CLEANING CHECKLIST

KITCHEN

☐ **Refrigerator**	Clean interior and exterior.
☐ **Stove**	Clean under burners, controls, rings, drip pans, and stove top. Wipe down the front and sides of range. Exhaust fan must be clean and grease free.
☐ **Oven**	Clean interior, exterior, and racks. Follow mfg instructions. Clean under controls and heating elements.
☐ **Microwave**	Clean interior and exterior. If unit has microwave/stove hood the hood must be clean and free of grease.
☐ **Dishwasher**	Clean interior and exterior. Run empty cycle with detergent.
☐ **Light Fixtures**	Dust and clean.
☐ **Wall Plates**	Clean or replace all light switch and outlet cover plates.
☐ **Walls**	Clean as needed.
☐ **Blinds**	Dust and clean without causing damage. Blinds should be dust and grease free.
☐ **Windows**	Clean inside glass, window tracks, and sills.
☐ **Doors**	Wipe down and clean all doors, door handles, and door trim.
☐ **Baseboards**	Wipe down and clean.
☐ **Drawers**	Wipe out and clean.
☐ **Shelves**	Wipe off and clean.
☐ **Cabinets/Cupboards**	Clean inside and out. Wipe down and clean cabinet faces. Cabinet faces should be dust and grease free.
☐ **Pantry**	Wipe down and clean shelves, baseboards, trim, door, and door handle.
☐ **Counters**	Clean countertops and backsplash.
☐ **Sink**	Clean sinks and remove all stains. Disposal should be clean and in working order.
☐ **Floors**	Sweep and mop linoleum, tile, or laminate.

LIVING/FAMILY ROOMS

☐ **Light Fixtures**	Dust and clean.
☐ **Wall Plates**	Clean or replace all light switch and outlet cover plates.
☐ **Walls**	Clean as needed.
☐ **Mirrors**	Dust and clean.
☐ **Blinds**	Dust and clean without causing damage. Blinds should be dust free.

☐ **Windows**	Clean inside glass, window tracks, and sills.
☐ **Shelves**	Wipe off and clean.
☐ **Doors**	Wipe down and clean all doors, door handles, and door trim.
☐ **Baseboards**	Wipe down and clean all baseboards and door trim.
☐ **Closets**	Dust and clean shelves, doors, door knobs, baseboards, and trim.
☐ **Floors**	Vacuum carpets. Sweep and mop linoleum, tile, or laminate.

BATHROOMS

☐ **Tub/Shower**	Bathtub and shower must be cleaned to remove any rings, soap build up, hard water marks, and mildew. Sides of the tub enclosure and shower must be clean and free of any soap build up.
☐ **Toilet**	Toilet bowl must be cleaned with a disinfectant. The outside of the bowl, including the seat, rim, tank, and base must be clean and disinfected.
☐ **Closets**	Dust and clean shelves, doors, door knobs, baseboards, and trim.
☐ **Vanity**	Clean interior and exterior. Wipe down and clean cabinet faces and drawers. Clean counter tops.
☐ **Medicine Cabinet**	Clean interior and exterior.
☐ **Light Fixtures**	Dust and clean.
☐ **Wall Plates**	Clean or replace all light switch and outlet cover plates.
☐ **Walls**	Clean as needed.
☐ **Mirror**	Dust and clean.
☐ **Blinds**	Dust and clean without causing damage.
☐ **Windows**	Clean inside glass, window tracks, and sills.
☐ **Doors**	Wipe down and clean all doors, door handles, and door trim.
☐ **Baseboards**	Wipe down and clean.
☐ **Shelves**	Wipe off and clean.
☐ **Sink**	Scour Sinks and remove all stains.
☐ **Floors**	Vacuum carpets. Sweep and mop linoleum, tile, or laminate.

BEDROOMS

☐ **Light Fixtures**	Dust and clean.
☐ **Wall Plates**	Clean or replace all light switch and outlet cover plates.
☐ **Walls**	Clean as needed.
☐ **Mirrors**	Clean.

☐ **Blinds**	Dust and clean <u>without causing damage</u>. Blinds should be dust and grease free.
☐ **Windows**	Clean inside glass, window tracks, and sills.
☐ **Shelves**	Wipe off and clean.
☐ **Doors**	Wipe down and clean all doors, door handles, and door trim.
☐ **Baseboards**	Wipe down and clean all baseboards and door trim.
☐ **Closets**	Dust and clean shelves, doors, door knobs, baseboards, and trim.
☐ **Floors**	Vacuum carpets. Sweep and mop linoleum, tile, or laminate.

EXTERIOR

☐ **Porch**	Sweep or blow off dirt and clear all cobwebs.
☐ **Deck**	Sweep or blow off dirt and clear all cobwebs.
☐ **Yard**	Mow the lawn, remove any trash, debris, and animal waste from yard (as applicable)
☐ **Doors**	Clean and wipe down exterior doors.

GARAGE/CARPORT

☐ **Shelves**	Ensure shelves and cabinets have all debris removed and are empty.
☐ **Wall Plates**	Clean all light switch and outlet cover plates.
☐ **Doors**	Clean and wipe down door and door handle.
☐ **General**	Sweep or blowout any dirt, cobwebs, and leaves.

GENERAL

☐ **Light Bulbs**	Install new bulbs if they are missing or burned out.
☐ **Light Fixtures**	Dust and clean.
☐ **Ceiling Fans**	Dust and clean.
☐ **Walls**	Dust and clean as needed.
☐ **Garbage/debris**	Ensure all garbage & debris is removed from EVERYWHERE including exterior bins, as applicable. **It is critical that NO GARBAGE, RECYCLING AND/OR YARD WASTE IS LEFT BEHIND. ALL BINS INSIDE & OUT, MUST BE EMPTIED. If any bins are found to have anything in them there will be a $100 charge per bin with a MINIMUM $300 charge. If you missed garbage, recycling or yard waste pick up days by the utility company, the dump only charges $20 up to 400 pounds (prices subject to change w/o notice).**
☐ **Shelves**	Wipe off and clean.
☐ **Doors**	Wipe down and clean all doors, door handles, and door trim.
☐ **Baseboards**	Wipe down and clean all baseboards and door trim.

Each office is independently owned and operated

☐ **Closets**	Dust and clean shelves, doors, door knobs, baseboards, and trim.
☐ **Floors**	Vacuum carpets. Sweep and mop linoleum, tile, or laminate.
☐ **Personal Items**	Remove all personal items.
☐ **Thermostat**	Between October and April set at 55. Between May and September set at 75.

Keyrenter
property management.

Do not have the carpets professionally cleaned if you prepaid the Non-Refundable Cleaning Fee with deposit. If you did not pay the Non-Refundable Cleaning Fee, you are required to use a truck mounted carpet cleaning service. Do NOT use home carpet cleaners, for example RugDoctor, etc.