

## Cleaning Checklist

### General:

- Walls:** Remove all nails, tacks, picture hangers, pet hair, etc. Clean/wipe any splatter, spills, crayon, etc. from walls, woodwork, doors, doorframes, and cabinets. Dust corners for cobwebs.
- Floors:** Clean all tiled, vinyl and/or hardwood floors thoroughly. Vacuum carpets and get professionally cleaned. Clean baseboards to remove dust and dirt. Clean under and between appliances and cabinets.
- Lights/Ceiling Fans:** Clean light fixtures (including globes and shades) and switches. Dust ceiling fan blades. Replace all burned out bulbs.
- Cabinets and Drawers:** Remove all items from cabinets and drawers and remove any shelf paper. Vacuum debris from cabinets and drawers. Wipe down the exterior of cabinets and drawers.
- Windows/Mirrors:** Clean all window glass and mirrors. Remove dust and debris from sliding glass doors and tracks. Wipe down blinds and vertical blinds to remove dust and dirt. Clean all windowsills.
- Remove ashes from fireplaces and wipe down fireplace area (if applicable).
- Replace A/C filters and smoke alarm batteries. Sweep out HVAC closets.
- Clean all switch plates, light switches, and electrical outlets. Clean outlets with a dry cloth.
- Clean washer/dryer inside and out (if provided by the owner). Be sure to remove lint from dryer lint trap.

### Yard:

- If you are responsible for yard care: mow and edge yard, weed and trim shrubs. Remove leaves and debris and place in proper receptacle for pickup.
- Remove all furniture, trash and debris. All trash must be bagged and placed in proper receptacle for pickup.
- Sweep patios/decks/porches and garage/carport/storage areas. Remove any oil spots from garage floors and driveway.
- Fill in all holes from pets and remove feces (if applicable)

### Kitchen:

- Oven:** Clean inside oven and broiler, oven racks, wipe down inside and out, remove cleaner residue.
- Stove:** Clean stove top thoroughly, including underside of cook top. Replace drip pans. Clean vent hood.
- Refrigerator and Freezer:** Remove all food. Remove and clean food bins. Clean racks, bins, and door shelves. Clean top, front, and visible sides of refrigerator. Unplug and secure the doors open.
- Dishwasher:** Clean all debris from inside and wipe down exterior. Run dishwasher on a full cycle with a cup of vinegar on the top shelf.
- Cabinets and Drawers:** Remove all food and other items from cabinets and drawers and remove any shelf paper. Vacuum crumbs and debris from cabinets and drawers. Wipe down the exterior of cabinets and drawers.
- Counters:** Wipe down thoroughly. (Soft scrub works great on stains!) Remove all grease spots. Do not use steel wool on countertops, as this might remove the surface material.
- Sinks:** Clean sinks and fixtures.

### Bathrooms:

- Mirrors:** Clean thoroughly. Be sure to remove all streaks, splatters and fingerprints.
- Tub/Shower:** Clean tub and tile with a non-abrasive cleaner. Clean sliding shower doors and tracks (if applicable). Remove mildew (Tilex works great).
- Toilet:** Clean and disinfect toilet bowl. Wipe down base, seat, top, and sides.
- Counters:** Wipe down thoroughly with a non-abrasive cleaner.
- Sink:** Clean sinks and fixtures.
- Floors:** Sweep and mop floor thoroughly. (Remember to get behind the toilet)
- Towel bars/rings, toilet paper holders, and other fixtures:** Dust.