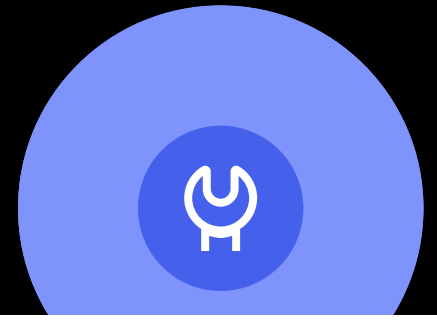


Apartment Maintenance Checklist



Use this checklist to keep your apartment safe and free of damage.

Weekly

- Vacuum all floors
- Wash hardwood or tile floors
- Lightly clean and disinfect countertops, stove top and bathroom areas
- Make sure all outdoor lights turn on and walkways are clear

Monthly

- Clean out refrigerator and throw away expired items
- Deep clean kitchen appliances
- Thoroughly clean bathroom to remove mold or mildew
- Deep clean countertops and cabinets
- Look for cracks in windows and tears in screens
- Test smoke alarms
- Ensure all appliances are working properly

Several Times a Year

- Check walls for water damage; remove scuff marks and repair holes
- Assess hardwood floors for scratches or other damage
- Check outdoor porch or balcony area for rot or other damage
- Test all locks and ensure you have spare keys

Yearly

- Replace smoke alarm batteries
- If renewing your lease, take note of any changes in terms or conditions