FREE TEMPLATE · 2026

Strata Cleaning Checklist

Scope of works for common areas · tasks, frequencies and exclusions
For NSW owners corporations, strata committees and strata managers

How to use this checklist

- Walk the building and delete any area that does not apply.
- Adjust frequencies to suit foot traffic, then tick "Include" for each task you want priced.
- Send the same completed checklist to every cleaner so quotes are like for like.
- Ask cleaners to state labour hours per visit and to price periodic items separately.

EV every visit | **W** weekly | **F** fortnightly | **M** monthly | **Q** quarterly | **6M** six-monthly | **A** annually | **AR** as required, quoted separately

Building details

Building / strata plan no.	
Address	
Lots / levels / lifts	
Car park levels / facilities	
Regular visits per week	
Preferred days and times	
Access, keys, parking, storage	
Contact (strata / building manager)	

Common areas, tasks and frequencies

1. Entrances, lobbies and foyers

Task	Freq.	Include	Notes / changes
Vacuum or sweep and mop hard floors	EV	☐	
Clean glass entry doors and side panels (both sides, within reach)	EV	☐	
Shake out or vacuum entry mats	EV	☐	
Wipe letterboxes, intercom panels, door handles and push plates	EV	☐	
Remove junk mail and litter from the lobby	EV	☐	
Dust ledges, signage, noticeboards and furniture	W	☐	
Clean skirting boards and door frames	M	☐	
Dust high areas, vents and light fittings within reach	Q	☐	

2. Lifts

Task	Freq.	Include	Notes / changes
Vacuum or mop lift car floor	EV	☐	
Clean mirrors, walls and stainless steel panels	EV	☐	
Wipe call buttons and control panels	EV	☐	
Vacuum lift door tracks	W	☐	
Polish stainless steel landing doors on each floor	M	☐	

3. Corridors, hallways and landings

Task	Freq.	Include	Notes / changes
Vacuum carpets or sweep and mop hard floors	EV or W	☐	
Spot clean marks on walls, doors and lift landings	W	☐	
Wipe light switches, handrails and door handles	W	☐	
Dust skirting boards, ledges and fire hose reel cabinets (outside only)	M	☐	
Remove cobwebs within reach	M	☐	

4. Stairwells and fire stairs

Task	Freq.	Include	Notes / changes
Sweep stairs and landings, remove litter	W	☐	
Mop stairs and landings	F	☐	
Wipe handrails and balustrades	W	☐	
Report blocked exits, propped fire doors or blown lights	EV	☐	
Remove cobwebs and dust window sills within reach	M	☐	

5. Bin rooms and waste areas

Task	Freq.	Include	Notes / changes
Sweep and mop bin room floor	EV	☐	
Tidy bins, close lids, report overflowing bins	EV	☐	
Present bins for council collection and return them (if included)	W	☐	
Wash and deodorise bins	F or M	☐	
Clean garbage chute hopper doors on each floor	W	☐	
Report dumped bulky items and illegal dumping to the strata manager	EV	☐	
Pressure wash bin room floor and walls	Q	☐	

6. Car parks, driveways and garages

Task	Freq.	Include	Notes / changes
Litter pick-up and spot sweep	W	☐	
Sweep car park lift lobby and stair entries	W	☐	
Full car park sweep (manual or ride-on)	M or Q	☐	
Treat fresh oil spots	M	☐	
Clear leaves and litter from drainage grates within reach	M	☐	
Pressure wash driveway and ramps	6M or A	☐	

7. Common area glass and windows

Task	Freq.	Include	Notes / changes
Spot clean fingerprints on internal glass	EV	☐	
Clean internal common area glass within reach	M	☐	
Clean reachable external ground-floor glass and shopfronts	M or Q	☐	
Clean glass balustrades in common areas	Q	☐	
High or external windows needing ladders, EWPs or rope access	AR	☐	

8. Shared facilities: gym, pool surrounds, BBQ and rooftop

Task	Freq.	Include	Notes / changes
Wipe gym equipment touch points, mirrors and benches	EV	☐	
Vacuum or mop gym floor	EV	☐	
Sweep pool surrounds and wipe outdoor furniture	W	☐	
Clean BBQ hotplates and surrounds (if included)	W	☐	
Sweep rooftop terraces and empty outdoor bins	W	☐	
Clean common area toilets and amenities, restock consumables	EV	☐	

9. Mail, parcel and community rooms

Task	Freq.	Include	Notes / changes
Sweep and mop floors, remove junk mail	EV	☐	
Wipe parcel lockers, tables and benches	W	☐	
Clean kitchenette sink and benches in community rooms	W	☐	

10. External paths and grounds (cleaning only)

Task	Freq.	Include	Notes / changes
Litter pick-up along paths and entries	EV	☐	
Sweep front paths, steps and entry porches	W	☐	
Clear cobwebs from entry soffits and external lights within reach	M	☐	
Pressure wash paths and entry paving	6M or A	☐	

Periodic and deep-clean items (price separately)

Item	Freq.	Include	Notes / changes
Hot water extraction of corridor and stair carpets	A or 6M	☐	
Hard floor machine scrub, strip and seal	A	☐	
Pressure wash driveways, paths, bin bays and pool surrounds	6M to A	☐	
Full common area window clean, internal and external	Q to 6M	☐	
Garbage chute and hopper sanitise	A	☐	
High-level dusting, light diffusers and exhaust vents	6M to A	☐	
Wall washing in high-traffic corridors	A	☐	

Exclusions

- Inside private lots: apartments, private balconies, courtyards and storage cages.
- Work at height: external windows, facades, gutters and atriums needing ladders above a safe height, EWPs or rope access (quoted separately with a SWMS).
- Hazardous and biological waste: sharps, bodily fluids, asbestos, chemical spills, hoarding clean-ups.
- Bulky rubbish removal: dumped furniture and mattresses (council collection or ad hoc quote).
- Graffiti removal and pest control.
- Trade work: plumbing, electrical, locksmith, lift and fire equipment servicing (licensed trades only).
- Repairs and replacements: report, do not fix, unless maintenance is in the contract.

Reporting required after every visit

- Date, start and finish time on site
- Checklist sections completed, and anything skipped with a reason
- Photos of lobby, lifts and bin room
- Hazards and defects found (trip hazards, leaks, broken glass, blown lights, propped fire doors)
- Periodic items completed this month

Safety

- Wet floor signs used for all mopping; chemicals stored securely; Safety Data Sheets kept for products used on site.
- Any work with a risk of falling more than 2 metres is high risk construction work in NSW and needs a safe work method statement (SWMS).

Approval

Approved by (committee / strata manager)	
Date	
Next review date	

Need a cleaner who works to this checklist?
TNK Property Services: ISO 9001:2015 certified, $20M public liability, police-checked staff and photo-backed visit reports across Greater Sydney.
Free site walk-through and fixed quote: **tnkpropertyservices.com.au/get-quote** · 02 8859 8976

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