

# CLEANING INSTRUCTIONS TO DEPARTING RESIDENT

Dear Resident:

To assist us in making refunds due you promptly, we ask that you make sure the following items are clean when you vacate the unit. Please use this list to help guide you through the cleaning of your unit. Note each unit is different and may require more or less cleaning.

## **Kitchen**

- Clean refrigerator, shelves, crisper, floor underneath refrigerator and vacuum coils.
- Unplug refrigerator and leave all doors open.
- Clean counter tops, tile, fan, sink faucets and vacuum and wipe all cupboards and drawers inside and out.
- Clean range, burners, knobs, oven, filters, and drip pans.
- Wash spots on walls & ceiling if necessary.

## **Living / Dining Room & Bedrooms**

- Vacuum carpets.
- Replace any burned out bulbs.
- Clean baseboards, light switches & electrical plate covers.
- Wash spots and other marks off walls and doors.
- Remove picture hanging hooks & nails. (do not putty holes)
- Wipe drapery rods, dust window coverings and clean window and tracks.
- Dust screens.
- Vacuum and dust closet & shelves.
- Clean sliding door tracks
- Remove all boxes, litter and debris. (Do not put furniture, mattresses, electronics, or appliances in the dumpsters. You will be charged a haul/dump fee)

## **Bathrooms**

- Clean toilet and toilet tank.
- Clean chrome fixtures, fan and mirrors.
- Wipe inside of medicine cabinet.
- Clean floor, tile and baseboards.
- Clean shower, bathtub and grout.
- Wash spots on walls & ceiling if necessary.

## **Yard / Miscellaneous**

- Mow and weed eat yard.
- Rake and pick up leaves.
- Remove trash & debris from yard.
- Put trash on street to be picked up.
- Sweep garage and storage units.
- Remove all cobwebs from interior/exterior
- Replace any burnt bulbs
- Clean inside/outside of light globes and/or light covers
- Change air filter.

## **DO NOT putty nail holes.**

**Post Office Mail Keys** – please put the mail keys in the envelope and leave them on the kitchen counter for the next tenant