

Cleaning Checklist and Instructions

The following guideline is provided to assist our residents in cleaning their leased home prior to vacating and to convey our expectations on how the property should be cleaned.

We expect the property to be clean and ready for a new occupant to move in. If you closely follow the guideline below, chances are very good that you will not experience a cleaning deduction from your deposit. This checklist applies to all of our properties and may include cleaning of items that are not present in your home.

Note: Please do not attempt to patch any small nail holes as this leaves the walls looking spotted and will require painting. You may patch larger holes such as holes caused by anchor bolts, but if repair is unsightly or done improperly, you will be charged to have it re-done. Please contact your property manager if you would like information on recommended companies that can do this for you.

Kitchen

Refrigerator – Do not turn off or unplug

1. Freezer
 - a. Wash all trays, racks, bins with mild soap and rinse
 - b. Wash all interior surfaces with mild soap and rinse. Make sure it is free of hair, crumbs, etc.
 - c. Wash the rubber door seal
 - d. For ice makers: Turn off & dump ice
2. Refrigerator
 - a. Remove & wash vegetable, meat and butter bins with a mild soap & rinse
 - b. Wash all interior surfaces with a mild soap & rinse
 - c. Wash rubber door seal
 - d. Remove racks & wash with mild soap & rinse
3. Exterior Surfaces
 - a. Wash all exterior surfaces including sides and kick plate with a grease cutting soap. Rinse and shine with window cleaner
 - b. Pull out and clean underneath and behind including coils in the back

Range

1. Range Top (flat tops have specific cleaners to use)
 - a. Clean the heating elements with a grease cutting soap all the way back to where they plug in. Rinse and let dry completely before reconnecting (do not soak)
 - b. Replace drip pans with a new set
 - c. Clean control panel and knobs with a grease cutting soap. Rinse and shine with window cleaner
 - d. For hinged cook tops, lift and thoroughly clean underneath
2. Oven – **self clean or continuous clean only**

- a. Racks may be cleaned by removing them from the oven & spraying both side with an oven cleaner following their direction. (Do not leave racks in oven during self cleaning)
- b. The interior surface should be cleaned by activating the self clean cycle
- c. Continuous clean ovens do not need to be activated
- d. After the cycle has run, if there are some areas that did not come clean, use a non-abrasive cleaner on these areas and rinse thoroughly. Wipe out self cleaning debris.

DO NOT USE OVEN CLEANER ON THE INTERIOR OF THESE OVENS

- 3. Oven – Conventional
 - a. Spray the entire oven including racks with oven cleaner, following their direction, rinse thoroughly
- 4. Exterior and Bottom Drawer
 - a. Wash all exterior surfaces including the sides with a grease-cutting product. Rinse and shine with window cleaner
 - b. Pull drawer completely out to clean underneath
- 5. Free Standing Ranges
 - a. Pull from wall and clean sides and back as well as floor underneath

Vent Hood

- 1. Run filter through dishwasher
- 2. Degrease the underside and top exterior

NOTE: DON'T FORGET THE WALL BEHIND THE STOVE AND UNDER THE HOOD.

Dishwasher

- 1. Interior
 - a. Clean interior by running wash cycle with ½ cup vinegar
 - b. Wash rubber door seal with a mild soap & rinse
 - c. Wash interior door with mild soap & rinse. Pay special attention to the inside door ledge
- 2. Exterior
 - a. Wash exterior with a grease cutting soap, rinse and shine with window cleaner

Counter Tops

- 1. Clean counters with a non-abrasive cleaner to remove stains (Don't forget the backsplash)

Cabinets and Drawers

- a. Wash exterior with a grease cutting soap & rinse
- b. Thoroughly wipe out all drawers and shelves (leave no hairs, crumbs, ect)
- c. Remove any child safety door latches you have installed

Floors (follow instructions for your type of floor)

- a. LINOLEUM OR TILE: Wash floor & base boards with grease cutting soap, using a hard bristled brush & rinse. Pay special attention to the edges and corners

- b. LAMINATE OR PERGO: Wash with a vinegar/water solution (2/3 water to 1/3 white vinegar) or a laminate floor cleaner. Pay special attention to baseboards, edges and corners. Dry completely.
- c. HARD WOOD: Wash with a hardwood floor cleaner or a vinegar/water solution (2/3 water to 1/3 white vinegar) and damp mop. Pay special attention to baseboards, edges and corners. Dry completely.

Sink & Faucet

- a. Scrub sink with a non-abrasive cleaner. Rinse & shine all parts
- b. Run disposal until it runs clear
- c. Replace hot or cold markers if they are missing
- d. Clean faucet with a grease cutting soap – you may need a tooth brush to properly clean around the handles and metal edges. Rinse and shine.

Bathrooms

Bathtubs (special instructions may apply to re-surfaced tubs)

- a. Clean with non-abrasive cleaner. Rinse thoroughly.
- b. Scrub shower enclosure with material appropriate cleaner. Run your hand over it to make sure it is rinsed thoroughly
- c. Use tile cleaner on grout and tile enclosure
- d. Clean top ledge of surround
- e. Clean shower doors to remove soap scum and hard water spots.
- f. Clean shower door tracks
- g. Clean all sides of the faucet, spout and shower head. Rinse well and shine
- h. Wipe walls & ceilings around shower to remove any mold.

