Resident Admission Checklist
HOUSEKEEPER

Resident Name: ____________________________________________________________

Apt. #: ___________________ Move In Date: _________________________________

PRIOR TO ADMISSION

☐ Apartment Inspection Report (Addendum D), page 3 completed
☐ Toilet Paper
☐ Hand Soap
☐ Paper Towels

BY END OF FIRST DAY OF MOVE-IN

☐ Greet resident.
☐ Notify resident of assigned cleaning day and time
☐ Explain to resident general weekly housekeeping tasks (we do not move knick
knacks and valuable items)
☐ Add Resident to weekly Housekeeping Schedule

_________________________________________  ____________________________
Housekeeper Signature                              Date