



## CLEANING CHECKLIST AND INSTRUCTIONS

The following guideline is provided to you to assist our tenants in cleaning their leased home prior to vacating and to convey our expectations on how the property should be cleaned. We expect the property to be clean and ready for a new tenant to move in. If you closely follow the guideline below, chances are very good that you will not experience a cleaning deduction from your deposit.

### KITCHEN

- I. **REFRIGERATOR**--- Do not turn off, or unplug
  1. **FREEZER COMPARTMENT**
    - a) Wash all trays, racks, bins with mild soap & rinse
    - b) Wash all interior surfaces with mild soap & rinse, make sure it is free of hair, crumbs etc.
    - c) Wash the rubber door seal
    - d) For ice makers: Turn off and dump ice
    - e) Do not use sharp objects! (You puncture you purchase)
  2. **REFRIGERATED COMPARTMENT**
    - a) Remove & wash vegetable, meat and butter bins with a mild soap & rinse
    - b) Wash all interior surfaces with mild soap & rinse
    - c) Wash rubber door seal
    - d) Remove racks & wash with mild soap & rinse
    - e) Do not use sharp objects
  3. **EXTERIOR SURFACES**
    - a) Wash all exterior surfaces including sides and kick plate with a grease cutting soap, rinse and shine with window cleaner
    - b) Pull out & clean under & behind
- II. **RANGE**
  1. **RANGE TOP** (flat tops have specific cleaners to use)
    - a) Clean the heating elements with a grease cutting soap, all the way back to where they plug in, rinse and let dry completely before reconnecting (Do NOT Soak)
    - b) Replace the drip pans with a new set (Home Depot/Wal Mart)
    - c) Clean control panel and knobs with a grease cutting soap, rinse & shine with window cleaner for hinged cook-tops, lift and thoroughly clean underneath
  2. **OVEN – SELF CLEAN OR CONTINUOUS CLEAN ONLY**
    - a) Racks may be cleaned by removing them from the oven & spraying both sides with an oven cleaner following their direction (Do Not Leave Racks in Oven for Self Cleaning)
    - b) The interior surface should be cleaned by activating the self clean cycle
    - c) Continuous clean ovens do not need to be activated
    - d) After the cycle has run, if there are some areas that did not come clean, use an SOS pad on these areas and rinse thoroughly.  
**DO NOT USE OVEN CLEANER ON THE INTERIOR OF THESE OVENS**
  3. **OVEN – CONVENTIONAL**
    - a) Spray the entire oven including racks with oven cleaner, following their direction, rinse thoroughly

4. EXTERIOR AND BOTTOM DRAWER

- a) Wash all exterior surfaces including the sides with a grease-cutting product, rinse & shine with window cleaner
- b) Pull drawer completely out to clean underneath

5. FREE STANDING RANGES

- a) Pull from wall and clean sides and back as well as floor underneath

6. VENT/HOOD

- a) Run filter through dishwasher
- b) Degrease interior and exterior

**NOTE: DON'T FORGET THE WALL BEHIND THE STOVE AND UNDER THE HOOD – IT'S USUALLY VERY GREASY – USE A DE-GREASER**

III. **DISHWASHER**

1. INTERIOR

- a) Clean interior by running wash cycle with ½ cup vinegar
- b) Wash rubber door seal with a mild soap & rinse
- c) Wash interior door with mild soap & rinse, pay special attention to the inside ledge

2. EXTERIOR

- a) Wash exterior with a grease cutting soap, rinse and shine with window cleaner

IV. **COUNTER TOPS**

1. Clean counters with a non-abrasive cleaner to remove stains (don't forget backsplash)

V. **CABINETS AND DRAWERS**

1. Wash exterior with a grease cutting soap & rinse
2. Thoroughly wipe out all drawers and shelves (no hair and crumbs etc.)
3. Polish exterior with wood polish
4. Remove any child safety door latches

VI. **FLOORS**

1. Wash floor & base boards with grease cutting soap, using a hard bristled brush & rinse. Pay special attention to the edges and corners  
NOTE: PERGO Type floors; wash with a white vinegar solution (1 gallon water, 2 cup white vinegar, ½ cup isopropyl alcohol). WOOD floors: Wash with Murphy soap solution or white vinegar and water.

VII. **SINK & FAUCET**

1. Scrub sink with Comet/Ajax rinse & shine all parts with window cleaner, use bleach on white porcelain sinks to remove stains
2. Run disposal until it runs clear
3. Replace Hot or Cold markers if they are missing
4. Clean faucet AND behind faucet with a grease cutting soap, you'll need a toothbrush to properly clean around the handles and metal edges. Rinse & shine with window cleaner.

## BATHROOMS

### I. BATHTUBS

1. Special instructions may be applicable if you have a tub that has been re-surfaced
2. Clean with Softscrub for fiberglass tubs, or a scrubbie (3M pad) for porcelain tubs, use bleach to remove stains.
3. Scrub the shower tile enclosure with Comet/Ajax, rinse well. Run your hand over it to make sure there is no remaining scum.
4. Use Bleach or Tilex on the grout and caulking (a toothbrush works well here)
5. Clean all sides of the faucet, spout and shower head, rinse well and shine with window cleaner
6. Clean the drain of any debris and pour some bleach down to disinfect

### II. SINKS

1. Follow the same instructions as shown above for bathtubs
2. Replace Hot or Cold markers if they are missing

### III. TOILETS

1. Clean the exterior with a sanitizing cleaner
2. Clean the interior with a sanitizing cleaner, flush and add ½ cup of bleach in toilet and let stand
3. Thoroughly clean around the toilet lid screws and caps and base of toilet (use toothbrush)

