



CLEANING CHECKLIST - VACATING TENANTS

This checklist is meant to inform you, the tenant, what is required of you upon vacating your apartment. This is a helpful guide that will allow you to understand what is expected of you in order to have full security deposit returned.

If one or more of the items listed on the checklist are not properly cleaned, you will be charged an hourly rate for our staff to clean the following items. Our cleaning charge is \$20.00 per hour for each housekeeper. This charge covers labor and materials. If you have any questions, please contact Bob Mattern at 920/860-0647.

KITCHEN

Refrigerator:

- Clean top, outside and sides along with behind and underneath (including coils) the refrigerator.
- Clean inside of the refrigerator/freezer and all drawers.
- Clean around rubber seal around the door on both refrigerator and freezer.

Range:

- Clean under burners (including center)
- Clean or replace drip pans.
- Clean backsplash and remove/clean knobs.
- Lift up and clean under range top.
- Pull out range – clean floor, sides of range and sides of cabinets.
- Clean oven door inside and out.
- Clean oven and racks.

Range Hood:

- Clean top, sides and front.
- Clean exhaust fan and filter.
- Clean underneath range hood and stove light cover.

General Kitchen Area:

- Clean cabinet exteriors (use Murphy's oil soap or similar product).
- Clean inside of cabinets, drawers (including tracks) and pantry shelves.
- Wash inside, outside and rim around the dishwasher.
- Thoroughly scrub the sink. Remove the black rubber seal in garbage disposal and clean or replace.
- Clean light switches and plates.
- Run the disposal with Dawn detergent or comparable product.
- Clean floor.

BATHROOM(S)

- Clean down vanity top, drawers, lights along with inside/outside cabinets.
- Clean vanity lights.
- Clean vanity mirrors.
- Clean sink (with non-abrasive) and sink faucet.
- Clean linen closet shelves.
- Clean toilets (inside, outside and under bolt cover) and toilet seats.
- Clean bathtub and tub faucet.
- Clean toilet paper holders and towel bars.
- Clean shower door tracks.
- Clean exhaust fan and vent cover.
- Clean light switches and plates.
- Clean floor.

BEDROOMS

- Clean down closet shelves and shelf supports.
- Dust all woodwork.
- Clean light switches and plates.
- Clean light fixtures.

LIVING ROOM

- Clean ceiling fan.
- Dust all woodwork.
- Clean air conditioner filter, vents and covers.

GENERAL CLEANING

- Carpet Cleaning** – Carpets must be professional cleaned. Management can recommend a professional service. A receipt must be turned in upon move out inspection.
- Mini-Blinds** – All blinds must be cleaned.
- Paint** – All nail holes must be puttied. Any painting needed will be done after apartment vacating by approved vendor.
- Windows** – Thoroughly wash all windows inside and out including patio doors, tracks, rails, patio screen, window tracks and window sills.
- Light Fixtures** – Clean down all fixtures (including outside patio) and replace all light bulbs.
- Garage** – Sweep out and remove all waste.