

- ❑ **GENERAL** - Area should be free of offensive odors and have a fresh clean scent.
- ❑ **CEILINGS** - Should be free of dust, cobwebs, marks, and stains and free of all foreign matter.
- ❑ **CHROME/STAINLESS STEEL** - Should be disinfected, have a clean and even look, free of dust, dirt, foreign matter and any marks or hard water stains.
- ❑ **DISPENSERS** - Should be operational and in good repair, disinfected, free of fingerprints, smudges, streaks, dust, dirt, foreign matter and any marks or stains.
- ❑ **DOORS & WINDOWS** - Should be operational and in good repair, free of tape, dust, dirt, smudges, fingerprints, and any marks or stains.
- ❑ **EXHAUST & AIR VENTS** - Should be operational and in good repair, free of dust, dirt, foreign matter and any marks or stains.
- ❑ **FLOORS** - Should not be sticky and free of dust, dirt and debris; floors and grout should have a clean and uniform appearance throughout.
- ❑ **FLOOR DRAINS** - Should be free of dirt, operational and odor free.
- ❑ **LIGHT FIXTURES** - Bulbs should be operational and fixtures in good repair; lens covers should be free of dust, dirt, foreign matter and any marks or stains.
- ❑ **MIRRORS** - Should be in good repair, free of dust, smudges, fingerprints, and streaks.
- ❑ **PORCELAIN** - Should be in good repair, disinfected, free of dust, dirt, foreign matter, hard water deposits and any marks or stains.
- ❑ **SINKS** - Should be operational and in good repair, disinfected, free of dust, dirt, foreign matter or hard water stains (replace aerators as needed).
- ❑ **SWITCH PLATES & DOORKNOBS** - Should be operational and in good repair, disinfected, free of dust, dirt, foreign matter, tape, and any marks or stains.
- ❑ **TRASH RECEPTACLES** - Should be disinfected, new liners and free of dust, dirt, foreign matter and any marks or stains.
- ❑ **WALLS & PARTITIONS** - Should be disinfected, free of graffiti, dust, dirt, foreign matter and any marks or stains and in good repair.

Report all maintenance concerns i.e. burned out lights, loose toilet seats, leaking taps & toilets etc.