

"Standard" Cleaning Checklist for a Rental Property:

- Knock every time.
- Conduct a thorough walk-through; text manager ASAP of any damage or missing items, take pics of areas of concern and text to manager while onsite
- Ensure all windows and doors were locked, if not text manager

Living areas:

- Clean all glass tables, smudges on mirrors (patio doors case by case)
- Dust all horizontal surfaces
- Vacuum everywhere incld couches & chairs w/pillows – (vac underneath all cushions)
- Open all Sleeper Sofas and vacuum
- Febreze - all couches, chair cushions & beds spreads
- Floors - sweep, vacuum then use wet Swiffer or damp mop - (including steps)

Bed Rooms:

- Open all drawers and vacuum if necessary
- Ck under all beds and in all closets for left items
- Make Comforter on each bed; if Comforter is already made, ensure there are no sheets on bed, if so, remove and discard
- Any valuables left, text manager and take with you to be mailed back to Renters

Porch:

- Remove all trash, wipe off table

Kitchen:

- Fridge/Freeze - wipe inside/outside (throw-out everything per approval with Owner)
- Microwave - wipe in/out
- Oven - wipe in/out
- Range - wipe in/out - (if glass, use glass top cleaner)
- Dishwasher - wipe outside and put away all contents
- Sink - use stainless steel cleaner (ensure you clean the faucet & behind)
- Counter tops & cabinets - wipe all counters but only wipe "major" grime & spills on cabinets
- Toaster - turn upside over sink to remove bread crumbs then run disposal with hot water
- Coffee maker - clean and ensure no coffee grinds left inside
- Trash can – remove and wipe outside, replace with new bag

Bathrooms:

- Mirrors & counters - wipe all – Dispose of all toiletries left behind
- Sinks - (also behind faucets)
- Shower & tubs - vacuum for hair then **scrub** tub, shower doors and shower floor
- Toilets - clean underneath, sides, behind, inside, seat, and lid - (fold toilet paper)
- Washer/Dryer - remove lint and wipe off top

Conduct final walk-through:

- Ensure nothing is left behind, e.g., cleaning supplies)
- Reset A/C or heat to Owners specs
- **Secure ALL windows and doors**

- Special Instructions (if a “deep” or “spring” cleaning is also requested):

In addition to this “standard” cleaning, **Deep** house cleaning includes the following services:

- Thoroughly clean inside of refrigerator & freezer
- Thoroughly clean inside stove (might need to use self-clean feature)
- Thoroughly wipe down all kitchen cabinets (outside only)
- Clean all appliances on kitchen counters
- Thoroughly wipe down all bathroom cabinets (outside only)
- Light fixtures/switches throughout the house
- Vacuum all blinds throughout the entire house
- Vacuum all baseboards throughout the house
- Very thorough dusting throughout the house
- Vacuum and Febreze all furniture
- Clean all mirrors
- Remove all cob webs
- Vacuum all ceiling fans

In addition to this “standard” cleaning and “deep” cleaning, we also can offer a “spring” cleaning which includes the following services:

- All kitchen cabinets (horizontal surfaces) will be washed inside; all pots/pans will be removed and organized
- All kitchen drawers will be emptied, cleaned and reorganized (if we find duplicates or items that do not belong, we will place in a bag or box and put either in garage or closet)
- All bathroom cabinets (horizontal surfaces) will be washed down inside and out; all items will be removed and re-organized

- Pull-out fridge and vac and clean behind
- Wash inside of kitchen trash can
- All bathroom medicine cabinets to be cleaned and re-organized.