

Cleaning Pointers and Checklist

The most common deduction from a security deposit has been for cleaning. When moving, tenants often do not leave themselves enough time and energy to clean after packing and moving. This often ends in deductions from the security deposit.

We often inspect properties with areas (especially kitchens and bathrooms) still damp from last minute cleaning, that when they dry, have a film or a haze and need to be cleaned again. This cannot be seen until it dries.

If you keep your unit routinely clean during your stay, this will be easier and quicker than if you have a more casual approach to housekeeping.

Below is a list of what we often find missed or done too hastily. It is setup as a check list to aid you in making certain you have everything covered.

General Cleaning:

- top of baseboards dusted and/or wiped off
- hard surface floors broom swept clean
- vinyl flooring mopped, allowed to dry and inspected to make certain streaks not left
- ceramic tile floors tile and grout joints scrubbed and face of tiles wiped clean
- ceilings and walls inspected to make certain no dust webs are left
- all items have been removed – rolls of toilet paper, toilet plungers, cleaning products, clothes hangers etc. and disposed of into the trash
- ALL CARPETING must be professionally steam cleaned (not by a machine you rent) – we require you provide us with a copy of the paid receipt (see your lease under Specific Terms #1 for more detailed information)
- If you have floor registers, pull them up and make certain that there is nothing visible in the duct that needs to be vacuumed out
- If you have louvered wall registers, inspect and if dirty wipe clean and/or vacuum them as needed

Bath Room:

- ❑ The toilet – the white porcelain of the toilet both inside and out should be well wiped down and clean and free of dirt, build up etc.
- ❑ Toilet seat – should be clean top and under side – do not forget where it fastens to the toilet as there is often “gunk” around these edges
- ❑ Mirrors should be clean and streak free
- ❑ Vanity –
 - often handles and the area around them need extra cleaning to remove body oils from hands
 - the exterior sides, especially if near a toilet, will need to be cleaned and well wiped down
 - if there are drawers make certain they are well wiped out
 - check the inside base of the vanity – make certain it is clean and well wiped out
 - the counter top, sink and faucet should be clean and well wiped off
- ❑ If you have a pedestal sink – this is much the same as the toilet – it is all porcelain - all surfaces should be wiped clean leaving no streaks or haze
- ❑ If there are other shelving or cabinets treat them the same as vanities above
- ❑ Do not forget the bath fan on the ceiling (unless it is over 8 feet ceilings) if it is dirty wipe it clean and/or vacuum it out
- ❑ Shower walls/bath tubs/glass shower doors – these surfaces often are not cleaned well, soap scum, water spots and/or a dried haze is left even after a quick cleaning – *if you do not routinely clean these surfaces you will likely need to clean them two or three times to make certain they are clean*

Kitchen:

- ❑ Cabinets –
 - often handles and the area around them need extra cleaning to remove body oils from hands – if your cabinets do not have handles then the area where you pull open doors will need this attention
 - the exterior sides and door fronts will need to be cleaned and well wiped down
 - for all drawers make certain they are well wiped out and free of any dirt or crumbs
 - check the insides of base cabinets – make certain it is clean and well wiped out
 - For all cabinets with open shelves make certain they are well wiped off

- if you installed liners etc. please have all of these removed
- the counter top, sink and faucet should be clean and well wiped off

❑ Refrigerator –

- inside should be all clean, wiped down and free of all tiny bits of residue
- if the refrigerator is on wheels roll it out and make certain to clean the floor and wall behind and under it.
- Make certain the top of the refrigerator is wiped clean of dust etc.

❑ Range –

- If you have used the oven it will need special attention using oven cleaner – once you have the burnt on elements off look for streaks etc that will need to be also wiped out
- Oven glass door – if you have used the oven much the interior of the glass door might well need to be cleaned
- Outside of range cabinet – front and sides - will need to be wiped down and clean of drips, smudges and runs
- Top of the range –
 - if a glass top ONLY USE special glass top cleaners for this purpose
 - if an electric range with burners make certain that the wells under the burner ring are clean and free of any burnt on items – DO NOT USE AN ABRASIVE SCRUB PAD
 - if you have a gas range make certain that the wells under the black pan supports are clean and free of any burnt on items
 - your range might have a top that raises up – if it does make certain no food residue has not fallen under it – if it has please make certain it is cleaned free of such residue
- range top control panel – make certain this is washed clean of splatters etc.

❑ Dishwasher –

- Please check the dishwasher before you leave - typically we find dishes in 2 or 3 dishwashers each season
- Make certain the front of the dishwasher and its controls are wiped down and clean of smudges, drips etc.
- Inside do check around the soap dispenser for any soap scum

❑ Microwave (if you have one) –

- DO NOT USE AN ABRASIVE SCRUB PAD on any surface
- Make certain the outside and the inside is well cleaned – including the inside ceiling of the microwave cabinet

Overlooked Odds and Ends Often Missed:

- ❑ If you have ceiling fans and they are at 8 feet or lower make certain the fan blades – sides and tops are free of dust – also dust the light fixture portion
- ❑ Window sills are often over looked they should be dusted – look where the bottom sash seats – if it is not clean - dust and debris free - vacuum it out
- ❑ Porches and decks – if you have one or more of these please leave them broom clean
- ❑ If you have a basement and/or a garage do not leave any items – boxes etc.
- ❑ Washer and Dryer – these are all white enamel finished on the exterior. These finished surfaces should be washed and wiped down. Make certain the rim directly under the washer lid is wiped clean and there is no soap residue
- ❑ Remove all nails, hooks etc. that you put into walls or ceilings
- ❑ If you have any of these do not leave on porches, decks or in the yard any pots, planters etc. The yard should not have in it any items that you installed during your stay. Please remove all such items including any television dishes.

Dogs and Cats:

If you had a dog or a cat in your unit you did so under the rules of our PET POLICY. We understand that there are a great number of pet owners and pet lovers.

However we also get a large number of tenants who have allergies to dogs and even more often to cats. For this reason the PET POLICY imposes additional responsibilities related to cleaning on tenants with a dog or a cat.

- ❑ Cats especially ‘mark’ by rubbing their scent on objects. All outside corners in your apartment or house have been marked. In addition to leave their scent they have left dander.

You should seek out a neutralizer – try Pet Smart – for this and wash down all outside corners and doorways from the floor to about twice the height of your cat. If your cat has had a habit of jumping up on things like counters these also should be scrubbed.

❑ Dogs and cats both often enjoy an open window. Cats will sit on window sills. Beyond simply wiping dust off the window sill please scrub them clean.

❑ Please note that the Pet Policy requires that when you have carpeting professionally steam cleaned you also must have it raked.

❑ **In addition to this**, using a wand attachment, please vacuum around all baseboards where they meet the floor. This is to get up any small hairs and pet dander.

❑ If you had a cat please pay special attention to where you kept the litter box. This area needs extra special cleaning, especially as it relates to odor.