Sinks & counters

- a. Scrub sink and counter thoroughly and rinse
- b. Use tooth brush to scrub edges of faucet. Rinse & shine.

Toilets

- a. Clean the exterior with sanitizing cleaner
- b. Clean the interior with a sanitizing cleaner
- c. Thoroughly clean around the toilet base, screws and caps. Don't forget the floor at the base of the toilet and behind the toilet

Cabinets

- a. Wash exterior with a mild soap & rinse
- b. Thoroughly wipes out shelves & drawers leaving no hair or sticky spots

Mirrors

- a. Clean & shine with window cleaner (leave no streaks)

Exhaust Fans

- a. Remove cover and clean with soapy water
- b. Vacuum inside of fan housing & reinstall cover

Floors

- a. Wash floors and baseboards with a grease cutting soap and rinse. Pay special attention to edges and corners

Common Areas Throughout the Property

Closets

- a. Wipe down all shelves, rods & baseboards

Light Fixtures and Related

- a. Remove and wash all globes/covers with a grease cutting soap. Rinse and shine.
- b. Thoroughly clean all switch plate covers and outlet covers.
- c. Wipe top and bottom of all blades of ceiling fans
- d. Clean exterior lights in the front and back of house as directed above

Fireplaces

- a. Sweep and vacuum all ashes. Clean fireplace utensils and wipe down the hearth & mantel
- b. Clean screens & glass doors with glass cleaner.

Heaters & Vents

- a. Electric Baseboard Heat: Wipe down all baseboards with soap & water
- b. Forced air heat: Remove vents and clean with soap & water
- c. Wipe top of thermostat
- d. Clean all air returns (soapy water and a toothbrush works well)

Windows, Blinds & Tracks

- a. Thoroughly wash all mini blinds/verticals (You should be able to run your finger all the way across and get a clean sweep)
- b. Clean curtains according to manufacturer's directions (wash or dry clean). Press (if necessary and re-hang). Wipe down curtain rods.
- c. Clean all interior sides of windows
- d. Thoroughly clean all window tracks leaving them free of all debris mildew and bugs
- e. Clean interior and exterior of sliding glass doors and tracks and front storm doors
- f. Wash all window ledges

Doors

- a. Wash all doors on both sides, top & bottom including entry doors to house and garage

- b. Clean all thresholds

Woodwork

- b. Wash and dry all woodwork, mantel, banisters, railing and baseboards with soapy water and rinse.

Chrome

- a. Shine all chrome: sinks, towel bars, faucets, appliance handles, paper towel and toilet paper holder, etc with window cleaner or special chrome cleaner

Lights

- a. Replace all burned out bulbs throughout the property, (don't forget the exterior) including appliance bulbs. Only use correct size and wattage.

Walls

- a. Wipe down all walls
- b. Remove all cobwebs throughout paying special attention to ceilings & corners
- c. Do not attempt to fill holes. You will be billed for improper repairs

Unfinished Basements

- a. Sweep and clean as needed. Don't forget light fixtures, windows, cobwebs etc.

Utility Room

- a. Clean interior and exterior of washer and dryer if applicable and filters.
- b. All other cleaning regarding floors, windows, light fixtures apply as above

Garage

- a. Sweep out garage thoroughly. If your car has dripped fluids in garage or driveway, clean with oil removing product.
- b. Do not remove items that go with the house such as paint ect.
- c. Don't forget the windows and cobwebs

Patio/Deck

- a. Sweep off patio areas and/or deck
- b. Remove any grease that might have spilled from grills with degreaser
- c. Remove all outdoor furniture, pots, etc. if they belong to you.

Doorstops

- a. Replace all broken, bent or missing doorstops

Carpet

You must have carpets professionally cleaned by a company using a truck mounted steam system. If the job does not meet our standards, you may be charged again. You must provide a receipt for carpet cleaning at the time of key

return. Please contact our office for a list of recommended vendors. Vacuum carpets thoroughly before having them cleaned.

Yard

- a. The yard must be mowed and raked
- b. Clear all pet feces
- c. Trim shrubs neatly
- d. Flowerbeds and rocked areas must be weeded and clear of trash

Screens

- a. All screens must be in place and undamaged

Reminders:

- 1. Remove all personal property (hangers, cleaning supplies etc.)**
- 2. Change furnace filter (if applicable)**
- 3. Verify washing machine connections are not dripping**
- 4. If leaving during the winter season, turn heat down to 55 degrees**
- 5. Leave Garage door remotes in kitchen drawer**

NOTE: If you do not plan on doing your own cleaning, you must schedule the home to be cleaned prior to the end of your lease and keys being turned in. If the property is does not meet Pickett Property Management cleaning requirements, additional cleaning cost will be charged along with administrative fees. If we are unable to move new tenants in to the property due to lack of cleanliness, you will be charged for lost rent. Please contact your property manager if you would like a list of recommended house cleaners.

If you leave before the end of your lease, you are still responsible for rent, all utilities to the property and yard work until the final day of your lease.