

Cleaning Checklist

Address _____

Kitchen: Cupboards

- _____ Wash inside shelving
- _____ Wash door faces
- _____ Scrub sink with scouring powder
- _____ Wash countertop

2 Tenant Names

Fill out work order after cleaning and turn in the original. You do not have to fill in the amount. You will be paid the amount identified in the cleaning paragraph of your lease

Appliances:

- _____ **Oven:** Remove burner and clean inside, replace trays if necessary, use oven cleaner inside and scrub racks (ammonia works best)
Clean fan, pull out and clean floor and wall
Be careful not to damage floors
- _____ **Refrigerator:** Wash inside thoroughly and wash outside including top. Move away from wall and mop underneath
- _____ **Washer Dryer:** remove lint trap and vac lint inside slot where it fits.
Wash lint screen with warm soapy water. Wash outside of both units.

Walls and Woodwork

- _____ Wash doors
- _____ Wash Casings
- _____ Wash Walls as needed
- _____ Wash around oven and sinks (see tips)
- _____ Wipe base boards (usually only needs vacuuming)
- _____ Wash Window sills
- _____ Wash Closet Shelves
- _____ Broom down all spider webs as needed

Window

- _____ Wash all Windows
- _____ Lift sash and vacuum out dirt and debris
- _____ Make sure all sill are cleaned out

Bath

- _____ Clean Tub, Stool, Sink, Etc.
- _____ Scrub mildew off EVERYTHING
- _____ Scrub walls around stool as well as floors with bleach
- _____ Clean lime and iron stains off tub, Shower walls and sinks
Don't use scouring powder on fiberglass tubs and showers
- _____ Clean out vent/fan with vacuum

Floors

- _____ Mop and vacuum as needed- get webs out of corners and ceilings
- _____ Lift cold air vents and vacuum out
- _____ Shampoo carpet in common areas
- _____ Vacuum base boards with a vacuum wand to make sure that the cracks between the carpet and base board are clean

Tips:

- Ammonia works best on grease
- Other cleaners to consider for tough stains, mildew, lime buildup, etc. are C.L.R, The Works, Oxiclean, Cleaner with Blean (409)
- Mr. Clean Magic Eraser work great for taking scuff marks, crayon, etc off the walls

A bristle brush with a spray foam cleaner works well on soap scum for fiberglass tubs
scouring powder with a sponge works well on all porcelain surfaces

BIGGEST TIP: bring a canister vacuum with a wand a brush on the end. Cleaning the dust
off of all surfaces is 50% of the work. Having this tool will make this job easier.

Do this on all level surfaces before washing. It will save you lots of work.