

Move-Out Cleaning Instructions

Living & Dining Room:

- Mini-Blinds – dust & clean
- Vent grates – clean & dust free
- Light fixtures – clean & dust free – all light bulbs working
- Windows, ledges & tracks – clean & dust free
- Ceiling fan fixture & blades – clean & dust free – all light bulbs working
- Switch & receptacle plates
- Baseboards & Walls – (no marks, nails, tacks, cobwebs, etc.)
- Carpet – vacuum prior to carpet cleaning

Kitchen & Dining Area:

- Cabinets & drawers (inside & out) – remove any shelf paper you added & sticky residue
- Stove, under burners, hood & fan, & microwave
- **The range lifts up, do not forget to clean under it.**
- **Drip pans (must be replaced or you will be charged for us to replace them)**
- Oven, drawer, broiler pan & racks
- Refrigerator/freezer (including shelves & drawers) – leave on & plugged in
- Dishwasher
- Sink
- Countertop – clean and free of stains or cuts
- Floor (sweep & mop)
- Light fixtures – clean & dust free – all light bulbs working
- Vent grates – clean & dust free
- Baseboards & walls – wipe down to ensure all food and/or grease is removed

Bathroom(s):

- Tub/shower enclosure including soap dish, showerhead, knobs, etc.
- Toilet (inside & out) – no broken tank lids or toilet seats
- Sink, including knobs & faucet
- Mirror
- Towel bars
- Cabinets & drawers (inside & out) – remove any shelf paper you added
- Light fixtures – clean & dust free – all light bulbs working
- Floor (swept & mopped)
- Baseboards & Walls – (no marks, nails, tacks, cobwebs, etc.)
- Vent grates – clean & dust free
- Switch & receptacle plates

Laundry Area:

- Interior doors (wipe both sides)
- Light fixtures – clean & dust free – all light bulbs working
- Floor (sweep & mop)
- Baseboards & Walls – (no marks, nails, tacks, cobwebs, etc.)
- Washing Machine Hoses – hoses belong to the property – place hose ends in washer drain

Bedroom(s):

- Windows, ledges & tracks – clean & dust free
- Mini-Blinds – dust & clean
- Light fixtures – clean & dust free – all light bulbs working
- Vent grates – clean & dust free
- Closet & shelf
- Switch & receptacle plates
- Baseboards & Walls – (no marks, nails, tacks, cobwebs, etc.)
- Carpet – vacuum prior to carpet cleaning

General:

- Interior doors – wipe down both sides
- Exterior doors – wipe down both sides
- Patio/Balcony – sweep balcony/patio and remove all belongings and trash
- Utility/furnace closet – remove all belongings and trash
- Entry swept & mopped
- Baseboards & Walls – no marks, nails, tacks, cobwebs, etc.
- **All carpet must be professionally cleaned – NO RUG DOCTORS!! Bring receipt to office with all unit keys or you will be charged for a carpet cleaning**
- **Make sure all light bulbs are working.**

Do NOT turn off or unplug your refrigerator. This causes major damage and often results in having to replace the refrigerator. You will be charged accordingly if this happens.

Do NOT turn off your water and do NOT turn off breakers.

Do NOT use bleach or abrasive products on counters! (Comet, Ajax, Clorox, Etc.)

A copy of your carpet cleaning receipt and all keys are due at the time of you vacating the apartment. You will not be able to check out keys to the unit or the mailbox after you have turned in keys. Turning in keys is giving up possession of the apartment.

Carpet Cleaning Company Suggestions:

- Titan Carpet Cleaning – 785-213-0301
- Haus Janitorial – 785-925-1000
- L & J Building Maintenance – 785-329-5269