

Vacant Move-In/Move-Out Checklist

Includes hand washing/mopping of all floors

All Rooms & Hallways:

- Wet Wipe window sills, blinds, ceiling fans & light fixtures
- Wipe down all baseboards with damp cloth
- Wet wipe the exterior of radiators & fireplaces (if applicable)
- Wet wipe exterior of all surfaces
- Vacuum & mop all floors and carpets, including edges around perimeter
- Clean interior and exterior of all closets, wipe shelves
- Clean doors and around frames
- Clean light fixtures & all electrical covers

Kitchen:

- Clean exterior of all appliances (including knobs on stove, vent hoods, water dispenser & inside of fridge door)
- Clean sinks, stoppers, drain openings, countertops and backsplashes

- Polish chrome fixtures (use crevice brush to clean behind the faucet & around knobs)
- Clean interior & exterior of cabinets and drawers; including handles & knobs
- Clean inside and outside surface of microwave
- Clean inside refrigerator & oven (upon request)

Bathrooms:

- Clean and disinfect sinks, shower & shower head, tubs, toilets, rim, base, floor behind toilet & mirrors
- Clean shower doors & seals around the door
- Clean countertops and backsplashes
- Polish chrome fixtures
- Clean interior & exterior of cabinets and drawers; including handles & knobs