

# CLEANING CHECKLIST

**IF APARTMENT IS NOT CLEANED TO LANDLORD'S MINIMUM STANDARDS  
TENANT MAY STILL BE CHARGED FOR ANY NECESSARY CLEANING!**

## ALL ROOMS:

- CLEAN OUT ALL CLOSETS & WIPE DOWN SHELVES
- REMOVE COBWEBS
- WIPE DOWN BASEBOARDS, DOORS & DOOR FRAMES
- CLEAN HANDPRINTS & OTHER MARKS FROM WALLS
- CLEAN ALL FLOOR / WALL / CEILING VENT COVERS
- CLEAN LIGHT SWITCH & ELECTRICAL OUTLET COVERS
- CLEAN LIGHT FIXTURES
  - \* EXCEPTION: DO NOT REMOVE KITCHEN CEILING LIGHT COVER AT GREEN MEADOW
- CLEAN CEILING FANS & FAN BLADES
- CLEAN WINDOWS, WINDOW SILLS & TRACKS
  - \* MOST WINDOWS LIFT OR TILT OUT FOR EASIER CLEANING
- CLEAN DRAPERIES AND/OR WINDOW BLINDS
- REPLACE ANY BURNED-OUT LIGHT BULBS
- REPLACE DEAD SMOKE DETECTOR BATTERIES
- REMOVE ALL PAPER TOWEL HOLDERS, ADHESIVE HOOKS, CEILING HOOKS, MOUNTED MIRRORS, ETC
- VACUUM CARPET & EDGES BY BASEBOARDS
  - \* DO NOT SHAMPOO CARPETING. LANDLORD WILL ARRANGE TO SHAMPOO CARPET AFTER YOU VACATE.

## KITCHEN:

- CLEAN STOVETOP, CONTROL PANEL & DIALS
  - \* SCOTCH-BRITE COOKTOP CLEANER RECOMMENDED FOR HEAVILY SOILED GLASS-TOP COOKING SURFACES
- CLEAN OVEN: WALLS, RACKS & BROILER PAN
  - \* IF EQUIPPED: DO NOT USE SELF CLEANING FUNCTION WITH SPRAY-ON OVEN CLEANER
  - \* WHEN USING SPRAY-ON OVEN CLEANER CAREFULLY FOLLOWING DIRECTIONS ON CAN AND CLEAN ANY REMAINING CLEANING RESIDUE TO PREVENT CORROSION
- CLEAN INSIDE & OUTSIDE SURFACES OF MICROWAVE AND UNDERSIDE FILTER
- DEFROST REFRIGERATOR & REMOVE WATER
  - \* DO NOT UNPLUG REFRIGERATOR WHICH CAN DAMAGE COMPRESSOR, AND WORSEN FOOD ODOR
- CLEAN INSIDE REFRIGERATOR & FREEZER
  - \* REMOVE ALL RACKS, SHELVES AND DRAWERS, AND THOROUGHLY CLEAN ALL SURFACES
- CLEAN INSIDE & WIPE DOWN FRONT OF DISHWASHER

- WIPE DOWN ALL WOODWORK IN KITCHEN
- CLEAN PANTRY & WIPE DOWN SHELVES
- CLEAN CABINET DOORS & SHELVES
- CLEAN & WIPE OUT ALL DRAWERS
- CLEAN SINK & FAUCET FIXTURES
- WIPE DOWN ALL COUNTER TOPS
  - \* USE A CLEAN RAG OR PAPER TOWEL AS OPPOSED TO A SPONGE TO AVOID STICKY COUNTERTOPS AFTER YOU MOVE-OUT THAT WILL REQUIRE ADDITIONAL CLEANING AT YOUR EXPENSE
- MOP / SCRUB VINYL FLOOR
  - \* DO NOT OVERUSE CLEANING SOLUTION AND USE CLEAN MOP WATER TO AVOID LEAVING THE FLOOR STICKY

## BATHROOM(S):

- CLEAN BATHTUB, SHOWER WALLS & FIXTURES
- THOROUGHLY CLEAN TOILET INSIDE & OUT!
- CLEAN CABINET DOORS & SHELVES
- CLEAN & WIPE OUT ALL DRAWERS
- CLEAN MIRROR & MEDICINE CABINET
- CLEAN SOAP DISHES & WIPE DOWN TOWEL BARS
- CLEAN SINK & FAUCET FIXTURES
- WIPE DOWN ALL COUNTER TOPS
  - \* USE A CLEAN RAG OR PAPER TOWEL AS OPPOSED TO A SPONGE TO AVOID STICKY COUNTERTOPS AFTER YOU MOVE-OUT THAT WILL REQUIRE ADDITIONAL CLEANING AT YOUR EXPENSE
- MOP / SCRUB VINYL FLOOR
  - \* DO NOT OVERUSE CLEANING SOLUTION AND USE CLEAN MOP WATER TO AVOID LEAVING THE FLOOR STICKY

## MISCELLANEOUS (IF APPLICABLE):

- REPORT KNOWN MAINTENANCE ISSUES IN NEED OF REPAIR TO LANDLORD **BEFORE MOVING OUT**
- REMOVE PROPERTY FROM DECK OR PATIO & SWEEP
- REMOVE PADLOCK AND CLEAN OUT STORAGE UNITS
- EMPTY & SWEEP OUT GARAGE
- REPLACE ANY BURNED-OUT LIGHT BULBS IN GARAGE AND/OR GARAGE REMOTE / KEYPAD BATTERIES
- AFTER EVERYTHING IS MOVED OUT AND CLEAN, WALK THROUGH APARTMENT ONE LAST TIME TO ENSURE NO AREAS ARE MISSED AND NO PROPERTY IS LEFT BEHIND IN CABINETS, DRAWERS, CLOSETS, ETC.