Aggieland Houses
PROPERTY MANAGEMENT SERVICES

Cleaning Procedures

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:

- **Stoves, ovens, cooktops, and microwaves** must be cleaned inside and outside including areas around and underneath them too. Do not use steel wool on appliances - plastic scrub pads work best. Be sure to operate the self-cleaning cycle if applicable.
- **Exhaust fans and vent covers** should be in working order and clean of dust and grease. Filters can be washed in the dishwasher
- **Refrigerator and Freezer:** Remove all food. Remove food bins and clean bottom, racks, bins, and door shelves. Clean top, front, and visible sides of refrigerator. They must also be pulled out from opening to remove all dust/dirt/debris from the back, sides, flooring, and walls surrounding the appliance. Leave refrigerators running; do not disconnect or turn them off.
- **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:

- If you've made any alterations to the home, including painting, you must restore the altered areas to its original condition unless otherwise agreed to in writing.
- 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.
- All light bulbs must be in working order and light fixtures cleaned inside and out.
- Clean all switch and outlet plates. Be careful!
- All windows, screens and windowsills must be washed.
- All window treatments such as: curtain, rods, shades, and blinds that were provided, must be cleaned, and left in good working condition.
- Sliding glass doors must be wiped and the door tracks cleaned.
- All woodwork, moldings, doors, baseboards, and trim must be free of dust/dirt/debris.

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.
- All **mirrors** should be wiped clean.
- **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.
- All fireplaces must be broom-swept and free of ashes/wood/debris.
- Clean all window glass and mirrors.
- All light bulbs must be in working order and light fixtures cleaned inside and out.
- All electrical outlets and switch plate covers must be free of dirt and smudges.
- 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.
- Sweep out HVAC closets.
- All smoke and carbon monoxide alarms must be in working condition with new batteries. Leave receipt and note with date the batteries were changed on the kitchen counter. No receipt or not will indicate this has not been done and tenant will be charged for new battery replacements.
- Laundry & Utility Rooms must be free of dust/dirt/debris.
- If washing machine and dryer are present, they must be cleaned inside and out. They must also be pulled out from opening to remove all dust/dirt/debris from the back, sides, flooring, and walls surrounding the appliances.
- 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.

Grounds

- All trash, yard debris and personal items must be removed from the property. If trash collection is not scheduled for the day you vacate, please make arrangements ahead of time to have bulk items removed prior to that date. A minimal amount of trash may be left at the curb or pickup point.
- All flower beds and shrub beds must be clean and free of weeds, leaves and debris. Be advised: we do not consider leaves and debris as mulch. Install new mulch as needed to restore to original state.
- All shrubs must be neatly trimmed.
- All grass must be cut, edged and free of debris.
- All walkways, patios and porches must be swept and free of weeds.
- All oil stains must be removed from garage flooring and driveways.
- Garage flooring must be swept clean of dirt/debris.
- Any pet(animal) feces must be removed from property including but not limited to yard areas.
- All holes in lawn must be filled with soil.

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.

Final deductions will be based on the actual cleaning or repair costs incurred by Aggieland Houses Property Management Services from the respective contractors assigned to complete repairs/unfinished work.

All cleaning/yard work/etc. must be finished on or before the lease expiration date (your move-out date). Should you not fulfill all these obligations, they will be completed for you by Aggieland Houses Management Services at your expense. Aggieland Houses Management Services will assess a $100.00 coordination fee to schedule repairs/unfinished work.

A move-out property assessment will be done at the property upon your surrendering. If the property is found to not be rent-ready and needs any make-ready work to be scheduled, the cost of the property assessment report will be charged to your deposit. The charge of the property assessment report is $75.00. This property assessment report is NOT scheduled with you upon surrendering. The property assessment report is performed by the property manager or a designated representative.

Aggieland Houses reserves the right to amend the Cleaning Procedures Checklist from time to time.

We have read and fully understand the above amendment.

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Signature Date	Signature Date
_____	_____
Name	Name
_____	_____
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Name	Name