

CLEANING GUIDE FOR SECURITY DEPOSIT REFUND

KITCHEN

- ___ Clean inside and outside of all kitchen cabinets and drawers
- ___ Clean all counter tops, sinks and faucets
- ___ Clean inside and outside of refrigerator: make sure to clean under crisper drawer, egg tray and butter tray
- ___ Defrost refrigerator if it is not a frost free refrigerator
- ___ Pull out refrigerator and stove (if electric) and clean the floor underneath it, vacuum and clean rear coils on the back of the refrigerator
- ___ DO NOT turn off or unplug the refrigerator after it has been cleaned, and leave on at a low setting
- ___ Clean stove top, making sure to clean drip pans, under drip pans, and under stove top (lift up top): sometimes it's easier to replace drip pans than to clean
- ___ Clean under hood of stove, including filters: replace filters as necessary
- ___ Clean inside of oven and storage drawer
- ___ Clean inside and outside of dishwasher
- ___ Clean inside and outside of microwave
- ___ Sweep and wash kitchen floor

LIVING ROOM/FAMILY ROOM

- ___ Clean heat registers, window sills, window tracks, and inside and outside of closets
- ___ Wipe down inside and outside of entry doors, glass doors, and thresholds
- ___ Clean out fireplace

BATHROOMS

- ___ Clean / disinfect all bathroom tile, tub, chrome, shower doors, and all other washable surfaces
- ___ Clean / disinfect toilet interior and exterior, making sure to clean toilet bowl and base near floor
- ___ Clean inside and outside of all bathroom cabinets and drawers
- ___ Clean / disinfect counter top and sink
- ___ Clean mirror, all towel holders, toilet paper holders and soap dish
- ___ Clean / polish chrome, brass, and glass
- ___ Clean window sill and track if there is one
- ___ Sweep, wash, and disinfect floor

BEDROOMS

- ___ Clean window sills, tracks, and heat registers
- ___ Clean all closet doors and wipe off closet shelves

GARAGE/OUTSIDE STORAGE

- ___ Clean all items off shelving
- ___ Sweep throughout
- ___ Make sure all doors are closed and locked

GENERAL

- ___ All windows inside and outside (only on first floor outside)
- ___ During Winter months leave heat on at 58 degrees to keep pipes from freezing
- ___ Wash or dry-clean draperies if needed at discretion of Owner or Owner's Agent
- ___ Dust and clean mini-blinds
- ___ Replace light bulbs that are burned out
- ___ Make sure all contact paper is removed from cabinets and all closets (if not in good condition)
- ___ Clean and polish all light fixtures and covers
- ___ Vacuum all carpeted areas
- ___ Dust/remove cobwebs from walls and clean spots from walls
- ___ Clean all baseboards
- ___ Remove all trash and items that are not house related (Leave Owner's Manuals, etc.)
- ___ Close and lock all windows
- ___ Close and lock all doors
- ___ ARRANGE FOR PROFESSIONAL CARPET CLEANING – Pet Enzyme Treatment required if there was an animal (pet or assistance animal) at the property – copy of receipt to owner/ owner's agent