

CLEANING GUIDE AND CHECK-OFF LIST

I BEDROOMS:

- _____ CEILING - remove cobwebs, excessive dirt and hooks. If hooks are large, consult management before removing.
- _____ WALLS – remove finger marks and dirt from walls, windowsills, baseboards, door frames, Doors, and wash all electrical plates. Do not attempt to repair nail holes.
- _____ WINDOWS/TRACKS – remove dirt, mildew, rust, smudges, etc. Clean screens with a damp Cloth inside and sweep dirt way on the outside.
- _____ BLINDS – dust and clean. Remove all dust, dirt, grease, fingerprints, food, etc. Wipe rod clean. They should be undamaged and streak free.
- _____ CARPET – use a carpet cleaning product to remove stains. Clean and dust baseboards, edges and corners. Vacuum well.

II BATHROOMS:

- _____ CEILING – remove mold and condensation spots, clean fan grill, light fixtures, and light bulb.
- _____ WALLS – remove finger prints, dirt, mold, and condensation spots on walls, baseboards, doors and frames.
- _____ TOILET PAPER/TOWEL HOLDERS – wash so that all are dirt free and shiny.
- _____ SHOWER/TUB/SHOWER DOORS – clean all soap scum, dirt, mold including tile grout and caulking. Scrub doors and tracks until clean, free of soap scum and hard water spots.
- _____ TOILET – remove stains, dust, dirt, urine and hair, inside and out; clean toilet roll holder.
- _____ CABINETS/DRAWERS – remove shelf paper, crumbs, dust and dirt, clean the front of all Cabinets, remove fingerprints.
- _____ LIGHTS – clean fixtures and bulbs, replace any burnt out bulbs.
- _____ MEDICINE CABINETS – clean shelves and interior, clean mirror, clean top and sides of cabinet
- _____ VANITY – remove soap scum, hair and dirt, shine fixtures to a sparkle
- _____ MIRRORS – clean no smudges or streaks.
- _____ FLOOR – remove crumbs, dust dirt, hair, and build up, especially in corners and edges, mop to a Shine.

III LIVING ROOM/DINING ROOM

- _____ CEILING – remove mold and condensation spots, clean fan grill, light fixtures, and light bulb.
- _____ WALLS – remove finger prints, dirt, mold, and condensation spots on walls, baseboards, doors and frames.
- _____ PATIO – clean light fixture, sweep out dirt and debris.
- _____ WINDOWS/TRACKS – remove dirt, rust, mildew, smudges, etc. Clean screen with a damp Cloth on the inside, and sweep away dirt on the outside.
- _____ BLINDS – wipe clean, remove all dust, dirt grease, finger prints, wipe blind rod clean. All undamaged, free of streaks.
- _____ FIREPLACE – clean glass, screen, track, vents outside of fireplace, etc.
- _____ CHANDELIER/LIGHTS – clean dirt and dust off fixtures, replace burnt out light bulbs.
- _____ CARPET – use a carpet cleaning product to remove stains. Clean and dust baseboards, edges and corners. Vacuum well.
- _____ CLOSETS/CABINETS – remove crumbs, dust and dirt, dust door tops, remove any sticky Objects, contact paper, etc.

IV KITCHEN

- _____ CEILING – remove mold and condensation spots, clean fan grill, light fixtures, and light bulb.
- _____ WALLS – remove finger prints, dirt, mold, and condensation spots on walls, baseboards, doors and frames.
- _____ WINDOWS/TRACKS – remove dirt, rust, mildew, smudges, etc. Clean screen with a damp Cloth on the inside, and sweep away dirt on the outside.
- _____ BLINDS – wipe clean, remove all dust, dirt grease, finger prints, wipe blind rod clean. All undamaged, free of streaks.

- _____ STOVE – use oven cleaner. Remove ALL grease, crumbs, from stove top, under stove top, Oven, oven racks, oven door (inside and out, including glass), drawer, sides and back. Clean All drip pans, rings, burners and broiler pans. Oven should be free of grease, food and oven cleaner residue. Stove knobs are removable, soak in soapy water and towel dry. Do not use oven cleaner or harsh abrasives on knobs.
- _____ REFRIGERATOR/FREEZER – remove all food, clean inside and out, clean gasket around doors, dump water pan and clean, clean grill at bottom of the fridge, clean top and sides. Clean ice cube trays and place if freezer. Remove any stickers, hooks magnets, etc. Unplug Or turn off unit and leave doors open.
- _____ DISHWASHER – remove dishes, check bottom, clean the door face and along the ridges, inside And out.
- _____ CABINETS – remove dishes, trash, etc. Clean any crumbs, spills, powder, etc. Remove contact paper. Remove all fingerprints, grease marks, inside and out. Clean all dust dirt and grease from top of cabinets. Polish cabinet faces.
- _____ SINK/DISPOSAL – MAKE SURE NOTHING IS IN DISPOSAL, turn on to see if is working properly. Clean sink, stoppers and splash guard. Clean fixtures to a shine.
- _____ FLOOR – remove crumbs, dust dirt, hair, and build up, especially in corners and edges, mop to a Shine.
- _____ COUNTERTOPS – must be clean and free of stains. If you have stains, use granite cleaner. If The countertops are damaged or have been used as a cutting board, you will be responsible for replacement.

V MISCELLANEOUS

- _____ Do not use abrasive on cabinets, countertops, appliances, tubs, sink tops, etc. that would scratch Them.
- _____ Remove all trash and debris.
- _____ DO NOT LEAVE ANY UNWANTED FURNITURE OR OTHER PERSONAL PROPERTY. Tenant will be charged for hauling and/or storage.
- _____ Clean fingerprints, cobwebs, dust, dirt, etc. from front door and outside light fixture.
- _____ Remove fingerprints, dirt and grease from door knobs and light cover plates.
- _____ Garage floors and driveways must be free from grease, dirt, oil stains, garbage stains, etc. Sweep thoroughly. If garage door is dirty, dust off with a broom or wash cloth.

If you did not use drip pans and cars leaked oil onto driveway, it will need to be professionally Cleaned. In the event that you try to clean the oil stains, please keep in mind that professional Treatment is usually required to properly remove the oil/grease stains.

VI HELPFUL HINTS

- _____ CABINETS – After cleaning all crumbs, fingerprints, food, dirt, dust and grease, polish cabinet Faces with Pledge or Murphy’s Oil Soap. Simple Green works well to remove grease. Again, do Not use anything abrasive to remove dirt and grease that might scratch cabinets.
- _____ For mildew and soap scum, use a lime removal product, such as Lime Away, and Comet with Bleach for tubs. Use a brush or cleaning pad to loosen the hard water stains and soap scum. Make sure the brush or pad will not scratch surfaces. Do not use Lime Away and Comet at the Same time, as a chemical reaction may occur.
- _____ Use bleach to whiten toilets.
- _____ All blinds must be clean, free from dirt, dust, etc. Vacuum to remove dust, then wipe down with a damp cloth containing a mild cleaner.

If you require a walk-through, your unit must be empty of all belongings before the inspection can take place. It must be scheduled in advance with the Manager, and can only be done during normal business hours.