

# **Vacating Cleaning Checklist**

THIS VACATING CLEANING CHECKLIST DOCUMENT IS HEREBY ATTATCHED TO AND BECOMES PART OF THE RENTAL AGREEMENT, AND IS AGREED TO BY THE OWNER/AGENT/LANDLORD AND TENANT.

THE LANDLORD'S DEFINITION OF CLEAN SHALL BE THE FINAL DEFINITION OF CLEAN

Item	Description				
Prior to cleaning-1 <sup>st</sup> step					
Oven	Start self clean if range has option, spray with oven cleaner if not.				
Sinks/Bathtub/Toilet	Check for hard water on fixtures. Spray with a calcium or lime cleaner and allow soaking time				
Remove all light globes/ Fan covers	Remove light globes, exhaust fan covers and put in dishwasher-start /replace light bulbs				
Entire unit	Sweep for cobwebs- in corners and on ceilings. Check windows.				
Range hood	Spray for grease and place filter in dishwasher				
A/C (Wall or Window)	Clean grate on Central system. Clean filter and cover if a wall/window unit				
Living Room/Family Room					
Windows/Tracks	Vacuum tracks. Wash windows, frames, locks, and tracks. Tracks should be free of dirt and debris. Open window to do other side of tracks.				
Blinds/Shades	Wipe down blind slats individually. They should be free of dust, dirt, fly specs, fingerprints and food.				
Walls/Ceiling	Wash/scrub walls, base trim, outlet and light switch covers. They should be free of fingerprints, dirt and grime				
Floor/Carpet	Vacuum floors and edges of room SEE BACKSIDE FOR FLOOR CARE INSTRUCTIONS!!				
Doors	Wash doors and knobs, including top of door, frames & trim. Doors & frames should be free of fingerprints and grime.				
Kitchen/Dining Room					
Stove	Lift top, and clean under burners. Pull out range and clean floor underneath. Change burner pans, scrub inside of oven, racks, bottom drawer & all sides of stove (If stove does not have self clean oven, use oven spray with scouring pad or pumice stone.)  All black residues must be removed and inside wiped down. There should be no oven cleaner residue.				
Refrigerator	Remove drawers and shelves, clean inside walls, base & shelving. Top and sides of fridge must be washed. Back of fridge and front grill need to be vacuumed and washed. Pull out and clean behind fridge.				
Windows/tracks	Vacuum tracks. Wash windows, frames, locks, and tracks. Tracks should be free of dirt and debris. Open window to do other side of tracks.				
Dishwasher	Wipe down front, top of door, wipe seal, clean inside if needed. There should be no food or residue in dishwasher.				
Microwave	Clean vent grill. Wash down inside and out. There should be no food residue. Replace or clean vent filters.				
Range hood	Clean range hood for grease. Replace or clean filter. Change light bulb if needed.				
Cabinets/drawers	Vacuum out drawers and cabinets for crumbs. Wipe down inside and fronts of drawers and cabinets. Pull out drawers and check for items behind and underneath.				
Sink/Faucets	Scrub for hard water, wipe down for spotting				
Walls/Ceiling/Doors	Wash/scrub walls, doors, frames, base trim, outlet and light switch covers. They should be free of fingerprints, dirt and grime.				
Floor	Sweep floors, clean along edges and entire floor. SEE BACKSIDE FOR FLOOR CARE INSTRUCTIONS!!				
Countertops	Wash/wipe down counters including backsplash				
Blinds/Shades	Wipe down blind slats individually. They should be free of dust, dirt, fly specs, fingerprints and food.				
<b>Bedrooms and Clo</b>	sets				
Windows/tracks	Vacuum tracks. Wash windows, frames, locks, and tracks. Tracks should be free of dirt and debris. Open window to do other side of tracks.				
Blinds/Shades	Wipe down blind slats individually. They should be free of dust, dirt, fly specs, fingerprints and food.				
Walls/Ceiling	Wash/scrub walls and base trim, outlet & light switch covers. They should be free of fingerprints, dirt and grime.				
Doors/Closets	Wash doors and knobs, including top of door, shelves, frame, & trim. Doors & frames should be free of fingerprints and grime.				
Floor/Carpet	Edge Floors with Vacuum attachments then vacuum/wash SEE BACKSIDE FOR FLOOR CARE INSTRUCTIONS!!				
Hallway/Laundry/Storage/Closets					
Doors/Closets	Wash doors and knobs, including top of door and frames/trim. Wash down any shelving.				
Exhaust fan	Clean exhaust fan above washer/dryer				
Washer/dryer (if there)	Pull out, clean behind and underneath appliances. Clean inside and out of washer/dryer				
Walls/Ceiling	<b>Is/Ceiling</b> Wash walls, base trim and outlet/switch covers				
Smoke detector	Wipe down. It should be free of fly specs.				

