Common Areas/Mail/Garbage

Basement Entry
Basement Hallway
Laundry Room & Stairway

Ceiling/Walls	Dust for cobwebs around ceiling/wall edges, light fixtures, and corners.
Appliances	Wipe down inside and outside as needed.
Floors	Sweep/Mop/Vacuum.
Dirty Rags/towels	Wash; Dry; Fold; Put Away the rags, towels, and mop heads in the laundry room collection basket

Mail & Garbage

Mail	Check and sort mail twice weekly.
Garbage	Remove kitchen trash to the garbage collection bins on Thursday and as needed. Move garbage and recycling bins to curb each Thursday evening. Yard waste and glass bins are alternating weeks, according to the posted schedule. Garbage is picked up first thing Friday morning. Bins should be returned to the garage no later than Friday evening.