

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	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 and recycling to the collection bins on Thursday evening. Move garbage, recycling, and yard debris collection bins to curb each Thursday evening. Garbage is picked up very early Friday morning. Return collection bins to the garage no later than Friday evening.