

MOVE-OUT CLEANING CHECKLIST

Refrigerator:

- Defrost freezer if needed. **DO NOT** use sharp tools to pry ice off.
- Wash inside of refrigerator with warm water and baking soda. Clean door gasket.
- Take out refrigerator shelves and drawers and wash in warm water, dry and replace. Clean under lower drawers.
- Wash and dry outside of refrigerator and vacuum back and lower grills.
- Move refrigerator from wall and clean underneath. **DO NOT TURN OFF!**
- Sweep down cobwebs on walls and ceiling.
- Replace light with an appliance bulb, if necessary.

Stove:

- Remove racks and broiler pan; soak in hot water and clean, dry well.
- Clean inside of oven, top of stove, knobs, under elements, under burner pans and drawer.
- Wash and dry outside of stove.
- Replace oven light with appliance bulb if burned out.
- Replace burner pans, if necessary.
- Move stove out and clean wall and floor.

Cabinets and Drawers:

- Wash cupboards inside and out.
- Wipe out drawers with damp rag.
- Clean sink, baskets and counter tops well.
- Make sure garbage disposal is empty and clean.

Miscellaneous In and Near Kitchen:

- Wash all light fixtures in warm water and soap. Clean switch plates.
- Clean inside and out of dishwasher; including inside seal.
- Wash range hood and clean filter. Change appliance bulb if necessary.
- Wash windows, blinds, screens and clean sills and tracks.
- Scrub kitchen floor, including under movable appliances and baseboards.

Living Room:

- Wash windows, sills and clean tracks.
- Clean light fixtures and switch plates.
- Sweep down cobwebs.
- Clean out fireplace (s); wash screen and doors.
- Vacuum carpet and clean baseboards
- Clean drapes/blinds

Bedrooms:

- Sweep down cobwebs
- Wash light fixtures and switch plates.
- Wash windows, clean sills and tracks.
- Vacuum carpet and clean baseboards.

Bathrooms:

- Clean bathtub, tile around tub, sink, door and fixtures.
- Clean inside and outside of toilet. These should be free of soap scum.
- Scrub floor, baseboards and behind toilet.
- Clean inside of medicine cabinet.
- Wash mirror
- Clean windows, sills and tracks
- Clean fan
- Clean vanity inside and out, including drawers.
- Wipe toilet paper holder and towels rods.
- Clean light and switch plates.

Miscellaneous:

- Replace furnace filter.
- Wash inside and outside of front and back doors.
- Clean tracks of sliding doors.
- Replace **ALL** burned out bulbs.
- Clean and dry inside and outside of washer and dryer. Clean lint trap.
- Pull out washer / dryer and clean floor.
- Wash **ALL** doors, especially door knobs.
- Sweep garage and sweep down cobwebs. Clean windows.
- Mow and weed yard.
- Haul **ALL** trash away.
- Clean out **ALL** floor vents.
- Clean all walls of dirt/grime/removable marks
- Fill Nail holes in walls with a joint compound mixture

Final:

- Return keys to office when **COMPLETELY** done.
- Note that carpets are required to be professionally cleaned upon vacating and you must provide Property Manager with a receipt.
- Where applicable, the chimney must be cleaned and inspected.