

Free Checklist - Common Area Inspection

30 points to check for a residential building, condominium corporation or property portfolio.
Use this sheet during a quick walkthrough to identify oversights, recurring needs and work to plan.

Building / condo		Date	
Address		Inspected by	

Entrance and lobby	OK	Monitor	Action required
1. Entrance doors, handles and glass surfaces are clean.	☐	☐	☐
2. The lobby floor is clean and free of marks, dust and debris.	☐	☐	☐
3. Entrance mats are clean, properly positioned and appropriate for the season.	☐	☐	☐
4. Walls, baseboards, frames and switches are free of visible marks.	☐	☐	☐
5. Mailboxes, panels and frequently touched surfaces are dust-free.	☐	☐	☐
6. Light fixtures are working and no burned-out bulb is visible.	☐	☐	☐
Hallways and stairwells	OK	Monitor	Action required
7. Hallways are swept or vacuumed and washed according to the flooring type.	☐	☐	☐
8. Corners, baseboards and edges show no buildup of dust.	☐	☐	☐
9. Unit doors and frames are clean in frequently touched areas.	☐	☐	☐
10. Stairs, landings and handrails are clean and safe.	☐	☐	☐
11. Visible marks on walls and doors have been treated or reported.	☐	☐	☐
12. Fire extinguishers, vents, diffusers and high surfaces are dusted as needed.	☐	☐	☐

Elevator and common spaces	OK	Monitor	Action required
13. The elevator floor is clean, including corners and tracks.	☐	☐	☐
14. Elevator buttons, panels, mirrors and doors are free of marks.	☐	☐	☐
15. Common spaces are free of abandoned items and waste.	☐	☐	☐
16. Accessible windows and mirrors in common areas are clean.	☐	☐	☐
17. Unusual odours, water damage or abnormal dirt have been reported.	☐	☐	☐
18. High-traffic areas receive enough attention for the level of use.	☐	☐	☐

Waste, recycling and small tasks	OK	Monitor	Action required
19. Garbage and recycling are put out or returned according to schedule.	☐	☐	☐
20. Bins and waste areas are clean and free of excessive buildup.	☐	☐	☐
21. Visible litter in the garage and around the building is picked up.	☐	☐	☐
22. Burned-out bulbs or minor maintenance needs are reported quickly.	☐	☐	☐
23. Seasonal mats are put out, stored or returned at the appropriate time.	☐	☐	☐
24. Small needs that can be handled during the visit are grouped to avoid unnecessary trips.	☐	☐	☐

Service quality and follow-up	OK	Monitor	Action required
25. Cleaning frequency truly matches the building's level of traffic.	☐	☐	☐
26. Periodic tasks are scheduled: windows, garage, mats, stripping/waxing or deep cleaning.	☐	☐	☐
27. Recurring issues are documented with photos or notes when appropriate.	☐	☐	☐
28. There is a simple and fast way to communicate a request or emergency.	☐	☐	☐
29. Requests from the property manager or condo association are followed up within a reasonable time.	☐	☐	☐
30. Results are consistent from one visit to the next, even when a team member changes.	☐	☐	☐

Quick reading
1 to 3 actions required: occasional corrections. 4 to 7: routine should be improved. 8+: review the frequency, included tasks or quality control.

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