

## CLEANING CHECK LIST / REVISED 1/16

Due to everyone having a different level of cleanliness, we do not recommend the owner of the home ever cleaning the home for the next resident unless the following work is professionally done.

### Kitchen

#### *Work Area*

- \_\_\_\_\_ Clean in/outside cupboard doors: remove fingerprints; polish.
- \_\_\_\_\_ Clean drawer faces; polish.
- \_\_\_\_\_ Clean cupboard shelves & inside drawers.
- \_\_\_\_\_ Clean cupboard under sink.
- \_\_\_\_\_ Clean counters; remove stains.
- \_\_\_\_\_ Clean sink; remove stains; polish fixtures.
- \_\_\_\_\_ Clean wall above sink.

#### *Stove*

- \_\_\_\_\_ Clean walls around & above stove.
- \_\_\_\_\_ Clean in/outside of hood fan.
- \_\_\_\_\_ Remove filter; clean; put back.
- \_\_\_\_\_ Clean outside panels & door handle.
- \_\_\_\_\_ Clean control panel. Clean oven & racks.
- \_\_\_\_\_ Clean storage drawer (s).
- \_\_\_\_\_ Clean & store broiler pan.
- \_\_\_\_\_ Clean stove top & rings.
- \_\_\_\_\_ Clean drip pans & line with foil.

#### *Refrigerator*

- \_\_\_\_\_ Clean sides, top, door & handle.
- \_\_\_\_\_ Defrost & clean freezer.
- \_\_\_\_\_ Remove & clean shelves & crisper(s).
- \_\_\_\_\_ Clean inside; replace shelves & crisper(s).
- \_\_\_\_\_ Clean door shelves & egg tray.
- \_\_\_\_\_ Clean magnetic seal on door(s).
- \_\_\_\_\_ Leave refrigerator plugged in and on.

#### *Dishwasher*

- \_\_\_\_\_ Remove items fallen to the bottom.
- \_\_\_\_\_ Remove soap deposits.
- \_\_\_\_\_ Clean along inside door edge.
- \_\_\_\_\_ Clean outside door & control panel.

#### *Floor*

- \_\_\_\_\_ Wash. Wax.

### Bathrooms

- \_\_\_\_\_ Clean tub & tub surround; polish fixtures.
- \_\_\_\_\_ Clean sink & soap holder.
- \_\_\_\_\_ Clean in/outside cupboards & drawers.
- \_\_\_\_\_ Clean medicine cabinet; in/outside
- \_\_\_\_\_ Clean mirror(s).
- \_\_\_\_\_ Clean in/outside of toilet; Remove any dye dispenser/tablet; disinfect.
- \_\_\_\_\_ Wash floor; remove dirt along tub & toilet base.

*Continued on back*

**General Cleaning – All Rooms**

- \_\_\_\_\_ Remove all nails from walls.
- \_\_\_\_\_ Remove marks & fingerprints on walls.
- \_\_\_\_\_ Clean baseboards.
- \_\_\_\_\_ Dust/wash mini blinds.
- \_\_\_\_\_ Clean windowsills, tracks, inside glass.
- \_\_\_\_\_ Clean closet shelves & rods.
- \_\_\_\_\_ Remove fingerprints around doorknobs; dust slats on louvered doors.
- \_\_\_\_\_ Remove all cobwebs.
- \_\_\_\_\_ Vacuum all carpets.
- \_\_\_\_\_ Wash all tile/vinyl floors.

**Light Fixtures**

- \_\_\_\_\_ Dust light fixtures. Remove cover; wash; put back in place.
- \_\_\_\_\_ Replace burnt-out light bulbs.
- \_\_\_\_\_ Clean switch plates. Replace missing or broken plates. Clean outlet plates.
- \_\_\_\_\_ Replace missing or broken plates.

**Fireplace/Woodstove/Insert**

- \_\_\_\_\_ Remove debris & clean.
- \_\_\_\_\_ Clean hearth & mantle.

**Smoke Alarm**

- \_\_\_\_\_ Test alarm; replace battery if necessary; re-test to insure working order.

**Outside**

- \_\_\_\_\_ Remove cobwebs from eaves & doorways.
- \_\_\_\_\_ Clean exterior light fixtures; replace burnt-out bulbs.
- \_\_\_\_\_ Edge & weed all flowerbeds.
- \_\_\_\_\_ Mow lawn(s) immediately prior to turning over keys to office.
- \_\_\_\_\_ Remove all debris from grounds & storage areas.
- \_\_\_\_\_ Broom clean garage, carport, storage areas & walkways.

**Repairs**

- \_\_\_\_\_ Make sure all walls are fresh and properly touched up or painted.
- \_\_\_\_\_ Replace any broken windows and make sure they have blinds and screens.

**Last**

- \_\_\_\_\_ Remove all personal belongings: Firebird Housing cannot be held responsible for items left behind.
- \_\_\_\_\_ Walk through unit double checking this list. All items left undone, you may be charged to have someone come out and complete the work.

Please understand that we do not recommend cleaning the home yourself, please allow us to have your home professionally cleaned for you prior to the resident moving in. That way, if the tenant has a complaint about the cleanliness of the home, we can resend the cleaning company. ~ Thank you