

CLEANING STANDARDS

Note: This cleaning checklist is being provided as a courtesy by management to help assist you with the cleaning process. This list includes, but is not limited to, major items and action required by the lessee. There may be items not listed, which require consideration and action. If you are unclear of our cleaning requirements, please see manager/management office.

GENERAL

- Walls:** Remove all nail and picture hanging devices. Wipe down all marks and spills, etc. Walls painted with flat paint should be wiped down lightly, using water only, no hard scrubbing. Walls painted with semi-gloss enamel paint or wallpapered may be cleaned using a mild cleaner and water. **Do not patch holes or use any spackle, etc.**
- Switch Plates/
Electrical Outlets:** Wipe down with mild cleaner and water to remove all dust, marks, etc.
- Heater/A-C Vents:** Vacuum, or remove and wash with mild cleaner and water, to remove all dust, marks, etc.
- Ceilings:** Vacuum free of cobwebs and marks. If you have installed hooks of any kind, please leave them in place.
- Lino/Tile Floors:** Sweep and clean free of dirt, scuff marks, etc. Most types of lino clean nicely with a damp mop, using a product such as Mop & Glow.
- Carpets:** Vacuum (including around baseboard edge). A licensed and insured carpet cleaning company must professionally clean carpets. If you arrange to hire a professional service to do this, be advised that you are financially responsible if the carpet is damaged, in any way, or cleaned improperly. A receipt for the carpet cleaning must be provided to management at the time of your move out inspection. See manager/management office for company recommendation, if desired.
- Baseboards:** Vacuum free of dust and wipe down with mild cleaner and water to remove all marks.
- Windows:** Clean free of dust, spots, etc., on both inside and out, including frame, track, and sill. Be sure to remove all cleaning residue.
- Screens:** Clean free of dust, spots, etc., on both inside and out, including frame. Be careful not to damage frame when removing or reinstalling.
- Doors/Jambs/
Hardware:** Clean free of dust, spots, etc., on both sides, including knob, jamb and threshold.
- Closets:** Wipe down doors, walls, and shelves to remove all marks, dust, etc. Clean and vacuum all floors.
- Light Fixtures:** Clean including base, chain, and globe. Do not secure screws too tightly or globe could break. Don't forget exterior lights.
- Light Bulbs:** All fixtures and appliances must be equipped with working light bulbs of proper wattage. Clean free of dust, spots, etc. When replacing vanity fixture bulbs, replacement bulbs must match existing style.
- Window Coverings:** To be professionally cleaned by an insured, licensed company. If you arrange to hire a professional service to do this, be advised that you are financially responsible if the window coverings are damaged, in any way, or cleaned improperly. A receipt must be provided to management at the time of your move-out inspection. See manager/management office for company recommendation, if desired.
- Window Covering
Rods:** Clean free of dust, etc.

KITCHEN

- Cabinets:** Wipe down interior and exterior with mild cleaner and water to remove all food particles, grease marks, etc. Clean floor under cabinets, which is accessible by removing the drawers. Polish front of cabinets. Clean countertops free of marks, food particle, etc. Remove all shelf paper installed by tenant.
- Stove/Oven/Hood:** Clean free of grease, dirt and food particles, etc., including drip pans/rings, racks, and burner element. If oven is manual clean, be sure to remove all cleaning residue including the sides of doors. If oven is self-cleaning, **DO NOT** use any chemicals, follow manufacturer's directions.
- Refrigerator:** Defrost, if applicable. Make sure water is emptied from freezer and defrost pan. Clean interior and exterior free of spills, food particles, dust, etc. Remove crisper drawer and shelves. Clean and reinstall. Remove front bottom panel and vacuum/wash free of dust, etc. Leave refrigerator power on and leave ice trays and shelves in place.
- Dishwasher:** Clean interior and exterior including seal, sides, bottom panel and top of door. Remove all personal items.
- Microwave:** Clean interior and exterior including sides and top of unit. Clean glass with glass cleaner being sure to remove all cleaning residues. Be sure to clean any racks and/or rotating trays.
- Sinks/Faucets:** Scrub free of all marks, stains, hard water build up and soap residue. Polish chrome being sure to remove all cleaning residue.

BATHROOM

- Shower/Tub:** Clean interior and exterior, including doors and tracks, free of marks, stains, hard water build up, soap residue and mildew with disinfectant product. Polish all chrome being sure to remove all cleaning residue.
- Toilet:** Clean interior and exterior free of marks, stains, etc., with disinfectant product.
- Medicine Cabinet:** Clean interior and exterior of cabinet removing all marks, etc.
- Mirrors:** Clean mirrors with glass cleaner being sure to remove all cleaning residue.
- Vanity Light:** Carefully wipe down all bulbs removing dust, etc. Polish fixture.
- Towel Bar/
Toilet Paper Holder:** Dust and/or polish free of marks, dust, etc.
- Exhaust Fan:** Clean fan cover free of dust, etc.

EXTERIOR

- Patio/Storage/
Garage/Carport:** Sweep down walls removing cobwebs, etc. Sweep floors, cleaning any stains or oil, which may have leaked from vehicles. Remove unauthorized shelving, nails, and hooks, if any. Make sure all light fixtures have working bulbs. Clean dirt from remotes.
- Patio Door Tracks:** Clean free of dirt, debris, etc.
- Sidewalks/Driveway:** Sweep and hose off with water. Clean driveway of any oil which may have leaked from vehicles.
- Exterior Areas:** Pick up all trash, debris, etc. Mow, edge, and trim yard area, if applicable.
- Personal Property:** Large items are not to be placed in or around the dumpster. All personal property and trash must be removed from the premises.