



## CLEANING STANDARDS FOR OUR DEPARTING RESIDENTS

### ENTIRE PROPERTY

*Any and all personal items must be completely removed from the property and any storage areas. Our office will only conduct one inspection of your property.*

- Remove all cobwebs from walls, ceilings, and corners and around doors.
- Clean glass doors and windows inside and out, as well as window frames. Wipe down blinds removing all residues.
- Dust or vacuum baseboards to remove dust build-up.
- Carpets must be professionally cleaned.
- Vacuum/clean air return vents and floor vents.
- Clean outlet covers.
- Remove all light fixture covers and clean outside and in.
- Clean ceiling fan blades.
- Wood burning fireplaces must be professionally swept.
- **Replace air filter to heat/air unit. Not doing so will result in a charge on your account.**

### KITCHEN

*Replace all drip pans or you will be charged!*

- Remove all shelf paper and wipe off shelves. Vacuum and/or wipe out drawers.
- Clean cabinet doors inside and out to remove fingerprints and other build up.
- Clean counter tops and sinks.
- Move refrigerator from wall and clean floor area as well as the back and sides.
- Clean refrigerator and freezer on inside. Wipe down seal around doors to remove dirt and possible mold build-up.
- Clean stove inside and out to include sides. All grease build-up must be removed. Clean oven, racks, under range hood, drawer. **DO NOT USE ABRASIVE CLEANERS SUCH AS EASY OFF ON SELF-CLEANING OVENS. PLEASE FOLLOW MANUFACTURER'S CLEANING INSTRUCTIONS.**
- Clean dishwasher inside and out, remove all residue outside and along door edges.
- Clean microwave oven inside and out.
- Sweep and mop floors.



## **BATHROOMS**

- Clean and disinfect the sink, toilet, and shower/tub area. Be sure to remove any soap build-up from faucets. Remove any and all mold/mildew from tub. Wipe down well after cleaning to ensure that there is no residue from the cleaning products.
- Clean commode bowls inside and out, hinges, rims and base bolts. Remove any bowl cleansers that may be found in the tank and/or bowl.
- Wipe out vanities, vacuum and wipe down doors of vanity inside and out.
- Clean mirrors and towel bars.

## **EXTERIOR**

- Sweep storage areas.
- Sweep patio or balcony.
- Sweep entrance area.
- Remove cobwebs in storage areas and around the exterior of the property.
- Mow and weed eat yard (house properties only)

**Please be advised that you may be charged for the cost of cleaning in case the property is not returned to management in the above condition.**

We require, unless other arrangements have been discussed, that you arrange for a walk-through with your property manager prior to your departure to ensure that you have fulfilled your obligations.

***THANKS IN ADVANCE FOR YOUR COOPERATION!***