

## CLEANING GUIDELINES

### GENERAL

- Walls should be washed or marks removed - you may use a Mr. Clean sponge
- Remove all cobwebs from walls and ceilings
- Clean switch plates
- Floors in kitchen and bathroom (any linoleum or tile) should be swept and mopped
- Mini blinds should be dusted and cleaned carefully, ensuring they all work properly
- Light covers should be removed from light fixtures and cleaned
- Clean light fixtures and covers
- Wipe off all electrical covers
- Clean all walls, including ceilings and corners
- Mop floor and/or vacuum carpet
- Wipe down all baseboards
- Wipe down all woodwork with appropriate cleanser
- Clean doors and around frames
- Clean all vents on floor, wall or ceiling
- Vacuum carpet and edges by baseboards
- Carpets should be professionally cleaned and DRY upon vacancy time and final walkthrough.
- Windows, inside/outside and window tracks should be clean

### GARAGE or CARPORT (if applicable)

- Sweep floor, remove cobwebs
- Clean any oil stains from floor using an appropriate cleaner

### KITCHEN

- Range should be completely cleaned, including broiler pans
- Clean stovetop, panel and dials
- Drip pans should be removed and underneath surface cleaned
- Drip pans must be cleaned or replaced
- Clean under, sides and behind stove
- Clean under, behind and on top of fridge

- Exhaust fans and overhead light should be free from grease and dirt, including filter
- Dishwasher should be wiped out, including around the inside of the door
- Cabinets and drawer fronts cleaned
- Clean the inside and out of all cabinets. Wipe down all shelves.
- Clean inside and outside surface of microwave
- DO NOT TURN OFF FRIDGE WHEN VACATING
- Clean inside refrigerator and under crisper drawers
- Clean all countertop surfaces
- Clean and wipe out all drawers
- Clean sink and faucet fixtures
- Wipe down pantry shelves

#### BATHROOMS

- Tiles should be washed and grout cleaned
- Vanity and medicine cabinet should be cleaned, including shelves and mirrors
- Tub, shower, sink and toilet should be cleaned and sanitized
- Exhaust fans should be cleaned/dusted
- Clean bathtub, shower walls and fixtures (there should be no mildew present)
- Clean soap dishes and wipe down towel bars
- Thoroughly clean toilet inside and out
- Wipe down all countertops
- Clean and wipe out all drawers
- Clean light fixture and covers

#### LAUNDRY AREA (if applicable)

- Clean the inside and out of washer
- Clean inside and out of dryer, remove lint
- Clean cabinets, inside and out
- Sweep and mop floor

If tenant is responsible for outside landscape maintenance/patios areas, these spaces must also be cleaned and free of garbage/debris, including weeds, excessive growth and animal waste.

ALL garbage and recycling, including bins, must be removed/empty by lease end time.

ALL lightbulbs and batteries should be in working order upon move-out.

ALL keys must be returned (tenants keys, mailbox, common area, etc)

**UTILITIES MUST BE KEPT ON UNTIL AFTER FINAL WALKTHROUGH AND APPROVAL OF PROPERTY CONDITION.**