

## ***NYC Condo Cleaning List***

Any questions regarding the apartment should be directed first towards [REDACTED] at +[REDACTED] or [REDACTED]. You can contact me at +[REDACTED] or [REDACTED]. If you can't reach either of us you can contact [REDACTED] at +[REDACTED] or [REDACTED]. Please keep all of this information private.

The doorman's front desk cell number is +[REDACTED]. The 1<sup>st</sup> shift doorman's name is Robert. The second shift is Chris. The doorman will let you into the apartment. If you can't reach them and they're not at the desk contact [REDACTED]

The apartment is 2,300 sq/ft indoors and 1,700 sq/ft outdoors. The main focus will be the indoors section with some occasional and seasonal focus on the outdoors.

The carpet creates a lot of dust. Maintain a focus on the dust throughout the apartment including the cabinets, cracks, furniture, etc. Also keep an eye on the air conditioning filters. The doorman downstairs will have some filters if they need to be changed.

Take the garbage out. There is one basket for recyclables and one for garbage inside. They are both marked. There is a garbage basket on the roof as well. Always replace the bags. Take both downstairs to the basement (C Button). Make sure the doorman is downstairs on L or call him first because you will need the elevator unlocked to get back upstairs to the apartment. Ideally this would be done when your leaving.

Also check the roof for any food or drinking wear left out or in sink. Clean the counters in the kitchen area if dirty. Also check other chairs and tables on the roof.

Clean the used towels and cloths in all rooms. If the bed is unmade or looks used, clean the sheets. The master closet basket on the right is for washable clothes. Be very careful not to shrink my shirts. There is a hanging rack in my master bedroom side closet. You can set it up in the master tub and hang anything that shouldn't be dried. The basket on the left is for dry cleaning. You can take the dry cleaning to King Cleaners at 6th Avenue at the corner of MacDougal [REDACTED]. If I have clothes hung on the side hooks or laid folded in the closet there is a reason and they are not for cleaning. If there is stuff left in the bathroom you can clean it. Always check to see if it is for dry clean or wash.

Also keep toilet paper on each roll with one extra in each bathroom. Keep extra in the master linen closet.

Keep a box of Kleenex in each room. Keep extra in master linen closet.

Keep paper towels on the holder in the downstairs kitchen and roof kitchen. Keep extra in the pantry in the kitchen.

Along with the above items you will be responsible to keep the cleaning supplies stocked. Such as dishwasher detergent, soap, laundry detergent, etc. [REDACTED] will make sure that you are reimbursed in the very next check. You need to leave the original receipt in the silver basket in the kitchen pantry.

Make sure the TV's and lights are off and all of the romans/shades are down when you leave. Insure nothing is blocking the shades on the window seal when they go down. They will jam if so. When you leave you can press the [Away] button in the elevator hallway. This will turn off all the lights, electronics and close all shades and romans. The [Off] button in the hallway will only do lights and electronics. You can use this if your running out quick and returning.

In the summer months I will typically need you there once a week. Sometimes with an extra trip when your available. During the winter months I will normally back this down to once every two weeks. I will always have you come at least once every two weeks.

If you notice something wrong, please say so. If you accidentally break something, please say so. I don't like returning to surprises or something not working. I would rather know right away and have it fixed. This worksheet is always subject to change. If you ever have any questions or problems you can always contact [REDACTED] or myself.

Thank you so much for taking good care of my home!  
Sincerely, [REDACTED]