Spring Clean Checklist

Property Address: _____ Housekeeper: _____

Date Cleaned: _____ Inspector: _____ Date Inspected: _____

Hsk	Insp	**<u>BATHROOMS</u>**
☐	☐	Wet clean ceiling vents, exhaust housing, and light frames you can reach safely with a three-step ladder.
☐	☐	Clean hair and debris out of bathtub drain with the Zip-it tool.
☐	☐	*Jetted Tub:* fill tub to just above the jets with hot water, add 2 cups of Whirlout, and run the jets for 10 minutes. Drain tub and wipe out.
☐	☐	Remove all caps (seat and base) from toilet and clean under and around
☐	☐	Scrub cupboard and cabinet door faces and around knobs
☐	☐	Showers, shower doors, and tubs are clean

Hsk	Insp	**<u>BEDROOMS</u>**
☐	☐	Clean behind bed frame and under bed.
☐	☐	Clean behind and under dressers and other bedroom furniture
☐	☐	Wash blankets & bedspreads as needed

Hsk	Insp	**<u>KITCHEN</u>**
☐	☐	Empty all cabinets and drawers and thoroughly clean.
☐	☐	Clean top of cabinets. If decorative items are there, remove them, wet clean, and replace. Make sure all pots and pans, dishes, glasses, utensils, and silverware are clean and shiny. You do not automatically have to wash them all. **Leave items that need replacing due to damage on the kitchen counter near the sink.**
☐	☐	*Refrigerator:* DO NOT MOVE refrigerator. Clean under and behind if you can reach without moving. Remove and clean condensate pan. Vacuum dust from coils if you can reach. (Dirty refrigerator coils cannot expel the heat).
☐	☐	*Stove:* Remove storage drawer on oven and thoroughly clean the area under the stove as best you can. Replace drawer
☐	☐	*Microwave:* Clean air vent
☐	☐	Scrub cupboard and cabinet door faces and around knobs

Hsk	Insp	**<u>LIVING ROOM/FAMILY ROOMS/REC ROOMS</u>**
☐	☐	Clean behind and under furniture *(Do NOT move furniture too heavy or unsafe for 2 people)*
☐	☐	Clean out the inside vent under the gas fireplace (most doors hinge down)

Hsk	Insp	**<u>THROUGHOUT</u>**
☐	☐	Remove and clean ceiling light fixtures and fixtures at house entries
☐	☐	Clean all fans (ie. box fans) – take apart to clean blades and covers
☐	☐	Clean all switch plate covers
☐	☐	Clean window and slider tracks – dirt and grime free
☐	☐	Thoroughly clean interior stair railings (top, sides, and bottom).
☐	☐	Clean accumulated dirt and dust from tops of doors and door facings.
☐	☐	Use Magic Eraser to remove all marks from walls, doors, facings, baseboards
☐	☐	Remove books from bookshelves, dust and clean shelves, and replace books
☐	☐	Use degreaser to remove fireplace soot from brick facing. Thoroughly clean all fireplace tools and the screen/glass enclosure (use cream clean).
☐	☐	Check to assure vacuum operates properly and new bag or empty canister. Wash filter and re-insert
☐	☐	De-clutter closets and drawers
☐	☐	Clean & Organize game closets & drawers

Spring Clean Checklist

(Leave any in poor condition or missing pieces for inspector to dispose of)

☐	☐	Scrub baseboards throughout the property
☐	☐	Scrub indoor stairway railings
☐	☐	Move all area rugs and thoroughly clean under and around
☐	☐	Remove curtains (not drapes) and launder on gentle cycle.

(Do NOT dry, please hang back up to dry)

Hsk	Insp	**LAUNDRY ROOMS**
☐	☐	Clean under, between, and behind (if you can safely reach without moving) washer and dryer; Make sure that dryer vent hose is attached properly. Report to maintenance
☐	☐	If there are shelves, remove all items and clean shelves.

Hsk	Insp	**HEAT AND AIR**
☐	☐	Wet clean all air vents and returns

ITEMS TO BE REPORTED

Kitchen items that need replacing (leave items in bad condition on counter):

_____

_____

_____

Clutter issues:

_____

_____

_____

Maintenance issues:

_____

_____

_____

Make/Model of Vacuum _____Type of Bags_____

SPECIAL TOOLS & CHEMICALS NEEDED:

Screw Driver
Step ladder (2 to 4 steps)
Whirlout
Zip-It
Mr Muscle Oven Cleaner