



CLEANING CHECK LIST

Tenant

GENERAL

- ___ WIPE DOWN ALL BASEBOARDS AND DOOR & TRIM THROUGHOUT
- ___ CLEAN/WIPE DOWN ALL ELECTRICAL SWITCH PLATES & OUTLETS FROM MARKS, HANDPRINTS, ETC
- ___ DUST BLINDS THROUGHOUT
- ___ CLEAN ALL WINDOWS, TRACKS & SILLS THROUGHOUT
- ___ REMOVE LIGHT FIXTURES, CLEAN COVERS, REPLACE MISSING/BROKEN OR BURNT OUT BULBS

WITH

APPROPRIATE BULB FOR FIXTURE. NO BULB SHOULD BE HIGHER THAN A 60 WATT BULB OR EQUIVALENT

- ___ VACUUM/CLEAN EXHAUST FAN & RETURN AIR GRILLS

KITCHEN

- ___ COUNTER TOPS, BACKSPLASH & SINK
- ___ RANGE: TOP, BOTTOM, SIDES, DRIP PANS (REPLACE IF NEEDED)
- ___ OVEN, RACKS, BROILER PAN, UNDER AND BEHIND RANGE
- ___ RANGE HOOD AND SCREEN (REPLACE SCREEN IF NEEDED)
- ___ WIPE WALLS OF SPLATTER AND FOOD
- ___ WIPE ALL CABINETS, DRAWERS --- INSIDE AND OUT
- ___ REFRIGERATOR/FREEZER: ALL INTERIOR SURFACES, DRAWERS, SHELVES, ICE TRAYS
- ___ CLEAN UNDER AND BEHIND REFRIGERATOR, **LEAVE FRIDGE ON LOW – DO NOT UNPLUG OR TURN**

OFF

- ___ WIPE EXTERIOR OF ALL APPLIANCES
- ___ DISHWASHER: RUN THROUGH A CYCLE WITH ICE TRAYS, APPLIANCE SHELVES, RANGE HOOD SCREEN
- ___ DISHWASHER: CLEAN INSIDE AND OUT; DON'T FORGET THE SEAL AROUND DOOR
- ___ SWEEP, MOP, (STRIP IF NECESSARY), AND WAX FLOOR

BATHROOM

- ___ SCOUR, REMOVE ALL STAINS, FILM, MILDEW FROM TUB, FAUCET, SOAPDISH, WALLS, SHOWER ROD, SHOWER DOOR/TRACKS
- ___ SCOUR TOILET. GIVE SPECIAL ATTENTION TO HINGES, CREVICES AROUND FLOOR
- ___ SWEEP, MOP, (STRIP IF NECESSARY), AND WAX FLOOR

BEDROOMS, LIVING ROOM, DINING ROOM, HALLWAYS, STAIRWAYS

- ___ WIPE EDGES OF DOORS, CLOSETS, CLOSET SHELVES, BASEBOARDS
- ___ OIL OR POLISH ALL UNPAINTED WOODWORK
- ___ WIPE WALLS OF DEBRIS, SMUDGES, HANDPRINTS, TREAT MILDEW IF NEEDED
- ___ DUST MINI-BLINDS, DRAPE TOPS, DRAPW RODS
- ___ DUST, VACUUM SURFACE OF HEATER UNITS—IF COVER COMES OFF, VACUUM INSIDE HEATER COILS
- ___ VACUUM ALL CARPETS

EXTERIOR

- ___ WIPE ENTRY, PATIO DOORS
- ___ SWEEP PATIOS, ENTRY DOORWAYS, WALKWAYS—PAY ATTENTION TO COB WEBS
- ___ REMOVE LIGHT FIXTURES, CLEAN COVERS, REPLACE MISSING/BROKEN BULBS

YARD

- ___ ALL ITEMS AND DEBRIS MUST BE REMOVED FROM THE YARD/PATIO AREA
- ___ MOW, EDGE, WEED ALL AREAS AND REMOVE DEBRIS FROM CLEAN-UP

***One security deposit check will be distributed and made payable to ALL TENANTS and mailed to one forwarding address. Roommates: If you want your refund to be divided among the tenants, we must receive WRITTEN instructions from ALL tenants as to how it is to be divided and where each check is to be sent.**

Tenant _____

Unit Address _____

Forwarding Address _____