

Vacating Cleaning Checklist

THIS VACATING CLEANING CHECKLIST DOCUMENT IS HEREBY ATTACHED 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-1st 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.
Bedrooms and Closets	
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	Wash walls, base trim and outlet/switch covers
Smoke detector	Wipe down. It should be free of fly specs.

