Clean lobbies, elevators, and hallways reduce complaints and support lease renewals.

Notes:
