

Mini Models and Target Apartments

Open the apartment each day before office hours begin and prepare for the day's traffic. Always take cleaning and maintenance supplies.

- a. Air freshener
 - b. Paper towels
 - c. Toilet Brush
 - d. Rubber Gloves
 - e. Window and appliance cleaner
 - f. Light bulbs
 - g. Small trash bags
2. Open the blinds to let in as much light as possible.
 3. Turn on the lights and music.
 4. Replace any bulbs that are burned out.
 5. Turn on the air conditioning or heating, adjust the thermostat to a comfortable temperature.
 6. Make a quality control inspection that includes checking:
 - a. The entrance to ensure that it is clean and neat.
 - b. Patio or balcony, including the view
 - c. Notice if the apartment smells fresh – use air freshener each morning
 - d. Ensure that the entire apartment has been dusted and vacuumed
 - e. Check all wooden cabinets to make sure they are clean inside
 - f. Inspect and operate all appliances to make sure they are in working order
 - g. Look into closets to make sure they are clean and the doors are shut.
 7. In the kitchen check for:
 - a. Clean counters
 - b. Dust-free refrigerator top
 - c. Clean sink – no spots
 - d. Scrubbed and waxed floor
 8. In the bathroom areas check for:
 - a. Clean toilet bowl (put the lid down after it has been checked)
 - b. Spotless sink and tub
 - c. Clean medicine cabinet
 - d. Sparkling mirrors and fixtures
 - e. Clean the floor

