

Staircase Cleaning Checklist

Reefa

37 checkpoints · 6 zones · reefa.pl/checklisty

Site: _____ Date: _____ Checked by: _____

Frequencies: **weekly** — at least once a week · **monthly** — once a month · **quarterly** — every 3 months

01 Entrance area and vestibule

- | | |
|--|--------------------------------|
| ☐ Vestibule and ground-floor flooring swept and mopped (the highest-traffic zone in the building) | daily / 2-3x/week |
| ☐ Entrance doors washed: glass, handles, push plates; intercom disinfected | weekly (handles: each service) |
| ☐ Doormats and matting shaken out / vacuumed, replaced when worn out | each service |
| ☐ Mailboxes wiped free of dust and stuck-on flyers | weekly |
| ☐ Notice board tidied, outdated notices removed (as agreed with the property manager) | weekly |
| ☐ Cobwebs removed from corners and light fixtures in the entrance area | monthly |

02 Stairs, landings and floor corridors

- | | |
|---|-------------------|
| ☐ Stair flights and landings swept on all floors
<small>Housing co-op standard: daily sweeping in large buildings, mopping min. 1x/week</small> | daily / 2-3x/week |
| ☐ Stairs and landings wet-mopped | weekly (min.) |
| ☐ Balustrades and handrails damp-wiped / disinfected | weekly |
| ☐ Stairwell window sills wiped | weekly |
| ☐ Apartment doors — frames and handle areas free of marks (spot cleaning) | monthly |
| ☐ Radiators and utility boxes dusted | monthly |
| ☐ Spot soiling (spills, mud) removed between services | on request |

03 Lift

- | | |
|---|----------------------|
| ☐ Cab floor swept / vacuumed and mopped | daily / each service |
| ☐ Button panels in the cab and on each floor disinfected | each service |
| ☐ Cab mirror and walls wiped streak-free | weekly |
| ☐ Lift doors and door tracks cleaned (sand in the tracks = breakdowns) | weekly |
| ☐ Graffiti and stickers removed immediately once spotted | on request |
| ☐ Cab deep-cleaned including the ceiling and lighting | monthly |

04 Wall panelling, windows and fixtures

☐ Wall panelling spot-wiped (handprints, bicycle and stroller marks)	monthly
☐ Wall panelling washed in full on all floors	quarterly
☐ Stairwell windows washed including frames (from the inside)	quarterly / min. 2×/year
☐ Light fixtures and covers wiped, burnt-out bulbs reported	quarterly
☐ Grilles, railings and metal fixtures wiped	quarterly
☐ Cobwebs removed from ceilings and corners on all floors	monthly

05 Basements and shared rooms

☐ Basement corridors swept (floor lightly sprinkled with water before sweeping — dust control)	every 2 weeks / min. monthly
☐ Shared rooms (stroller room, bicycle room, drying room) swept and tidied	monthly
☐ Basement doors and light switches wiped	monthly
☐ Abandoned items in corridors reported to the manager (escape routes!)	each service
☐ Signs of rodents or insects reported for pest control (DDD) intervention	each service
☐ Basement windows and grilles cleaned	quarterly

06 Waste enclosure and entrance surroundings

☐ Bin shelter / slab under the containers swept, containers pushed back into place	daily / each service
☐ Litter scattered around the containers collected, overflow reported to the manager	each service
☐ Bin shelter washed and disinfected (floor + walls up to soiling height)	monthly (summer: 2×/mo.)
☐ Pavement and entrance approach swept; leaves collected in season	each service
☐ Snow clearing and gritting of the entrance and pavement in winter Duty to maintain the adjoining pavement — Polish Act on Maintaining Cleanliness and Order in Municipalities	ongoing in winter
☐ Green area by the entrance checked for litter	each service

Staircase cleaning acceptance — a 7-step procedure for the property manager

1. Put the baseline standard in writing: the zone-and-frequency checklist as an annex to the cleaning company contract or the homeowners' association resolution.
2. Introduce a sign-off card in the stairwell (ground floor, by the notice board): date, time, scope, signature of the cleaner — residents see when the service took place, the manager has proof.
3. Once a week, walk one stairwell through the checklist item by item, on a random day — not the service day.
4. Check the "off-route" spots: top-floor landings, the space behind the vestibule doors, lift door tracks, basement corners — that is where a "shortcut" service ends.
5. Cross-check the sign-off card against the contract schedule: no entry = no service; entries filled in "in bulk" by one hand = a warning sign.
6. Collect residents' reports in a single channel (notice board, e-mail, QR code) and pass them to the contractor with a deadline; check after the deadline.
7. Once a quarter, accept the periodic work: wall panelling in full, windows, light fixtures, basements — with a report and before/after photos.

Notes: _____

Signature: _____

Prepared with care by the Reefa team

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