



WELLESLEY HOMEOWNERS' ASSOCIATION CLEANING CHECKLIST

- ____ All carpeted areas have been vacuumed.
- ____ All tile areas have been swept.
- ____ All spills on the carpet and tile have been spot cleaned and/or mopped.
- ____ All counters and tables have been wiped down.
- ____ The stove, if used, has been shut off and wiped down.
- ____ The refrigerator and freezer, if used, have been cleaned out and wiped down.
- ____ The kitchen sink, if used, has been cleaned and debris has been removed from the drain strainers.
- ____ All tables and chairs are arranged as they were. Couches are NOT to be moved.
- ____ All personal items have been removed-including items in the kitchen area and in the restrooms.
- ____ Restrooms have been straightened, toilets have been flushed, and counters have been wiped down.
- ____ All paper products have been restocked.
- ____ Paper trash has been picked up, the trash has been taken out, and new trash can liners have been put into the trash can receptacles (3 total-2 kitchen and 1 powder room).
- ____ The thermostat has been turned down to 60 °F in the heat-required months and turned up to 78° F in the air conditioning-required months.
- ____ All lights have been shut.
- ____ Before leaving, confirm from the outside that the front door has automatically locked.
- ____ Complete and sign the Clubhouse Cleaning Checklist and leave on kitchen counter.

WiFi password: wellesley169

Vacuum, steam mop, etc. are located in the closet under the TV.

My signature below indicates that I have complied with the checklist above. I understand that failure to comply with the above checklist may result in a forfeiture of all or part of my rental deposit.

SIGNATURE: _____ DATE: _____