Bathrooms				
Tub/Shower	Remove soap scum and hard water from shower walls and tub including fixtures.			
Toilet	Remove rings and stains from inside toilet. Wash seat, bolts, stool, tank and base.			
Medicine cabinet/ Drawers	Vacuum drawer for dirt, hair, makeup ect. Wipe out drawers and shelving. Clean mirrors			
Sink/faucet	Scrub for hard water, soap scum, and clean counters			
Windows/tracks	Vacuum tracks. Wipe tracks and wash windows. Tracks should be free of dirt and debris.			
Blinds/Shades	Wipe down blind slats. They should be free of dust, dirt, fly specs, fingerprints and food.			
Walls/Ceiling	Wash/scrub walls and base trim, outlet & light switch covers. They should be free of fingerprints, dirt and grime.			
Doors/Closets	Wash doors and knobs, including top of door and frames/trim. Wash down any shelving.			
Floor/Carpet	Edge Floors with Vacuum attachments then vacuum/wash SEE BELOW FOR FLOOR CARE INSTRUCTIONS!!			
Towel bar/TP holder/ Shower rod	Clean & Wipe down			
Outside				
Doors	Wash inside and outside of all exterior doors including edges and frames.			
Lights	Replace burned out bulbs if needed. Broom down cobwebs and clean globes.			
Garage/Carport/Storage Empty out, sweep, and power wash if any residue is left behind from vehicle or chemicals Clean up any garbage around exterior of property				

<sup>\*</sup>if you are responsible for yard care- make sure the yard is mowed, beds weeded and edges trimmed at move out and debris/trash hauled away

## Instructions for laminate and plank flooring

- Clean the floor with cleaning products made specifically for laminate. Dry/damp mops are best for maintaining flooring, swifter sweepers also work well.
- · For tough spots, such as oil, paint, markers, lipstick, or ink- Call the office if you have concerns
- For spots such as candle wax or chewing gum, harden the spot with ice and then gently scrape with a <u>plastic</u> scraper, such as a credit card. Be careful not to scratch the flooring surface. Wipe clean with a damp cloth.

#### Don'ts

- Do not wash or wet mop the floor with soap, water, oil-soap detergent, or any other liquid cleaning products. This could cause swelling, warping, delamination, and joint-line separation.
- Do not use steel wool, abrasive cleaners, or strong ammoniated or chlorinated type cleaners.

### **Instructions for tile flooring:**

• The entire area should be cleaned and scrubbed with cleaner solution through the use of a cotton mop, cloth, sponge, or non-metallic brush. The entire area should be rinsed with clean water to remove any cleaning solution residue. Remember that you should sweep or vacuum floor areas prior to cleaning to remove any dust or debris. Routine cleaners should never contain hazardous or polluting products including, but not limited to acids or ammonia. Acids can damage the grout and the glazed surface of the tile, and ammonia can discolor the grout.

#### Don'ts

- DO NOT use scouring pads, steel wool, sandpaper or other abrasive products.
- Avoid cleaners containing ammonia, bleach, abrasives, or other hazardous/polluting compounds.

\*As a reminder, a mop job may not work under cabinets and in corners of flooring. These areas may require hand scrubbing to remove all debris.

#### **Carpet Cleaning:**

- Carpets must be PROFESSIONALLY cleaned by a truck mounted carpet cleaning service. You will need to provide the receipt upon turning in keys. DO NOT USE A RENTAL MACHINE!
- We also provide carpet-cleaning services, if you wish to have us clean the carpets we will do so after you turn in keys and the cost will be deducted from the security deposit. Please call for our carpet cleaning rates.

Call office if you have concerns or questions on cleaning. We will gladly provide you with tips and answer questions.

\*Once all cleaning is done and you are ready to turn in keys, please call the office at 541-567-3981 and schedule a walk-through. During the walk-through we will advise you of any cleaning that may have been missed and give you an opportunity to correct it before turning in keys. The landlord's definition of clean shall be the final definition of clean.\*

## You are responsible for rent until you have returned keys to the office!

TENANT ACCEPTANCE:	DATE	TENANT ACCEPTANCE:	DATE		
TENANT ACCEPTANCE:	DATE	TENANT ACCEPTANCE:	 DATE		
OWNER/AGENT/LANDLORD: PREFERRED PROPERTY MANAGEMENT, INC					
ADDRESS:	705 S 1st Street, Hermiston, OR 97838				
PHONE: (541) 567-3981, Fax (541) 567-4306					