

# **CLEANING GUIDE FOR SECURITY DEPOSIT REFUND**

## **KITCHEN**

- \_\_\_ Clean inside and outside of all kitchen cabinets and drawers
- \_\_\_ Clean all counter tops, sinks and faucets
- \_\_\_ Clean inside and outside of refrigerator: make sure to clean under crisper drawer, egg tray and butter tray
- \_\_\_ Defrost refrigerator if it is not a frost free refrigerator
- \_\_\_ Pull out refrigerator and stove (if electric) and clean the floor underneath it, vacuum and clean rear coils on the back of the refrigerator
- \_\_\_ DO NOT turn off or unplug the refrigerator after it has been cleaned, and leave on at a low setting
- \_\_\_ Clean stove top, making sure to clean drip pans, under drip pans, and under stove top (lift up top): sometimes it's easier to replace drip pans than to clean
- \_\_\_ Clean under hood of stove, including filters: replace filters as necessary
- \_\_\_ Clean inside of oven and storage drawer
- \_\_\_ Clean inside and outside of dishwasher
- \_\_\_ Clean inside and outside of microwave
- \_\_\_ Sweep and wash kitchen floor

## **LIVING ROOM/FAMILY ROOM**

- \_\_\_ Clean heat registers, window sills, window tracks, and inside and outside of closets
- \_\_\_ Wipe down inside and outside of entry doors, glass doors, and thresholds
- \_\_\_ Clean out fireplace

## **BATHROOMS**

- \_\_\_ Clean / disinfect all bathroom tile, tub, chrome, shower doors, and all other washable surfaces
- \_\_\_ Clean / disinfect toilet interior and exterior, making sure to clean toilet bowl and base near floor
- \_\_\_ Clean inside and outside of all bathroom cabinets and drawers
- \_\_\_ Clean / disinfect counter top and sink
- \_\_\_ Clean mirror, all towel holders, toilet paper holders and soap dish
- \_\_\_ Clean / polish chrome, brass, and glass
- \_\_\_ Clean window sill and track if there is one
- \_\_\_ Sweep, wash, and disinfect floor

## **BEDROOMS**

- \_\_\_ Clean window sills, tracks, and heat registers
- \_\_\_ Clean all closet doors and wipe off closet shelves

## **GARAGE/OUTSIDE STORAGE**

- \_\_\_ Clean all items off shelving
- \_\_\_ Sweep throughout
- \_\_\_ Make sure all doors are closed and locked

## **GENERAL**

- \_\_\_ All windows inside and outside (only on first floor outside)
- \_\_\_ During Winter months leave heat on at 55 degrees to keep pipes from freezing
- \_\_\_ Wash or dry-clean draperies if needed at discretion of Owner or Owner's Agent
- \_\_\_ Dust and clean mini-blinds
- \_\_\_ Replace light bulbs that are burned out
- \_\_\_ Make sure all contact paper is removed from cabinets and all closets (if not in good condition)
- \_\_\_ Clean and polish all light fixtures and covers
- \_\_\_ Vacuum all carpeted areas
- \_\_\_ Dust/remove cobwebs from walls and clean spots from walls
- \_\_\_ Clean all baseboards
- \_\_\_ Remove all trash and items that are not house related (Leave Owner's Manuals, etc.)
- \_\_\_ Close and lock all windows
- \_\_\_ Close and lock all doors
- \_\_\_ ARRANGE FOR PROFESSIONAL CARPET CLEANING