



## **MOVE-OUT - CLEANING CHECKLIST**

### **OVERALL:**

- Hard Surface Floors:** Sweep, mop, and fully clean.
- Carpets:** Professionally clean with a licensed vendor using a truck-mounted machine.
- Baseboards:** Dust and wipe down.
- Windows/Sliding Glass Doors:** Clean tracks and glass inside and out. Clean blinds/drapery and have them pressed.
- Walls:** Remove grime and buildup around the stove, light switches, and door trim. Use a Magic Eraser for scuff marks, markers, and crayons.
- Doors:** Wipe down to remove buildup and dust.
- Light Fixtures:** Dust, replace bulbs, and remove bugs.
- Vent Covers and Floor Vents:** Remove buildup and pet hair.
- Personal Items and Furniture:** Remove all tenant items to avoid hauling fees.
- Light Switches and Electrical Outlets:** Clean to remove buildup and fingerprints.

### **KITCHEN:**

- Refrigerator:** Fully clean, including the top, rubber gaskets, and vents. Pull out the refrigerator and clean the sides and the area behind it.
- Sink:** Fully clean, remove water stains from the faucet and bowl, and clear the garbage disposal.
- Stove/Oven:** Install new drip pans and clean thoroughly, including the sides, drawer, range hood, and floor underneath. Do not use oven cleaner in a self-cleaning oven. Remove all burnt-on food, including from oven racks.
- Cabinets:** Clean inside and out.
- Countertops:** Wipe down, including the backsplash.
- Dishwasher:** Shine the exterior, wipe down the inside (including the door rim), and remove any food buildup in the bottom or trap.
- Microwave:** Clean thoroughly inside and out, including filters and under-lights if mounted over an oven.

### **BATHROOMS:**

- Sink:** Clean and remove water stains from the faucet and bowl. Clear slow drains, clean out the medicine cabinet and vanity, and shine the mirror.



## LIVING ROOM PROPERTY MANAGEMENT

- Toilet:** Clean thoroughly, including the base and around the rim. Replace any stained toilet seats.
- Tub/Shower:** Clean thoroughly, removing water stains from faucets, showerheads, and the tub. Clear slow drains, remove the shower curtain, and clean exterior trim along the floor line.
- Linen Closets:** Wipe shelves and remove any buildup on the doors.
- Fans:** Clean any buildup from the vent covers.

### LIVING ROOM/DINING ROOM/BEDROOMS:

- Fireplace:** Remove all ash and wood. Clean the glass and screens.
- Baseboards:** Dust and wipe down.
- Built-in Shelves:** Dust and wipe down.
- Closets/Linen Closets:** Wipe down closet doors and shelves.

### GARAGE:

- Sweep the floor, remove cobwebs, and clear out all personal items.

### BASEMENT/LAUNDRY:

- Sweep the floor, remove cobwebs, and clear out all personal items.
- Clean laundry appliances thoroughly, including rubber gaskets, agitators, soap dispensers, and lint traps. Remove lint buildup from the exterior dryer vent.

### EXTERIOR:

- Complete lawn maintenance (if it is the resident's responsibility).
- Ensure front and back entrances are free of cobwebs.
- Sweep decks, porches, and patios.
- Clean exterior light fixtures and replace bulbs.
- Empty and clean trash/recycling bins.
- Pick up all pet waste.
- Remove all personal items from the lawn, sheds, and side yards.