

FOLLOW PROCEDURES LISTED ON THE FRONT OF THIS PAGE

BED ROOM(S)

- Doors (both sides)
- Windows, Screens and Blinds
- Floor (Carpet or Hardwood)
- Light Fixture(s)
- Light Switches and Outlet Covers
- Walls (Painted or Paneled)
- Closets (and doors, both sides)
- Baseboards

BATHROOM

- Door (both sides)
- Window & Screen or Fan & Fan Grill
- Linoleum
- Light Fixture
- Light Switch and Outlet Covers
- Walls
- Medicine Cabinet
- Sink, Counter and Drawers
- Tub, Tile, Glass Sliding Doors, Track
- Toilet

LIVING ROOM

- Doors (both sides including door jams and Front Door)
- Windows, Screens and Blinds
- Floors (Hardwood or Carpeting)
- Light Switches and Outlet Covers
- Furnace
- Walls (Painted or Paneled)
- Baseboards
- Water heater
- Closet, coat and water heater (door, both sides)

KITCHEN

- Refrigerator – inside and outside including racks and drawers
- Oven and Stove – inside and outside
- Window, screens and blind
- Shelves and Drawers (inside & behind)
- Light Fixtures
- Light Switches and Outlet Cover
- Water Heater
- Linoleum (clean under appliances)
- Walls (clean behind appliances)
- Fan and Fan Screen

HALL

- Carpet /Hardwood Flooring
- Light Fixture
- Light Switch
- Baseboards

HALL CONTINUED

- Closet (shelves and door, both sides)
- Furnace Cover and inside of furnace
- Walls

MOVE OUT CLEANING CHECK LIST

The purpose of this cleaning checklist is to let you know, in advance, what I will be inspecting when you move out. When you finish cleaning an item please check it off. Save the list for us to go over during the walk through inspection. Note: It's a good idea to rinse your rags often and ventilate apartment while cleaning. This will leave the apartment in the condition it was in when you originally moved in. Use scouring pads, rags and proper cleaners (read instructions on cleaning labels).

◆ DOORS and CLOSET DOORS

- Natural wood - wash both sides of all doors with a damp cloth and spray cleaner (409) or ammonia. After cleaning - wipe both sides with furniture polish (don't forget to clean the tops of the doors).
- Painted doors - wash and rinse both sides.
- Door knobs - clean.

◆ WINDOWS

- Tracks - clean out window tracks (loosen dirt - toothbrush is helpful - vacuum dirt out, finish cleaning with a damp cloth).
- Glass - clean both sides of the glass (inside and outside) until there is no dirt or streaking.
- Metal framing - scrub metal around glass.
- Screens - clean screens.
- Blinds - carefully clean blinds. (I use the bathtub)

◆ FLOORS

- Carpet - vacuum throughout and have a professional carpet cleaning company clean carpets (I use Stanley Steamer).
- Hardwood floors need to be cleaned and waxed (read instructions on hardwood floor wax container).
- Linoleum - scrub completely clean and re-wax (clean underneath refrigerator and oven).

◆ LIGHT FIXTURES

- Remove all light fixtures clean in soapy water and rinse thoroughly, dry and put back (kitchen, bathroom, hallway, bedroom's and outside front door light). Be careful not to break glass or loose parts.

◆ WALLS

- Rooms - dust cobwebs from walls and corners. Spot clean the walls unless they need to be painted.
- Closets - dust cobwebs and clean top shelf. Clean closet rod. Spot clean the walls unless they need to be painted.
- Receptacle and light switch covers - clean.

◆ BASEBOARD

- Wash baseboards throughout the entire apartment.

◆ FURNACE

- Remove cover (need a screwdriver, be careful) wash with soapy water, rinse off with a hose and dry off. Vacuum lint out of furnace and wipe down - reinstall cover.

◆ WATER HEATER

- Wash, rinse and dry off water heaters. If your water heater is in a closet, clean the closet.

◆ APPLIANCES

- Stove top and under top, knobs
- Oven and broiler (racks)
- Refrigerator (racks, drawers, shelves, door)
- Freezer (defrost and clean)

◆ CABINETS - KITCHEN AND BATHROOM

- Remove drawers and clean behind them, also clean inside.

◆ SHELVES - ALL

Kitchen cabinet shelves, living room coat closet, bedroom closets, linen closet and bathroom medicine cabinet.

◆ BATHROOM AND KITCHEN

- I will be expecting these two rooms to be exceptionally clean (counters, sinks, tile, tub, fans, fan covers, drawers, shelves, toilet, floor around toilet and under kitchen appliances)

◆ FANS AND FAN COVERS