

CLEANING CHECKLIST & INSTRUCTIONS

(Beyond cleaning, this form includes some additional move-out instructions and reminders)

The following guidelines have been provided to assist you in cleaning the home/unit and convey our expectations concerning how the property should be cleaned. Although we certainly hope you enjoy a long tenancy with us, at some point in the future when you do decide to vacate we want you to have the best possible chance at receiving your security deposit back. We expect the property to be clean and ready for a new tenant to move in, when you surrender possession. If you closely follow the guidelines below, chances are very good that you will not experience any cleaning deductions from your security deposit. This list is made available to all of our tenants and may include items that are not present in your home.

✓ Kitchen

- Refrigerator (Do not turn off or unplug!)
 - Freezer Compartment
 - Wash all trays, racks, and bins with a mild soap rinse.
 - Wash all interior surfaces with mild soap and rinse, making sure it is free of hair, crumbs, etc.
 - Wash the rubber door seal.
 - For ice makers, turn off the dump ice.
 - Do not use sharp objects! (You puncture, you purchase).
 - Refrigerator Compartment
 - Remove and wash vegetable, meat and butter bins with mild soap rinse.
 - Wash all interior surfaces with mild soap rinse.
 - Wash rubber door seal.
 - Remove racks and wash with mild soap and rinse.
 - Do not use sharp objects!
 - Exterior Surfaces
 - Wash all exterior surfaces including sides and kick plate with grease-cutting soap. Rinse and shine with cleaner.

- Pull out and clean under and behind (May need to move with a dolly or with protective pads under the legs to prevent vinyl from tearing).
- Range Top (flat tops have specific cleaners to use – follow their instructions)
 - Clean the heating elements (eyes) with grease-cutting soap, all the way back to where they plug in. Rinse and let dry completely before reconnecting (do not soak).
 - Replace drip pans with new set (Walmart/Lowes/Home Depot/etc.).
 - Clean control panel and knobs with grease-cutting soap; rinse and shine with window or surface cleaner.
 - For hinged cook tops, lift and thoroughly clean underneath.
 - Clean under non-hinged cook tops while the eyes and pans are out. Use grease cutting soap.
- Oven / Self-Clean or Continuous-Clean Only
 - DO NOT USE OVEN CLEANER ON THE INTERIOR OF THESE OVENS.
 - Racks may be cleaned by removing from oven and spraying both sides with oven cleaner following their instructions (Do not leave racks in oven for self cleaning).
 - Interior surfaces should be cleaner after activating the self-clean cycle, however there will likely be some areas that did not come clean – SOS pads on these areas – rinse thoroughly.
 - Continuous-clean ovens do not need to be activated.
- Oven / Conventional
 - Spray entire oven including racks with oven cleaner, following their instructions.
 - Rinse thoroughly.
 - Exterior & Bottom Drawer
 - Wash all exterior surfaces including the sides with grease-cutting product – rinse and shine with cleaner.
 - Don't forget the cracks and crevices.
- Free-Standing Ranges
 - Pull from wall and clean sides and back.
 - Clean wall behind and floor underneath.
- Built-in Ranges
 - Pull bottom drawer out to clean underneath.
- Vent-Hood (Turn off fan and light prior cleaning!)
 - Do not touch hot bulb with wet rag!
 - Run filter through dishwasher (May need to be replaced).

