

## Cleaning Checklist

Property Address	Unit	Date

Please complete the general items for all rooms, plus additional items per specific room and indicate the amount of cleaning required by you per rubric below.

L	M	H	ND	(1) General ND=No Cleaning Done L=Light M=Moderate H=Heavy
				<b>(1.1) Floors</b> Clean vinyl flooring thoroughly, removing any dirt or stains. If there are any wood, or wood-laminated floors, clean with mild soap solution.
				<b>(1.2) Carpets</b> Remove all gum, oil, or stains. If cleaning the carpets yourself, they must be done professionally and a receipt must be submitted at time of move out. But, we often get a cheaper rate, so contact us first.
				<b>(1.3) Light Fixtures</b> Clean inside, and out, of all light fixtures.
				<b>(1.4) Light Bulbs</b> Replace any burnt out, or missing, light bulbs.
				<b>(1.5) Windows and Blinds</b> Clean the windows, inside and out. This includes the window tracks and windowsills. Make sure to clean each blind set. Please leave blinds open and pulled down.
				<b>(1.6) Window Screens</b> Clean the window screens. To do this, remove the screen carefully, hose off with water, and replace on the window.
				<b>(1.7) Nails and Rubber bands</b> Remove all nails from the walls, and rubber bands from doorknobs. To remove stick-on picture hangers, wet them first and remove carefully. Be careful not to damage the wall texturing.
				<b>(1.8) Walls, Doors, and Baseboards</b> Wash all walls, doors, and baseboards using mild soap and water, spic & span, fantastic, 409 or similar cleaning agents. Please be careful not to leave streaks. If you have damaged the walls, do not attempt to patch them as a bad repair is harder to fix and will be more costly. Please see the note above. Make sure to clean all electrical/cable outlets and light switches as well.
				<b>(1.9) Water Heater</b> Wipe down the water heater. Clean out the water heater closet and wipe off the water heater. Do not damage the controls.

				(2) Kitchen	L=Light M=Moderate H=Heavy
				<p><b>(2.1) Refrigerator</b> Clean the refrigerator. This includes all shelves, under the crisper, all pans, and ice cube trays, Said another way, this is a complete inside, complete outside, and underneath refrigerator operation. To clean under the refrigerator, put soapy water on floor so refrigerator will slide without tearing the vinyl floor. After cleaning underneath the refrigerator, and the walls behind it, gently replace the appliance back to its original spot. Clean gasket and all other parts. Leave fridge plugged in.</p>	
				<p><b>(2.2) Cupboards</b> Clean the cupboards, inside and outside. Remove EVERYTHING from the shelves. Remove any shelf paper or contact paper. Use mild soap solution to wipe out inside the cupboards. After cleaning the outside of all cupboards, apply polish. You can ask us which polish to use as it is a special kind. Do NOT use any kind you may have, as it might cause damage.</p>	
				<p><b>(2.3) Stove</b> Clean the stove, including under the burners. Clean the controls, burner rings, and stove vent. NEVER USE OVEN cleaner except inside of the oven and make sure oven cleaner does not get on any other part, except inside of oven; (Be careful not to let oven cleaner drip below oven door. DO NOT use oven cleaner on any of the control area. To pull the stove out from between cupboards put soapy water on the floor in front of the stove so it will slide out without damaging the vinyl floor. Clean both sides of the stove and clean under the stove. Then gently put the stove back in place.</p>	
				<p><b>(2.4) Dishwasher</b> Clean the dishwasher inside and outside.</p>	
				<p><b>(2.5) Other</b> Clean the sink, counter top, exhaust fan, faucet fixtures, breadboards, and other remaining items.</p>	
				<b>(3) Bathrooms</b>	
				<p><b>(3.1) Bathtub</b> Deep clean the tub(s). They do come sparkling clean if you do it right. DO NOT use abrasives on any fiberglass.</p>	
				<p><b>(3.2) Toilet</b> Clean the toilet(s) (inside and out) and the toilet tank. Use a pumice stone to remove water rings.</p>	
				<p><b>(3.3) Vanity</b> Clean the basin vanity and basin(s). Clean all cupboards and the mirror. Polish cupboard with same polish used on kitchen cupboards. (Ask us for name of polish.) Clean counter top.</p>	
				<p><b>(3.4) Chrome Fixtures</b> Clean and polish all chrome fixtures, including faucets, lights, etc.</p>	

				<p><b>(3.5) Shower</b> Clean the shower, shower doors as. Use a product that removes water and lime deposits on the shower doors. "Lime Away" seems to work well. The doors can be removed for easier cleaning if you like. Be very careful not to damage the doors in the process.</p>
				<p><b>(4) Bedrooms</b> <span style="float: right;"><b>L=Light M=Moderate H=Heavy</b></span></p>
				<p><b>(4.1) Closets</b> Clean inside of closets.</p>
				<p><b>(5) Exterior</b></p>
				<p><b>(5.1) Garage</b> Sweep out the garage and remove remaining items. If too large to remove, please contact Locale.</p>
				<p><b>(5.2) Patios</b> Hose off any exterior patios.</p>
				<p><b>Other Notes</b></p>
				<p>Please describe any particular issues with this location, or items that you think Locale might want to be made aware of at this time.</p>