



Cleaning Procedures Checklist

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

Kitchen:

- ___ **Oven:** Clean inside 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. If shelf paper is peeling up, remove it. Wipe out 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 the surface material.
- ___ **Sinks:** Scour sinks and polish fixtures.
- ___ **Lights:** Clean light fixtures and switches. Clear fixtures should be free of cleaner streaks and water spots. Clean outlets with a dry cloth.
- ___ **Walls:** Wipe any food particles or grease off walls. Wipe down any cobwebs.
- ___ **Floors:** Sweep under and between appliances and cabinets. Mop floors thoroughly. Wipe down baseboards to remove dirt and residual grease.

Bedrooms and Living Areas:

- ___ Wipe down all shelves, including closet shelves and rods.
- ___ Use glass cleaner on any mirrors and clean windows.
- ___ Clean light fixtures. Clear fixtures/bulbs should be free of streaks and water marks.
- ___ Wipe down ceiling fans to remove dust buildup, especially on fan blades.
- ___ Dust corners for cobwebs.
- ___ Clean all switch plates and outlet plates. Be careful!
- ___ Wipe down mini-blinds and vertical 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). Polish 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 and drawers.
- ___ **Counters:** Wipe down thoroughly. Use non-abrasive cleaners.
- ___ **Sink:** Scour sink and polish fixtures.
- ___ **Walls:** Clean any debris from walls and doors. Dust for cobwebs.
- ___ **Floors:** Sweep and mop floor thoroughly. (Remember behind the toilet)
- ___ **Towel bars/rings, toilet paper holders, and other chrome fixtures:** Polish to a shine.

General:

- ___ Wipe down all window sills, baseboards, and woodwork.
- ___ Remove dust and debris from sliding window 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 facings and wipe down front and/or back doors.
- ___ Mop all floors.
- ___ Steam clean all carpets. Per the Tenant Handbook, carpets must be professionally steam cleaned. To verify service and expedite processing, please provide management with a copy of your receipts upon returning your keys.
- ___ Replace A/C filters and smoke detector 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.
- ___ Mow and edge yard areas. Trim shrubs. Remove leaves and debris.