- Degrease interior and exterior.
- Wall behind the stove and under the vent-hood is usually very greasy – use a degreaser.
- Dishwasher
 - Interior
 - Check bottom trap for food stuff and other items. You may be able to lift the filter and clean underneath.
 - Clean interior by running wash cycle with ½ cup of white vinegar.
 - Wash rubber seal with mild soap and rinse.
 - Wash interior door with mild soap and rinse. Pay special attention to the inside ledge (top of door).
 - Exterior
 - Wash exterior with grease-cutting soap.
 - Don't miss the cracks and crevices on the control panel.
 - Rinse and shine with glass/surface cleaner.
- Microwave Oven
 - Interior
 - Do not use sharp objects!
 - Wash all interior surfaces with mild soap and rinse.
 - Wash rubber door seal.
 - Remove racks and wash with mild soap and rinse.
 - Exterior
 - Wash exterior with a grease-cutting soap.
 - Rinse and shine with glass/surface cleaner.
- Countertops
 - Clean counters with a non-abrasive cleaner to remove stains (don't forget the backsplash or grout if tile).
 - Rinse and shine.
- Cabinets & Drawers
 - Wash exterior with a grease-cutting soap and rinse.
 - Thoroughly wipe out all drawers and shelves (no hairs, crumbs, etc.).
 - Polish exterior with wood polish.
 - Remove any child safety latches.
- Floors (For standard wood and laminate (pergo) wood floors – see wood floor guidelines, below)
 - Wash floor/baseboards with grease-cutting soap, using a hard – bristled brush.

- Don't forget edges and corners.
- Rinse well.
- Sink & Faucet
 - Scrub sink with Comet/Ajax, rinse and shine all parts with glass/surface cleaner .
 - Use bleach as needed on white porcelain sinks.
 - Run disposal until it runs clear.
 - Replace hot or cold markers if they are missing.
 - Clean faucet and handles with grease-cutting soap; you will need a toothbrush to properly clean around the handles and metal edges; rinse and shine with glass/surface cleaner; pay special attention behind faucet.
- ✓ Bathrooms
 - Bath Tubs
 - Special instructions may be applicable if you have a tub that has been resurfaced.
 - Clean with Softscrub for fiberglass tubs or Scrubbie (3M pad) for porcelain tubs – use bleach to remove stains.
 - Scrub the shower tile/enclosure with Comet/Ajax – rinse well – **run your hand over it to make there is no remaining scum.**
 - Remove hard water stains/lime scale/rust with CLR/Lime Away or similar product.
 - Use bleach or Tilex on grout and caulking (a toothbrush works well here).
 - Clean all sides of faucet spout and shower head – rinse well and shine with glass/surface cleaner.
 - Sinks
 - Follow the same instructions as shown above for bath tubs.
 - Replace Hot or Cold markers if they are missing.
 - Toilets
 - Clean the exterior with a sanitizing cleaner.
 - Clean interior with a sanitizing cleaner, flush and add ½ cup of bleach and flush again.
 - Remove hard water stains/lime scale/rust with CLR/Lime Away or similar product.
 - Thoroughly clean around the toilet lid screws and caps.
 - YOU MAY NEED A TOOTHBRUSH AGAIN TO CLEAN THESE AREAS AS WELL AS THE BAST OF THE TOILET.
 - Cabinets
 - Wash exterior with mild soap and rinse.
 - Thoroughly wipe out shelves and drawers.

- Polish exterior with wood polish.
- Mirrors
 - Clean and shine with glass cleaner.
 - Leave no streaks (newspaper/paper towels work well instead of cloth).
- Floors
 - See separate wood/laminate cleaning instructions, below.
 - Wash floor/base boards with grease-cutting soap, using a hard – bristled brush .
 - Don't forget edges and corners.
 - Rinse well.
- ✓ Common Areas
 - Closets
 - Wipe down all shelves and rods.
 - On sliding doors, clean tracks thoroughly.
 - If doors are louvers, clean louvers inside and out.
 - Leave no loose debris or dust.
 - Light Fixtures & Related
 - Wash all globes/covers inside and out with grease-cutting soap – rinse and shine with glass cleaner.
 - Thoroughly clean all switch plate covers and outlet plates – if they are cracked or broken, replace them.
 - Wipe top and bottoms of all blades, chains, light covers and trim on ceiling fans.
 - Don't forget exterior lights by front and back doors and garage.
 - Fireplaces
 - Sweep out all ashes (only when completely cool) – clean fireplace utensils and wipe down the hearth and mantel.
 - Clean glass and screens with glass cleaner – if heavily soiled, steel wool may be required.
 - Chimney cleaning must be done by a professional and is required. We will order this after move-out, or you may provide a receipt when keys are returned.
 - Heaters/Vents & Related
 - Electric Heat/Hot Water Heat: Wipe down baseboards and/or radiators with soap and water.
 - Forced air heat: Remove all vents, soak in warm, soapy water, and rinse; vacuum the heat duct (hole) then replace.
 - Wipe all sides of thermostat, and replace batteries if needed.

