



A full service management company

## CLEANING GUIDELINES FOR VACATING RESIDENTS

This is a "general guideline" intended to assist residents in recognizing areas that may require attention. Your goal upon vacating is to leave the property as clean as possible, in a similar or like condition as when you moved in.

### KITCHEN

-Clean refrigerator, shelves, crisper, floor under fridge, wipe exterior. Throw out ALL food.

**\*do not leave door closed if your power is off**

-Clean out all cupboards & drawers (inside & out), tile, fans, sink, faucets, & fixtures

-Clean range, under stove top, burners, drip pans, knobs, oven, racks, range hood & filters

-Clean micro-hood, wipe out interior & exterior, and clean filter

-Clean dishwasher: front, handle & inside frame of door

### BATHROOMS

-Clean all surfaces with bathroom cleaner

-Wipe out medicine cabinet, clean interior & fronts of drawers & cabinets

-Clean floors including behind toilet, baseboards

-Clean shower, shower door tracks, bathtub & grout

-Clean toilet top to bottom/inside & out

-Clean mirrors

### WINDOWS & WINDOW COVERINGS

-All must be cleaned included glass inside & out, tracks, frames, ledges, and screens

-Dust/clean all mini blinds carefully

### SPOT CLEAN

-Wipe marks and handprints off doors, walls painted with semi-gloss

-Remove all nails, picture hooks, thumb tacks and fill with spackle

-Wipe off all light switches

-Baseboards

### GARAGE

-Sweep, dust off shelves, remove cobwebs, remove oil stains on garage floor or driveway, remove all personal items

### CARPETS/FLOORING

-See your Rental Agreement for specific instructions.

### ENTRY & EXTERIOR

-Sweep front entry/porch/walk and remove webs

-Yard: If your contract requires you to be responsible for yard maintenance, this must be completed.

**Note:** ALL personal property must be removed from the premises and the property returned in the condition received. If you have any questions, please contact the office.

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