

Apartment Building Cleaning Scope of Work Template

Use this worksheet to define common areas, tasks, frequency, access, reporting, quality expectations, exclusions, and change requests. Customize the scope for the specific property and service agreement. This is practical guidance, not legal advice.

Property information

Property / Building	
Address	
Manager / Billing Contact	
Building Count / Floors / Units	
Service Window / Start Date	

Areas included

Area	Included?	Notes
Entrances / vestibules		
Lobbies / leasing-adjacent areas		
Hallways / corridors		
Stairwells / railings		
Elevators		
Mail / package areas		
Laundry / amenity / fitness rooms		
Shared restrooms if applicable		

Task list and frequency

Task	Frequency	Property notes
Vacuum carpeted common areas		
Sweep and mop hard floors		
Wipe doors, handles, buttons, railings		
Dust ledges and reachable surfaces		
Clean entry glass when included		
Empty trash where included		

Supplies, access, and winter expectations

Supplies / Equipment Responsibilities	
Keys / Fobs / Codes / Parking	
Trash Responsibilities	
Winter Salt / Sand / Moisture Notes	

Quality, reporting, exceptions, and changes

Quality Expectations	
Reporting / Communication Expectations	
Service Exceptions / Exclusions	
Change Request Procedure	

Customization note

Use this template as a working draft. Final requirements should be adjusted for the building, resident traffic, access rules, season, service frequency, and the agreed service contract.