- Clean cold air returns; usually, soap and water and toothbrush do the trick.
- Windows & Window Treatments
 - Thoroughly wash all mini-blinds/verticals – we prefer you call a professional blind cleaning company on one to avoid damage from taking down the blinds; when clean, you should be able to run your finger all the way across and get a clean sweep.
 - If your curtains have pet hair or have marks from greasy/dirty hands or excessive traffic (sliding door) it is up to you to have them cleaned or replace with equal quality and color.
 - Clean and shine all interior and exterior sides of windows and their tracks including walls and trim around windows.
 - Clean interior and exterior of sliding glass door and tracks and front and rear storm doors.
 - Wash all window ledges and polish with wood polish, if applicable.
- Screens
 - All screens must be in place and undamaged.
 - Note: This has become almost a typical charge from security deposits. If they are damaged, it is in your best interest to have them repaired prior to vacating the property. Handymen glass companies such as City Glass will repair screens or build new ones at nominal cost.
- Doors (Including louvered doors)
 - Wash all doors, both sides, including entry doors to house and garage (not the overhead door) with a mild soap, with special attention to the areas near the door knobs; rinse and shine with wood polish if applicable.
 - Clean all thresholds, knobs, latches, chains and locks.
 - Spray overhead door with hose and apply soap and water as needed.
- Woodwork
 - Wash all woodwork; mantel, banisters, railings and baseboards with grease-cutting soap.
 - Rinse and polish with wood polish.
- Chrome
 - Shine all chrome: sinks, towel bars, faucets, appliance handles, paper towel holders, etc. with glass cleaner or chrome cleaner.
 - No streaks should be visible.
- Lights

- Replace any burned out bulbs including appliance bulbs; be careful not to damage fixtures, and lens covers; replace bulbs with correct size and wattage.
- Walls
 - Wipe down all walls, paying special attention to the kitchen area.
 - Remove all cobwebs throughout.
 - Fill nail holes and touch up paint to return walls to pre-tenancy condition. Touch-up paint must match color and gloss type. If you do not know how to do this, hire a handyman. You may be charged for improper repairs.
 - Re-glue any wallpaper coming up with wallpaper glue only.
 - Wipe down doorbell chime box.
- Doorstops
 - Replace all missing or damaged doorstops.
 - Repair damage done to wall due to missing or damaged doorstops – if you do not know how, hire a handyman – you will be charged for improper repairs.
- Carpets
 - Thoroughly vacuum throughout including edges.
 - Do not try to remove stains yourself or use a product that has a bleach or Oxyclean base.
 - Remember, we will have carpets professionally cleaned at your expense.
 - Note: IF YOU USE ANOTHER CARPET CLEANING COMPANY, IT MUST BE A TRUCK-MOUNTED SYSTEM – All carpets must be professionally cleaned. If the job doesn't meet our standards, you may be charged again. If a receipt is not provided to our office at the time possession is returned, you may be charged for the service again.
- Wood Floors
 - All floors with a urethane finish should never be waxed and require cleaners that won't leave a film or residue.
 - A hardwood floor cleaner is useful in removing occasional scuffs or heel marks. Merely spray some cleaner on a cloth and lightly rub the stained area. Sticky spots can be cleaned with a damp towel or sponge.
 - Do not use ammonia cleaners or oil soaps on a wood floor, as they will dull the finish and performance of your floor. These products will also affect the ability to recoat your floor later.

