



## DAILY HOUSEKEEPING/HQS CHECKLIST

**This checklist outlines the items that need to be completed to have a successful inspection.**

- Clean stove & oven
- Clean range hood
- Clean Refrigerator
- Wash dishes
- Mop & Sweep Floors
- Vacuum carpeting / shampoo carpets if needed
- Wipe down counter-tops and cabinets
- Pick up clutter from counter-tops and tabletops
- Clean all vents
- Clean toilets, tubs, sinks, mirrors
- Dust all surfaces
- Clean windows/blinds
- Wipe down walls if needed
- Make the beds
- Fold and put away laundry
- Put away toys
- Take garbage outside/put in garbage can/dumpster
- Don't leave personal items in the hallway and/or laundry room
- Clean up balconies, remove clutter. Only outdoor furniture allowed
- Ensure smoke/carbon monoxide detectors are working properly
- Replace furnace and a/c filters if applicable (every 1-3 months)
- Cut grass, trim bushes, and pull-out weeds if applicable
- Yard free of debris and clutter
- Shovel/plow snow if applicable