

PROPERTY MAINTENANCE CHART

Location: _____ | Month: _____

Status: Template Only

DONE	AREA / ZONE	TASK DESCRIPTION	FREQUENCY
	Kitchen / Dining	Sanitize countertops, sink, and appliance exteriors	Daily
	Living Areas	Dust electronics, hard surfaces, and vacuum floors	Bi-Weekly
	Bathrooms	Scrub tiles, disinfect toilets, and polish mirrors	Weekly
	Bedrooms	Change linens and dust window sills/baseboards	Weekly
	High Touch	Disinfect door handles, light switches, and remotes	Daily
	Windows/Glass	Full interior glass cleaning and track vacuuming	Monthly
	HVAC/Utility	Filter replacement and vent dusting	Quarterly

Special Instructions / Supply Needs

Type notes here...

Inspection Sign-off

Date:

Signature: