CLEANING GUIDELINES/MOVE-OUT RESPONSIBILITIES

The unit must be ready to rent upon vacancy. Use this list to help you remember everything to be completed.

WALLS	FLOORS
☐ Remove all cobwebs ☐ Clean all walls and baseboards ☐ Clean/dust all ceiling fans and vents ☐ Clean walls behind all appliances ☐ Dust and wash all light covers and fixtures (light switches and outlets)	☐ Clean all vents ☐ Vacuum or sweep inside all closets ☐ Sweep floors including the space behind all appliances ☐ Mop/remove stains and marks on all floors including the space behind all appliances ☐ Vacuum all carpets, clean any stains.
DOORS	**BATHROOM(S)**
☐ Clean and dust all door frames ☐ Clean and dust all doors ☐ Clean all door knobs and handles ☐ Clean inside door jams	☐ Clean and disinfect mirrors, counters, sinks, tubs, showers, toilets, and floors ☐ Clean all walls, windows, and vents ☐ Wipe down the doors and interiors of all drawers and cupboards
OUTSIDE (IF APPLICABLE)	**KITCHEN**
☐ Mow the lawn – front and back ☐ Rake and bag fallen leaves ☐ Weed garden/beds ☐ Remove all trash and personal items, including pet droppings ☐ Sweep porch – front and back ☐ Degrease concrete ☐ Remove all garbage and yard debris ☐ Ensure all light fixtures are working	☐ Clean and disinfect the inside and outside of the refrigerator, including the back ☐ Clean all counter surfaces and sink ☐ Wipe down the doors and interiors of all drawers and cupboards ☐ Clean the inside and outside of the microwave ☐ Ensure the microwave light and fan both work ☐ Clean the oven hood, stovetop, under the burners, inside the oven, oven drawer, and oven rack.
WINDOWS	**MISCELLANEOUS**
☐ Make all necessary repairs to any/all screens ☐ Dust and clean all blinds ☐ Clean all windows – inside and outside ☐ Vacuum and clean all tracking ☐ Clean all windowsills **LAUNDRY ROOM** ☐ Clean washer and dryer surfaces and sweep laundry area, including vents and soap dispensers.	☐ Sweep garage ☐ Replace any burnt out lightbulbs ☐ Ensure all smoke detectors work properly. Change batteries ☐ Change/replace HVAC filters ☐ Ensure thermostat is set for appropriate: 60º in winter months 80º in summer months