



MOVE-OUT CLEANING GUIDELINES

Tenant initial		Inspector initial
	<p>Ceilings gently swept for cobwebs and dust. All ceiling fans, light fixtures, missing light bulbs. Use 60-watt bulbs unless fixture states otherwise.</p> <p>Note:</p>	
	<p>Blinds, windows, window sills/sashes, storm windows, doors and storm doors, inside and out cleaned. Sliding glass doors must be free of any sand, dirt or dust and move freely on track. Check for torn screens or broken windows that need repair. All curtains/drapes cleaned, pressed and re-hung.</p> <p>Note:</p>	
	<p>All interior doors, walls, trim, baseboards, windowsills, and window grids are clean. Some paint is difficult to wash; use gentle cleanser such as Murphy's Oil soap to remove smudges fingerprints and marks.</p> <p>Note:</p>	
	<p>All nail holes, dents and mars on walls are filled and smoothed. Fill must match wall color.</p> <p>Note:</p>	
	<p>Heat/AC filter changed, grate is clean, All vents and bathroom vent fans dusted and cleaned.</p> <p>Note:</p>	
	<p>Fireplace is swept out and clean. Remove old logs and ashes. Fireplace glass and screen are clean.</p> <p>Note:</p>	
	<p>Stovetop cleaned, including drip pans. If unable to clean drip pans, they must be replaced. Wal-Mart carries replacement pans. Oven cleaned to include racks, oven door, broiler parts, hood, under the hood, filter and vent. Leave the broiler pan in the oven. If there is woodwork under the oven be careful not to drip oven cleaner as it will cause damage to the wood.</p> <p>Note:</p>	
	<p>Refrigerator is cleaned and defrosted. This includes underneath, behind, grillwork, inside all door gaskets and drip pan. If necessary, please be careful moving refrigerator so not to scrape floor. Use mild soap to clean inside, follow with a white vinegar solution (1 cup of vinegar to 4 cups of water.)</p> <p>Note:</p>	

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	<p>Bathrooms are thoroughly scrubbed to include toilet bowls and base, sink, mirror, vanity, floors, bathtub, showers and walls. All soap scum and mildew is removed from tub, shower and doors. A mildew resistant cleaner is recommended. Medicine cabinets, mirrors are clean, and all soap and detergents from under cabinets are removed. Toilet paper may be left. Tub and tile is caulked (if needed).</p> <p>Note:</p>	
	<p>All floors are mopped and waxed (if applicable), where appropriate. Wooden floors swept and cleaned, free of scratch marks. Pergo floors must be cleaned with an approved cleaner especially designed for pergo floors. All carpets have been professionally steam cleaned and free of spots, stains, or damage. Please contact office for a list of acceptable/unacceptable companies. A dry chemical cleaning is NOT acceptable. A receipt for cleaning within 3 days of move out will be required at final appointment. If carpets do not meet criteria at time of inspection a portion of your security deposit will be used to cleaning/repair.</p> <p>Note:</p>	
	<p>Garage is swept out and free of oil stains. Garbage cans are cleaned with disinfectant and placed in garage at time of vacancy, free of trash. Windows in garage are cleaned.</p> <p>Note:</p>	
	<p>All exterior doors cleaned. If applicable, porch/deck cleaned free of dirt, sand, cobwebs, etc.</p> <p>Note:</p>	
	<p>Yard is mowed; shrubbery is trimmed/pruned creating a neat appearance. All walkways and driveways are swept and edged. Yard is freed of trash and leaves. Flowerbeds are cleaned and free of weeds. Garbage bags may not be left out for more than one day. Please make arrangements with family or friends to put garbage out on collection day.</p> <p>Note:</p>	
	<p>Please report any discrepancies at time of inspection. For example: All appliances are not in good working order. Plumbing with leaks...</p> <p>Notes:</p>	