

Resident Cleaning Checklist



Please use this as a guide when cleaning and preparing your rental unit for checkout. Cleaning charges in the amount of **\$35/hour** will apply to items not clean as listed below at checkout.

Remember to schedule a checkout with management.

The following items will be charged for as needed:

- ◆ \$5/light bulb
- ◆ \$5/battery
- ◆ \$25/set of drip trays

Carpets

- ◆ **Carpeting must be professionally steam-cleaned. They also must be pet-treated if a pet has resided in the unit. A receipt must be provided at checkout as proof of cleaning. If carpet-steaming is not set up by Resident, the cost of the cleaning plus an administrative fee of \$35 will be added to Resident's account.**
- ◆ Carpets must be vacuumed thoroughly before steam-cleaning. Pay special attention to edges, corners, areas around doorways, and steps.
- ◆ Report any holes, runs, loose areas or stains. *Tenant is responsible for damages beyond normal wear and tear.*

Hard-Surface Floors

- ◆ Sweep or vacuum hard-surface floors. Mop or scrub by hand. *Pay special attention to corners and edges, and where hard surfaces meet carpet.*

Ovens/Stoves

- ◆ Where applicable, clean oven with self-cleaning cycle. After cycle runs, wipe out oven. Or, use oven cleaner, degreaser and scouring powder. Scrub/scrape any leftover debris. Pay special attention to oven racks and inside and around oven door.
 - ◆ Pull out oven drawer and clean inside, out, and underneath.
 - ◆ Pull stove away from wall. Clean walls and cupboards around stove, as well as the floor. Remove drip pans and burners to clean. **Replace heavily soiled drip pans.**
 - ◆ Clean exterior of stove, including control panel and control knobs.
 - ◆ Lift top of stove and clean under burners.
- ⇒ **Oven/stove cleaning tips:** *Scrape inside of oven with putty knife or scraping tool to remove loose, excessive soil; vacuum up debris. If not using self-cleaning cycle, heat oven; turn off before spraying with oven cleaner to help loosen soil faster. Spray oven with oven cleaner and let soak several hours or overnight. Wipe off loosened soil.*

Stove Exhaust Fan/Light

- ◆ Clean fan screen, fan and light cover. Replace light bulb if necessary.
- ◆ Clean hood exterior.

Microwave Ovens

- ◆ Clean interior and exterior, including turntable.

⇒ **Tip:** Spray interior and let sit for a time to loosen soil. Or, boil water in the microwave; the steam will loosen the debris.

Refrigerators & Freezers

- ◆ Remove all items. Clean interior and exterior, including top and back of fridge, thoroughly.
- ◆ Freezers must be defrosted.
- ◆ Replace all missing or nonworking light bulbs.
- ◆ Vacuum/clean coils in back of and underneath refrigerator, if applicable.
- ◆ Pull out refrigerator to clean area underneath and around where fridge sits.

PLEASE LEAVE REFRIGERATORS PLUGGED IN!

Cabinets - Kitchen & Bath

- ◆ Cabinets and drawers need to be clean and crumb-free.
- ◆ Clean exterior of cabinets.—doors, tops of cabinets, tops of doors/drawers, and handles/areas under handles/pulls.
- ◆ Clean under sinks.
- ◆ Wipe out interior and exterior of bathroom cabinets/medicine cabinets, including the *top of the medicine cabinet!*
- ◆ Clean bathroom mirror.

Countertops, Backsplashes, Sinks & Faucets

- ◆ Countertops, backsplashes, and walls need to be clean and free of buildup. Remove stains if possible with scouring powder or Magic Erasers.
- ◆ Scrub sinks and faucets.
- ◆ **Report clogged/slow drains and nonworking or leaky/spraying faucets. Please leave drain plugs.**

Toilets, Bathtubs & Showers

- ◆ Clean toilet, including exterior, as well as the floor and walls around the toilet.
- ◆ Clean bathtubs, showers, faucets, and shower heads.

Doors, Walls, Trim & Closets

- ◆ Wipe off stains, smudges, dust, and marks off of doors, walls, and trim. Wipe off doorknobs.
- ◆ Wipe off closet doors, shelves, and rods.
- ◆ Vacuum/sweep inside of closets, paying special attention to corners, edges, and door tracks.
- ◆ Holes may be patched. **Please do not touch up paint unless arrangements have been made with management.**

Trash

- ◆ **DO NOT LEAVE MORE THAN YOUR NORMAL TRASH ALLOTMENT FOR PICKUP.** Do not leave large items/items that are not usually picked up by the trash collectors. **It is your responsibility to arrange for removal of all personal items, including trash.** Please contact the city for more information on trash collection. **If trash and/or large items are left, the cost to discard of them will be added to your account.**

Light Fixtures/Ceiling Fans/Exhaust Fans

- ◆ Clean all fixtures and fans. Replace all burned out/missing bulbs. Report all nonworking fixtures.
- ◆ Make sure bathroom exhaust fan is clean and dust-free.

Windows

- ◆ Clean inside of windows. Wipe off ledges. Vacuum or wipe out window tracks if necessary.
- ◆ Fix/replace damaged screens if damage is the result of tenant's actions.
- ◆ Window coverings are not generally provided. If blinds are on windows, please make sure they are clean.

Smoke & Carbon Monoxide Detectors

- ◆ Wipe off as needed. Test; replace batteries if necessary.
- ◆ Report missing or nonworking detectors.

Miscellaneous

- ◆ Dust/wipe off heat registers, radiators, and air conditioning units.
- ◆ Dust/wipe off thermostats, light switches, and outlet covers.
- ◆ Washers and dryers: Wipe off inside and out, around and underneath. Clear lint from lint traps, vent hose, and outside vent.
- ◆ Garages: Remove trash. Sweep. Check lights, garage doors, openers, and locks.
- ◆ Outside areas like patios, decks, and yards should be free of trash and personal items. Sweep as necessary.
- ◆ Duplexes and single-family homes: Lawns must be mowed and snow must be cleared from walkways and driveway at checkout. If tenant fails to do so, any charges incurred will be passed on to tenant.

Questions? Give us a call at the number below!