

CLEANING CHECKLIST:

___ **Carpet Shampoo** (Must be PROFESSIONALLY done and a receipt for work presented to management at time keys are turned in)

___ **Painting** (Please contact management for the paint brand and color. Talk to the property manager with regard to specific instructions on painting.)

___ **Apartment Cleaning:**

Kitchen:

- ___ Clean Refrigerator
- ___ Clean Stove/Oven/Broiler (be sure to clean space under the stove burners.)
- ___ Clean Dishwasher (be sure to also clean inside door edge.)
- ___ Wipe clean Countertops/Cabinets/Drawers/Sink: inside and outside
- ___ Wash Kitchen Floor
- ___ Clean Front of Cabinets (wipe all marks and fingerprints)
- ___ Replace any burned out light bulbs

Bathroom:

- ___ Clean Bathtub, sink and toilet
- ___ Clean Tile around tub area (Use Tilex on tile, Use Softscrub on tub surrounds.)
- ___ Wipe Mirrors/Vanity/Vanity Bulbs
- ___ Wash Bath Floor
- ___ Clean front of cabinets
- ___ Vacuum air vents
- ___ Wipe off fingerprints on doors
- ___ Replace burned out vanity light bulbs

Other:

- ___ Vacuum any heating/AC vents
- ___ Clean blinds and windowsills
- ___ Wipe ALL closet and bathroom doors (dirt and fingerprints)
- ___ Clean utility closet, wash floor, wipe equipment
- ___ Dust all light fixtures/bulbs
- ___ Replace any burned out light bulbs

The minimum cleaning charge for our contractor to come out (regardless of how much or how little they have to do) is \$45.00. So please check to make sure everything is completed.