

CLEANING PROCEDURES

Entry:

- ☐ Wash inside and outside of front entry door.
- ☐ Thoroughly clean (sweep and mop) entry floor.

Kitchen:

A. Stove/Oven/Microwave:

- ☐ Thoroughly clean exterior of oven. Don't forget the oven drawer!
- ☐ Use oven cleaner to clean interior of oven. Easy-Off Fume Free is an easy, odorless product that works well for this. You may have to do some extra cleaning for stubborn spills. If so, please use a mild detergent, and/or a steel wool pad.
- ☐ Remove oven drawer – clean drawer and sweep out from under the drawer. Be careful not to wipe the ash from the oven into your clean oven drawer.
- ☐ Scour drip pans and rings with an S.O.S. pad and clean all food and spills from underneath the drip pans. (Do not use oven cleaner on the drip pans because it corrodes the surface and turns them black). New drip pans can be purchased for around \$10 if the stains cannot be removed.
- ☐ Make sure broiler pan is completely clean and placed in the bottom of the stove drawer. Easy-Off Fume Free oven cleaner works well on the broiler pan using the "cold" directions on the back of the can.
- ☐ Thoroughly clean outside, inside, above and below microwave.
- ☐ Clean walls, cabinets and floor under and around the stove.

B. Dishwasher:

- ☐ Clean inside, outside & around the edges – especially the door.

Living Room:

- ☐ Mop/sweep hardwood floors
- ☐ wipe down ceiling fan
- ☐ Wipe down walls

- ☐ Remove any items or food from beneath bottom the drawer.

C. Refrigerator

- ☐ Wash all inside and outside surfaces.
- ☐ Don't forget the crisper drawer (inside and underneath).
- ☐ Remove all items from the Refrigerator and Freezer area
- ☐ Clean all drawers, compartments and shelves.

D. Cabinets and Countertops:

- ☐ Interior of cabinets should be free of shelf lining, crumbs and dust. Don't forget the drawers.
- ☐ Exteriors of all cabinets should be wiped down to remove water spots and food drips or spills.
- ☐ Wipe off all countertops.
- ☐ Clean the tops of the cabinets.

E. Kitchen Floor:

- ☐ Sweep the floor to remove all dirt and debris.
- ☐ Mop the floors with a disinfecting cleaner.

F. Kitchen Sink:

- ☐ Kitchen sink should be scrubbed and free of spots and stains.
- ☐ Make sure that the kitchen faucet is clean – pay special attention to the area around the faucet knob

Washer/Dryer:

- Washer should be clean inside and out. The exterior should be wiped down and the control turned to the “off” position.
- Dryer should be clean inside and out. Please remove all debris/lint from the lint trap. The exterior should be wiped down and the control turned to the “off” position.
- Clean floor area around and under both appliances

Bedroom:

- Carpet should be vacuumed and steam cleaned, free of any dirt or stains.
- Fan should be dusted and cleaned.
- Walls should be free from any bed rub/grease spot from absence of a headboard or any tacks, nails, sticky tape, etc. Damage from these items could result in additional charges.
- Dust all baseboards.

Bathroom:

- Wash inside and outside of vanity. Wipe or scrub all drawers, cabinets and countertops. No drawer liner should remain.
- Clean the mirror with Windex or similar product.
- Clean vanity sink, including the faucet. Sometimes a toothbrush must be used around the knobs to get them completely clean.
- Thoroughly clean inside, outside and around the toilet – including the bowl and handle – with a disinfecting product like Lysol Toilet Bowl Cleaner.
- Scour the bottom and sides of the tub with Softscrub until all dirt and soap residue is gone.

Walls:

All walls free of marks, stains and damage.

Windows:

- Wash interiors of all windows with Windex or similar product.
- Wipe down the top and tracks of all windows.
- Wipe down all windowsills.

General Items:

- All blinds must be completely clean.
- Clean all doors on both sides – including closets.
- Wash all closet and pantry shelves.
- Thoroughly vacuum all carpeting.
- Wash all light fixtures to remove dust and bugs.
- Clean all fingerprints/grime from walls, doors and light switches.
- Remove small nails from the wall.
- You are responsible for the cleaning and any damages to the carpet from stains or soils. If you had an unauthorized pet in your apartment at any time during your lease term, you will be held responsible for any damages caused by your pet, which may include the cost of replacement of carpet, pad, tack strip and labor.
- **DO NOT LEAVE ANY OF YOUR BELONGINGS OR TRASH IN OR AROUND THE UNIT. Removal by our staff will result in a charge of \$25.00 per bag (larger fees will be incurred for large personal items/furniture that is left).**