

CLEANING GUIDE FOR SECURITY DEPOSIT REFUND

KITCHEN

- ___ Clean Inside and outside of all kitchen cabinets
- ___ Clean Inside and outside of refrigerator: make sure to clean under crisper drawer, egg tray and butter tray
- ___ Defrost refrigerator if it is not a frost free refrigerator
- ___ Pull out refrigerator and stove (if electric) and clean the floor underneath it, vacuum and clean rear coils on the back of the refrigerator
- ___ DO NOT turn off or unplug the refrigerator after it has been cleaned, and leave on at a low setting
- ___ Clean stove top, making sure to clean drip pans, under drip pans, and under stove top
- ___ Clean under hood of stove, including filters
- ___ Clean inside of oven and storage drawer
- ___ Sweep and wash kitchen floor

LIVING ROOM/FAMILY ROOM

- ___ Clean heat registers, window sills, and inside and outside of closet
- ___ Wipe down inside and outside of entrance door
- ___ Clean out fireplace

BATHROOMS

- ___ Clean all bathroom tile, tub, chrome, shower doors, and all other washable surfaces
- ___ Clean toilet, making sure to clean toilet bowl and base near floor
- ___ Sweep and wash floor
- ___ Clean inside and outside of all bathroom cabinets and drawers
- ___ Clean counter top and sink
- ___ Clean mirror and all towel holders
- ___ Clean window sill if there is one

BEDROOMS

- ___ Clean window sills and heat registers
- ___ Clean all closet doors and wipe off closet shelves

GARAGE/OUTSIDE STORAGE

- ___ Clean all items off shelving
- ___ Sweep throughout

GENERAL

- ___ All windows inside
- ___ During Winter months leave heat on at 60 degrees to keep pipes from freezing
- ___ Wash or dry-clean draperies if needed at discretion of Landlord or Agent
- ___ Dust mini-blinds
- ___ Replace light bulbs that are burned out
- ___ Make sure all contact paper is removed from cabinets and all closets (if not in good condition)
- ___ Clean and polish all light fixtures and covers
- ___ Vacuum all carpet areas
- ___ Close and lock all windows
- ___ Mow yard and clean-up animal waste
- ___ **ARRANGE FOR PROFESSIONAL CARPET STEAM CLEANING (SUBMIT RECEIPT TO OUR OFFICE IMMEDIATELY UPON COMPLETION).**
- ___ **REPLACE FURNACE FILTERS**
- ___ **REPLACE ALL SMOKE/CO DETECTOR BATTERIES**