- Since wood naturally expands when it is wet, never wet mop or use excessive water to clean your floor. Large amounts of water can cause the wood to swell and may cause your floor to crack or splinter.
- Being a natural product, hardwood will expand and contract due to moisture level changes. Minimize water exposure to hardwood floors and clean up spills as soon as they happen.
- **Doormats and rugs** - At each and every entry point, place a doormat or area rug. These items will collect dust, mud and dirt and prevent them from acting as sandpaper and damaging the delicate surface of the floor. Make sure that the mats are not rubber-backed or non-ventilated types. Shake the mats often to remove all the accumulated dirt.
- **Brooms and vacuum cleaner** - Buy a soft bristle broom to mop up the floor covering. Use the vacuum cleaner to remove dust from areas that are hard to reach like the regions between the planks. Use mild soap solution to finally clean the floor.
- Do: Place Protector pads on ALL furniture legs on wood floor
- Do: Place walk off mats and area rugs in high traffic areas (make sure they stay dry and are cleaned underneath often)
- Do: Perform routine maintenance as recommended by manufacturer, this should include sweeping, vacuuming (with a soft brush attachment) and/or dust mopping to remove dirt and grit. Keep this as a regularly scheduled event, and stick to it. Always perform this process before and after a major event that involves a high volume of traffic on the floor.
- Do: Use the proper cleaning pad with the manufacturer recommended cleaning solution. The pad should be slightly damp and well rung out. Make sure ALWAYS to use a clean pad/cloth each time you start the cleaning process. These pads can be washed after excessive buildup.
- Do: Keep high heel shoes in good repair, as well as keeping your pets nails trimmed on a regular basis
- Do Not: Use WET mops
- Do Not: Use ammonia
- Do Not: Use dust cleaners
- Do Not: Track dirt, clean immediately
- Do Not: Use other floor cleaning products
- Do Not: Wax a urethane finish- **NEVER !**

Three simple steps:

1. Vacuum 2. Spray the proper cleaning solution 3. Clean with proper mop

- ✓ Unfinished Basements
 - Sweep and clean as needed.
 - Don't forget light fixtures, windows, cobwebs, etc.
- ✓ Utility Room & Laundry Room
 - Clean interior and exterior of washer, dryer and clean dryer filter.
 - All other cleaning regarding floors, windows, lights, etc. apply as described above.
- ✓ Garage/Driveway
 - Sweep out garage thoroughly. If your car has been dripping excessive fluids in the garage or driveway, wet the area, cover with powdered laundry detergent, and let set for two hours. Try to scrub with an old broom (If oil stains caused by you are in the garage or driveway, you may want to hire a handyman to use an acid-based cleaner and power washer). We do not expect you to remove all stains from the concrete, but at minimum, the residue.
 - Don't forget windows and cobwebs.
 - Don't remove items that go with the house, i.e. paint, etc.
- ✓ Patio & Deck
 - Sweep patio and/or deck.
 - Remove any grease that might have spilled with de-greaser.
 - Remove all outdoor furniture, pots, and BBQ grills if they belong to you.
- ✓ Yard
 - Day of vacating: The yard must be freshly mowed and raked and free of pet feces, shrubs neatly trimmed, and flower beds and rocked areas must be weeded and ground policed for trash.
 - Winter: Walks and driveway shoveled and free of snow and ice and pet feces removed.
 - Window wells free of trash and debris.
 - Hoses disconnected from spigots (If they belong to the house, they must be neatly coiled).
- ✓ General Notes
 - Have the batteries been replaced in the smoke/CO detectors?
 - Did you leave the carbon monoxide detector(s) in place?
 - Are all personal items removed from the property? Examples: hangers, toilet paper, cleaning supplies, magnets, pennies, etcetera.

- If applicable, has the furnace filter been changed/cleaned?
- Are the water supplies to the washing machine ALL THE WAY OFF?
- In the summer, never turn the sprinkler system off.
- In the winter, never turn the thermostat all the way down or turn the system off. It must be set to 60 degrees.
- In the winter, all outside hoses must be disconnected from silcocks/spigots.

Please follow these guidelines carefully. Dorman Management is billed around \$40.00 or more per hour plus supplies for maintenance and cleaning. Therefore, that cracked switch plate, furnace filter etc. that might cost you \$1.00 to replace will be charged to you at the cost of labor (including drive time) and material. We use the above as our guideline for the final move-out inspection of your property.