

Cleaning Procedures Checklist

The following are some of the items that will be inspected after you move out. Please remember to refer to your Lease Agreement regarding Move-Out Procedures and Security Deposit deductions. This is only a guideline.

Kitchen:

- **Oven:** Clean inside of oven and broiler, oven racks, wipe down inside and out, remove cleaner residue.
- **Stove:** Clean top thoroughly. Don't forget drip pans and underside of cook top. Clean vent hood.
- **Refrigerator and Freezer:** Remove all food. Remove food bins and clean bottom; clean racks, bins, and door shelves. Clean top, front, and visible sides of refrigerator.
- **Dishwasher:** Clean all debris from inside and wipe down exterior. Run dishwasher on a full cycle with a little bleach to sterilize and remove minor stains.
- **Cabinets and Drawers:** Remove all food. Remove shelf paper. Wipe the insides of cabinets to remove dust and crumbs. Wipe down fronts of cabinets and drawers.
- **Counters:** Wipe down thoroughly. (Soft scrub works great on stains). Remove all grease spots. Do not use steel wool on countertops, as this might remove surface material.
- **Sinks:** Ensure sinks are free of dirt and stains. Ensure garbage disposal is in proper working order.
- **Lights:** Clean light fixtures and switches. Clear fixtures should be free of cleaner streaks and water spots. Clean outlets with a dry cloth. Ensure ALL (interior and exterior) lights are in working condition.
- **Walls:** Wipe any food particles and grease off walls. Sweep & remove any cobwebs.
- **Floors:** Sweep under and between appliances and cabinets. Mop floors thoroughly. Wipe down baseboards to remove dirt, hair, and residual grease.

Bedroom and Living Areas:

- Wipe down all shelves, including closet shelves and rods.
- Use glass cleaner on any mirrors and clean windows.
- Clear light fixtures/bulbs should be free of streaks and watermarks. Ensure all lights are in working condition.
- Wipe down ceiling fans to remove dust buildup, especially on fan blades.
- Dust corners for cobwebs.
- Clean all switch and outlet plates. Be careful!
- Wipe down mini-blinds to remove dust and dirt.

Bathrooms:

- **Tub/Shower:** Clean tile with non-abrasive cleaner. Scour tub. Wipe down outside of tub/shower. Clean sliding tracks for shower (if applicable). Remove mildew (Tilex works great). Wipe down all fixtures.
- **Toilet:** Clean and disinfect toilet bowl. Wipe down base, seat, top, and sides.
- **Cabinets and Drawers:** Remove any peeling shelf paper. Clean out and dust debris from cabinets and drawers. Wipe down exteriors of cabinets & drawers.
- **Counters:** wipe down thoroughly. Use non-abrasive cleaners.
- **Sink:** Scour sink and wipe down fixtures.
- **Walls:** Clean any debris from walls and doors. Dust for cobwebs.
- **Floors:** Sweep and mop all floors thoroughly. (Remember to get behind the toilet).

General:

- Wipe down all windowsills, baseboards, and woodwork.
- Remove dust and debris from sliding windows and door tracks.
- Remove ashes from fireplaces and wipe down fireplace area (if applicable).
- Clean all window glass and mirrors.
- Clean all light fixtures and decorative bulbs.
- Dust all surfaces to remove dust and cobwebs.
- Clean door facing and wipe down front and/or back doors.
- Mop/vacuum all floors.
- **Professionally steam all carpets. To verify service and expedite processing, please provide management with a copy of your receipt upon returning keys.**
- Replace A/C filter and smoke alarm batteries. Sweep out HVAC closets.
- Sweep patios/decks/porches and garage/carport/storage areas. Remove any oil spots from garage floors and driveway.
- Clean all switch plates, light switches, and electrical outlets.

Tenant understands that this checklist is to be used solely as a guideline. There are no expressed warranties that if everything is done on checklist that the tenant will receive their deposit back in full. This is a guideline to convey our idea of a clean and ready unit. This is only a guideline.

Signature Date

Name

Signature Date

Signature Date

Name

Signature Date
