

# CLEANING CHECKLIST

## LIVING AREAS, BEDROOMS, HALLS & STAIRWAYS

- Clean doors and trim work
- Clean windows and sills
- Clean out closets

- Vacuum Carpets
- Clean walls where necessary
- Clean carpets, if necessary

## KITCHEN

- Clean out refrigerator & freezer (defrost), remove drip pan
- Turn refrigerator and freezer off, prop open doors
- Clean cabinets inside and out
- Clean microwaves

- Clean stove including burners, hood and outside surface
- Clean sink and fixtures
- Clean floors
- Wipe down walls, doors, and trim work

## BATHROOMS

- Clean toilet (inside and out)
- Clean vanity, sink and mirror
- Scrub shower/tub area including walls

- Clean floors
- Wipe down walls, doors and trim work

## EVERY ROOM!

- Clean overhead light fixtures (bugs, etc.)
- Remove ALL trash from the property

- Replace burnt out and missing light bulbs to avoid charges
- Replace or repair damaged screens

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## STANDARD CLEANING DEDUCTIONS:

- Damaged or dirty walls
- Trash, unclaimed items, etc.
- General cleaning of premises
- Dirty refrigerator or stove
- Dirty Microwave
- Dirty Dishwasher

- Estimated cost to clean or repair
- \$25 per hour to clean up plus cost to dispose
- \$25.00 per room
- \$25.00 each
- \$15.00 each
- \$20.00 each

## STANDARD REPAIR/REPLACEMENT DEDUCTIONS:

- Plugged drains/disposals, etc due to tenants fault
- Keys not turned in
- Burnt, dirty or torn carpet or furniture
- Unauthorized locking device on door(s)
- Missing smoke alarm(s) or fire extinguisher(s)

- \$25.00 or actual cost per statement from repairman
- \$35.00 per key
- Estimated cost to repair
- \$45.00 each
- Cost to replace