

# APARTMENT UPKEEP

Maintenance & Cleanliness Log

Month: \_\_\_\_\_ Year: \_\_\_\_

## KITCHEN & DINING ZONE 01

DONE	TASK DESCRIPTION	FREQUENCY
	Deep clean stovetop and oven interior	Monthly
	Clear fridge of expired items and wipe shelves	Weekly
	Sanitize sink and descale faucet aerator	Bi-Weekly
	Wipe cabinet faces and handles	Monthly

## LIVING & BEDROOM ZONE 02

DONE	TASK DESCRIPTION	FREQUENCY
	Launder all bedding, including duvet covers	Weekly
	Dust electronics, baseboards, and ceiling fans	Bi-Weekly
	Vacuum upholstery and flip mattress	Quarterly
	Clean windows and wipe down sills	Monthly

## BATHROOM & UTILITIES ZONE 03

DONE	TASK DESCRIPTION	FREQUENCY
	Scrub grout and disinfect shower/tub	Weekly
	Clean exhaust fan vent of dust buildup	Quarterly
	Replace HVAC filters (if applicable)	90 Days

**DONE**

**TASK DESCRIPTION**

**FREQUENCY**

Check smoke detector batteries

Bi-Annual

NOTES / REPAIRS NEEDED