### IV. CABINETS

1. Wash exterior with a mild soap & rinse
2. Thoroughly wipe out shelves and drawers
3. Polish exterior with a wood polish

### V. MIRRORS

1. Clean & shine with window cleaner (no streaks)

### VI. FLOORS

1. Wash floors and baseboards with a grease cutting soap & rinse. Pay attention to edges & corners

## COMMON AREAS THROUGHOUT THE PROPERTY

### I. LIGHT FIXTURES & RELATED

1. Wash all globes/covers with a grease cutting soap, rinse & shine with window cleaner
2. Thoroughly clean all switch plate covers and outlet covers. If cracked, replace them
3. Wipe top and bottom of all blades of ceiling fans

**DON'T FORGET THE EXTERIOR LIGHT BY THE FRONT & BACK ENTRY & GARAGE**

### II. HEATERS/VENTS & RELATED

1. Electric or Hot water heat: wipe down all base boards with soap & water
2. Gas heat – Remove all the vents, soak in warm soapy water, rinse & vacuum the heat duct hole and replace
3. Wipe top of thermostat
4. Clean all cold air returns – usually soap & water and a toothbrush will suffice

### III. FIREPLACES

1. Sweep out all ashes, clean fireplace utensils and wipe down the hearth & mantel
2. clean screens & glass door with glass cleaner – if heavily soiled might need steel wool
3. NOTE: remove all firewood from the property

### IV. CLOSETS

1. Wipe down all shelves and rods – leave no loose debris or dust

**V. WINDOWS**

1. Thoroughly wash all mini blinds/verticals –. You should be able to run your finger all the way across and get a clean sweep. Be careful to avoid damaging the blinds if removing for cleaning.
2. If your curtains have pet hair or have marks from greasy/dirty hands or excessive traffic (sliding door) it is your responsibility to have them cleaned or replaced with equal quality and color
3. Clean & shine all interior & exterior sides of windows and their tracks
4. Clean interior and exterior of sliding glass doors and tracks and front storm doors
5. Wash all window ledges, and polish with wood polish if applicable

**VI. DOORS INCLUDING LOUVERED DOORS**

1. Wash all doors, both sides including entry doors to house and garage with a mild soap, with special attention to the areas near the door knobs, rinse & shine with a wood polish
2. Clean all thresholds

**VII. WOODWORK**

1. Wash all woodwork, mantel, banisters, railing and baseboards with grease cutting soap, rinse & polish with wood polish if applicable

**VIII. CHROME**

1. Shine all chrome: sinks, towel bars, faucets, appliance handles, paper towel and toilet paper holder, etc with window cleaner or special chrome cleaner

**IX. LIGHTS**

1. Replace all burned out bulbs throughout the property, (don't forget exterior) including fluorescent in the kitchen, over and refrigerator bulbs. Be extra careful when removing plastic deflectors or lens cover. ONLY replace burned out bulbs with correct size and wattage

**X. WALLS**

1. Wipe down all walls using special attention to the kitchen area
2. Remove all cobwebs throughout
3. Do not attempt to fill holes. you may be billed back for improper repairs
4. Re-glue any wallpaper coming up with wallpaper glue only
5. Wipe top of doorbell chime

**XI. UTILITY ROOM**

1. Clean interior and exterior of washer and dryer and filters
2. All other cleaning regarding floors, windows, lights apply as above

**XII. GARAGE**

1. Sweep out garage thoroughly. If your car has been dripping excessive fluids in the garage or driveway, wet the area, cover with powdered laundry soap, and let set for 2 hours and try to scrub up with an old broom. We do not expect you to remove all the stains from the concrete, only the residue.
2. Don't forget the windows and cobwebs in here
3. Do not remove items that go with the house; i.e. paint etc.

**XIII. PATIO/DECK**

1. Sweep off patio areas and/or deck
2. Remove any grease that might have spilled from grills with de-greaser
3. Remove all outdoor furniture, pots, etc if they belong to you

**XIV. DOORSTOPS**

1. Replace all broken/bent/missing doorstops

**XV. CARPET**

1. Thoroughly vacuum throughout including all edges (DO NOT TRY TO REMOVE STAINS YOURSELF OR USE A PRODUCT THAT HAS A BLEACH BASE OR OXYCLEAN BASE)

**NOTE: YOU MUST USE OUR CARPET CLEANING COMPANY. IF YOU WISH, WE CAN SET UP THE APPOINTMENT FOR YOU AND DEDUCT THE COST FROM YOUR SECURITY DEPOSIT**

**XVI. YARDS**

1. Day of vacating; the yard must be freshly mowed and raked and free of pet feces. The shrubs must be trimmed neatly. Flowerbed and rock areas must be weeded and the grounds policed for trash.
2. Window wells free of debris
3. Hoses disconnected from the spigot

**XVII. SCREENS**

1. All screens must be in place and undamaged. This has become a typical charge for security deposits. If they are damaged, it is in your best interest to have them re-screened or re-framed prior to vacating the property

**XVIII. OTHER**

1. Replace batteries in all smoke and carbon monoxide detectors.
2. Remove all personal items from property i.e. hangers, cleaning supplies etc.
3. Replace furnace filter
4. Turn washing machine connection ALL the way off

If you do not plan on doing your own cleaning you must contact Beggs Property Management two (2) weeks prior to your move out date.

Please follow the checklist carefully. Beggs Property Management Inc bills \$40/hour plus supplies for maintenance and \$25/hour for cleaning. The cracked switch plate or light bulb that would cost you less than \$1.00 to replace will now cost you that plus the cost of the service call.