

3/29/2007

CLEANING CHECK LIST

KITCHEN

Work Area

- Clean in/outside cupboard doors; remove fingerprints; polish.
- Clean drawer faces; polish
- Clean cupboard shelves & inside drawers.
- Clean cupboard under sink.
- Clean counters; remove stains.
- Clean sink; remove stains; polish fixtures.
- Clean wall above sink.

STOVE

- Clean walls around & above stove.
- Clean in/outside of hood fan.
- Remove filter; clean; put back.
- Clean outside panels & door handle.
- Clean control panel.
- Clean oven & racks.
- Clean storage drawer(s).
- Clean & store broiler pan.
- Clean stove tops & rings.
- Clean drip pans or replace.

REFRIGERATOR

- Clean sides, top, door & handle
- Defrost & clean freezer.
- Remove & clean shelves & crisper(s)
- Clean inside; replace shelves & crisper(s).
- Clean door shelves & egg tray.
- Clean magnetic seal on door(s)
- Leave refrigerator plugged in and on.**

DISHWASHER

- Remove items fallen to the bottom.
- Remove soap deposits.
- Clean along inside of door edge.
- Clean outside door & control panel

FLOOR

- Wash. Wax.

BATHROOMS

- Clean tub & tub surround; polish fixtures
- Clean sink & soap holder
- Clean in/outside cupboards & drawers
- Clean medicine cabinet, in/outside.
- Clean mirror(s)
- Clean in/outside of toilet; remove any dye dispenser/tablet; disinfect.
- Wash floor; remove dirt along tub & toilet base.

GENERAL CLEANING

- Remove all nails from walls.
- Remove marks & fingerprints on walls
- Clean baseboards.
- Dust/wash mini blinds.
- Clean window sills, tracks, in/outside glass.
- Clean closet shelves & rods.
- Remove fingerprints around doorknobs; dust slats on louvered doors.
- Remove all cobwebs.
- Wash all tile/vinyl floors.
- Professionally clean all carpets

LIGHT FIXTURES

- Dust light fixtures. Remove cover; wash; put back in place.
- Replace burnt-out light bulbs.
- Clean switch plates. Replace missing or broken plates
- Clean outlet plates. Replace missing or broken plates.

FIREPLACE/WOODSTOVE/INSERT

- Remove debris & clean.
- Clean hearth & mantle.

SMOKE ALARM

- Test alarm(s); replace battery if necessary; re-test to insure working order.

OUTSIDE

- Remove cobwebs from eaves & doorways.
- Clean exterior light fixtures; replace burnt-out bulbs.
- Edge & weed all flower beds.
- Mow lawn(s).
- Remove all debris from grounds & storage area.
- Broom clean garage, carport, storage areas & walkways.
- Remove all garbage, recyclable & yard waste from cans

REPAIRS

- Repair any tenant damage done to the property.
- Replace broken windows.

LAST

- Remove all personal belongings: K & P cannot be held responsible for items left behind.
- Walk through unit double checking this list. All items left undone will be charge to tenant(s).