



## **Strata Cleaning Checklist**

These items are completed on every service although some may be rotated as needed:

### **Foyers**

- Glass doors cleaned
- Fittings and furniture dusted
- Windowsills and Skirting boards dusted
- Light switches cleaned
- Cobwebs removed
- Wall marks cleaned
- Vacuum and mop floors

### **Internal Common Areas**

- Picture frames dusted
- Windowsills and Skirting boards dusted
- Banisters wiped clean
- Light switches cleaned
- Cobwebs removed
- Wall marks cleaned
- Sweep fire stairs as needed
- Vacuum and mop floors

### **External Common Areas**

- Pathways and driveways swept/ blown
- Mailboxes cleaned
- Any loose rubbish removed
- Take out/ in rubbish bins

Let us know if you'd like anything else as we are happy to customise your cleaning needs.