

MOVE-OUT CLEANING PROCEDURES

Kitchen

1. Refrigerator
 - a. Outside: Dust and wipe down top, all sides, handles, and underneath
 - b. Inside: Clean all shelves, crispers, and drawers. If the freezer requires it, it must be defrosted and cleaned. **DO NOT UNPLUG THE REFRIGERATOR**
2. Stove/Oven/Range/Vent/Micro hood
 - a. Stovetop: Clean top, drip pans (if necessary to replace, drip pans are available at your local hardware store), burners, knobs, and control panel
 - b. Oven: Make sure to clean the inside of the oven, including the oven door, glass, rack, and broiler pans. Also, clean off the front of the oven and storage drawer below. **Note: Self-cleaning ovens need to be wiped down after the "clean cycle"**
 - c. Vent: Clean in/outside of hood fan with kitchen safe cleaning product, replace light bulb if necessary, remove and clean filter and put back in place. Sometimes a replacement filter is needed, which can be purchased at a hardware store.
 - d. Micro hood: Clean in/outside of Microwave with kitchen safe cleaning product, remove and clean filter and put back in place.
3. Dishwasher
 - a. Wipe down exterior door and clean below bottom rack.
 - b. Clean interior door edge and door
 - c. Remove soap deposits
 - d. Remove all debris fallen on bottom
4. Sink/Faucets/Fixtures/Countertops
 - a. Completely clean all fixtures and surfaces. Remove all soap scum, mineral deposits, mold and mildew.
5. Cabinets/Shelves/Drawers
 - a. Inside: Inside of all cabinets should be emptied and the shelves should be wiped clean of debris
 - b. Outside: Outside of cabinets should be wiped down with a non-abrasive rag and cleaning solution to remove any smudges, water spray, and sticky substances
6. Floor/Linoleum/Tile
 - a. Sweep and mop all kitchen floors with approved cleaning solutions. Make sure to clean underneath the base of the cabinets.
7. Light Fixtures
 - a. Dust and wipe down all light fixtures. Remove cover, wash it, and put back in place. Replace all burnt out bulbs.
8. Walls
 - a. Clean all fingerprints, smudges, dust, cobwebs, marks, and especially light switches, electrical outlets, and doorknobs. Remove all hooks and nails. Spackle/Patch any hole larger than a quarter, with lightweight Spackle compound, which can be purchased at your local hardware store. **DO NOT SPACKLE HOLES SMALLER THAN A QUARTER.**

Note: Please make sure all Spackle is neatly done to avoid extra charges.



Living Room/Dining Room/Bedroom/Hall/Laundry Room

1. Walls/Doors/Baseboards
 - b. Clean all fingerprints, smudges, dust, cobwebs, marks, and especially light switches, electrical outlets, and doorknobs. Remove all hooks and nails. Spackle/Patch any hole larger than a quarter, with lightweight Spackle. **DO NOT SPACKLE HOLES SMALLER THAN A QUARTER.**

Note: Please make sure all Spackle is neatly done to avoid extra charges
2. Mini Blinds/Vertical Blinds
 - a. Clean all dust and dirt. When cleaning blinds, don't soak them – the finish may bubble and peel. Spray them with a mild soap & water solution and wipe them. Replace blinds if slats are bent/damaged with same style, color, and material. Replace all missing or broken blind wands (the light adjusters)
3. Windows/Sliding Glass Doors
 - a. Clean all windows inside and out. Use a squeegee to avoid leaving smear marks on the windows rendering the windows dirty.
 - b. Wipe down and vacuum all window sills
 - c. Clean all screens. If screens are bent or torn, tenant will be charged for repair
4. Light Fixtures
 - a. Dust and wipe down all light fixtures. Remove cover, wash, and put back in place. Replace all burnt out bulbs.
 - b. Clean switch and outlet plates and replace missing or broken ones
5. Floors
 - a. Carpet: Professionally clean all carpeted areas and submit receipt when surrendering keys as proof of completion. **Receipt is required.**
 - b. Linoleum: Sweep and mop all floors
 - c. Hardwood: Sweep and mop floors. Note: If you mop with dirty water, it will leave a smear pattern on the floor rendering them dirty
6. Closets
 - a. Remove all items, dust, sweep, and mop as necessary
7. Fireplace/Woodstove/Insert
 - a. Remove debris and ashes and clean
 - b. Clean hearth and mantle
8. Washer/Dryer
 - a. Wipe down exterior and remove soap deposits
 - b. Wipe interior of dryer if lint is present
 - c. Clean below and on side of unit

Bathroom/Shower/Tub

1. Walls/Doors/Baseboards
 - c. Clean all fingerprints, smudges, dust, cobwebs, marks, and especially light switches, electrical outlets, and doorknobs. Remove all hooks and nails. Spackle/Patch any hole larger than a quarter, with lightweight Spackle. **DO NOT SPACKLE HOLES SMALLER THAN A QUARTER.**

Note: Please make sure all Spackle is neatly done to avoid extra charges.
2. Bathtub/Shower/Sink/Faucets/Fixtures/Countertops
 - a. Completely clean all fixtures and surfaces. Remove all soap scum, mineral deposits, mold and mildew, including all grout and shower door tracks.


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3. Toilet
 - a. Clean inside and out, wipe down the tank and base of toilet, toilet seat, and remove hard water stain
4. Medicine Cabinet/Vanity
 - a. Inside: Inside of all cabinets should be emptied and the shelves should be wiped clean.
 - b. Outside: Outside of cabinets should be wiped down to remove any smudges, water spray, and sticky substances
 - c. Mirror: Clean mirror to remove any smears
5. Floor/Tile/Linoleum
 - a. Mop bathroom floor and base of tub and toilet
6. Light Fixture/Exhaust Fan
 - a. Dust and wipe down all light fixtures. Remove cover, wash, and put back in place. Replace all burnt out bulbs. Clean dust from exhaust fan.

Garage

1. Clean windows inside and out
2. Remove **all items**
3. Sweep
4. Clean blinds
5. Clean all oil spots, grease, fluids, or debris

Outside

1. Remove cobwebs from exterior of unit
2. Clean exterior light fixtures; replace burnt light bulbs
3. Remove all debris from grounds and storage area
4. Sweep garage, carport, storage areas, and walkways
5. Any debris left in the garbage/recycling/yard waste cans will result in a tenant charge for taking it to the dump
6. Front/Back Yard
 - a. If maintaining the Front/Back Yard was a contingency of your lease, please make sure all necessary items are maintained properly before vacating
7. Clean up all pet waste

Please note: Any items left unattended from the above list or any items left on the premises, will result in a charge to the tenant. **Do not leave anything, No telephone directories, cleaning supplies, doormats, mops/brooms, ETC.** In the event that one of the items is left unaddressed, the charge will be billed back to the security deposit and the amounts deducted prior to issuance of the refund check.

If there are any questions, please feel free to contact Kendall and Potter by phone (831) 477-7934