

### Vacating Cleaning Checklist

THIS VACATING CLEANING CHECKLIST DOCUMENT IS HEREBY ATTACHED TO AND BECOMES PART OF THE RENTAL AGREEMENT, AND IS AGREED TO BY THE OWNER/AGENT/LANDLORD AND TENANT.

**THE LANDLORD'S DEFINITION OF CLEAN SHALL BE THE FINAL DEFINITION OF CLEAN**

| Item   | Description  |
|--|--|
| <b>Prior to cleaning-1<sup>st</sup> step</b> |  |
| Oven   | Start self clean if range has option, spray with oven cleaner if not.  |
| Sinks/Bathtub/Toilet                         | Check for hard water on fixtures. Spray with a calcium or lime cleaner and allow soaking time  |
| Remove all light globes/<br>Fan covers       | Remove light globes, exhaust fan covers and put in dishwasher-start /replace light bulbs   |
| Entire unit                                  | Sweep for cobwebs- in corners and on ceilings. Check windows.  |
| Range hood                                   | Spray for grease and place filter in dishwasher  |
| A/C (Wall or Window)                         | Clean grate on Central system. Clean filter and cover if a wall/window unit  |
| <b>Living Room/Family Room</b>               |  |
| Windows/Tracks                               | Vacuum tracks. Wash windows, frames, locks, and tracks. Tracks should be free of dirt and debris. Open window to do other side of tracks.  |
| Blinds/Shades                                | Wipe down blind slats individually. They should be free of dust, dirt, fly specs, fingerprints and food.   |
| Walls/Ceiling                                | Wash/scrub walls, base trim, outlet and light switch covers. They should be free of fingerprints, dirt and grime   |
| Floor/Carpet                                 | Vacuum floors and edges of room <b>SEE BACKSIDE FOR FLOOR CARE INSTRUCTIONS!!</b>  |
| Doors  | Wash doors and knobs, including top of door, frames & trim. Doors & frames should be free of fingerprints and grime.   |
| <b>Kitchen/Dining Room</b>                   |  |
| Stove  | Lift top, and clean under burners. Pull out range and clean floor underneath. Change burner pans, scrub inside of oven, racks, bottom drawer & all sides of stove (If stove does not have self clean oven, use oven spray with scouring pad or pumice stone.) All black residues must be removed and inside wiped down. There should be no oven cleaner residue. |
| Refrigerator                                 | Remove drawers and shelves, clean inside walls, base & shelving. Top and sides of fridge must be washed. Back of fridge and front grill need to be vacuumed and washed. Pull out and clean behind fridge.  |
| Windows/tracks                               | Vacuum tracks. Wash windows, frames, locks, and tracks. Tracks should be free of dirt and debris. Open window to do other side of tracks.  |
| Dishwasher                                   | Wipe down front, top of door, wipe seal, clean inside if needed. There should be no food or residue in dishwasher.   |
| Microwave                                    | Clean vent grill. Wash down inside and out. There should be no food residue. Replace or clean vent filters.  |
| Range hood                                   | Clean range hood for grease. Replace or clean filter. Change light bulb if needed.   |
| Cabinets/drawers                             | Vacuum out drawers and cabinets for crumbs. Wipe down inside and fronts of drawers and cabinets. Pull out drawers and check for items behind and underneath.   |
| Sink/Faucets                                 | Scrub for hard water, wipe down for spotting   |
| Walls/Ceiling/Doors                          | Wash/scrub walls, doors, frames, base trim, outlet and light switch covers. They should be free of fingerprints, dirt and grime.   |
| Floor  | Sweep floors, clean along edges and entire floor. <b>SEE BACKSIDE FOR FLOOR CARE INSTRUCTIONS!!</b>  |
| Countertops                                  | Wash/wipe down counters including backsplash   |
| Blinds/Shades                                | Wipe down blind slats individually. They should be free of dust, dirt, fly specs, fingerprints and food.   |
| <b>Bedrooms and Closets</b>                  |  |
| Windows/tracks                               | Vacuum tracks. Wash windows, frames, locks, and tracks. Tracks should be free of dirt and debris. Open window to do other side of tracks.  |
| Blinds/Shades                                | Wipe down blind slats individually. They should be free of dust, dirt, fly specs, fingerprints and food.   |
| Walls/Ceiling                                | Wash/scrub walls and base trim, outlet & light switch covers. They should be free of fingerprints, dirt and grime.   |
| Doors/Closets                                | Wash doors and knobs, including top of door, shelves, frame, & trim. Doors & frames should be free of fingerprints and grime.  |
| Floor/Carpet                                 | Edge Floors with Vacuum attachments then vacuum/wash <b>SEE BACKSIDE FOR FLOOR CARE INSTRUCTIONS!!</b>   |
| <b>Hallway/Laundry/Storage/Closets</b>       |  |
| Doors/Closets                                | Wash doors and knobs, including top of door and frames/trim. Wash down any shelving.   |
| Exhaust fan                                  | Clean exhaust fan above washer/dryer   |
| Washer/dryer (if there)                      | Pull out, clean behind and underneath appliances. Clean inside and out of washer/dryer   |
| Walls/Ceiling                                | Wash walls, base trim and outlet/switch covers   |
| Smoke detector                               | Wipe down. It should be free of fly specs.   |

