



OUR CLEANING PROCEDURE LIST FOR ALL MOVE IN OR MOVE OUT UNITS

KITCHEN AREA

- ___ Pull the stove out – Sweep and mop
- ___ Pull the refrigerator out – Sweep and mop
- ___ Clean the refrigerator inside and out and the sides– take the pans out and wipe all shelves
- ___ Clean the oven under the burners and the sides of the stove (clean inside and out)
- ___ Wipe the inside and outside of the dishwasher
- ___ Clean/wipe exterior and interior part of cabinets
- ___ Wipe the inside of the cabinet draws
- ___ Clean and sanitize the kitchen completely
- ___ Clean kitchen sink and counter tops – last – with a paper towel
- ___ Clean the inside and outside of kitchen appliances (microwave, dishwasher, etc.)
(If the appliances are really bad an extra fee is accessible)
- ___ Clean the stove hood fan and filter

BATHROOM (S)

- ___ Sanitize and deodorize bathrooms
- ___ Scrub the bathtub tile squares
- ___ Clean the bathroom mirrors
- ___ Shine all chrome fixtures (faucets, shower knobs, shower heads, etc.)
- ___ Wipe all bathroom tile – with a rag with very little water as a last step
- ___ Wipe towel bars and toilet paper holders
- ___ Wipe the medicine cabinet out

GENERAL AREAS

- ___ Vacuum carpets
- ___ Sweep ALL floors and mop
- ___ Clean the inside and outside of 1st floor windows - if needed
- ___ Clean the inside and outside of the sliding glass patio doors
- ___ Clean /wipe the outside of the main entrance door
- ___ Clean/wipe the main entrance door ONLY if it's not being painted
- ___ Clean the ceiling fans -If reachable
- ___ Clean the light fixtures -If reachable
- ___ Remove any cob webs from ceilings and other areas
- ___ Wipe any wood work - if needed
- ___ Dust the mini blinds
- ___ Clean the washer, dryer, and top of hot water heater in mechanical room
- ___ Remove all trash from closet shelves, medicine cabinets and etc.
- ___ Clean all closets, remove debris, clean shelves, floors, and drawers
- ___ Report any maintenance problems that we feel need attention
(example: leaky faucets, doors off hinges, etc.)
- ___ Remove and clean items from the porch area
- ___ A FINAL WIPE/WALK THROUGH is done to ensure nothing was overlooked