

WESTERN MANAGEMENT
CLEANING LIST FOR TENANTS TO PERFORM UPON VACATING

KITCHEN

Clean with disinfectant cleaner: Such as 409...

All countertops

Inside and Outside of all cupboards, hinges, knobs/handles & gliders on drawers

Vacuum and Wipe out all drawers and cupboards

After washing outsides of cupboards make sure to go over the wood with a wood cleaner such as Endust, Old English, Pledge...

Scrub kitchen sink

Wipe all faces of microwave, stove, dishwasher and refrigerator (pull the stove and fridge out, vacuum and clean floor and sides of appliances-be sure to use sliders so you don't scratch or gouge the floor)

Run dishwasher with bleach

Run garbage disposal to see if working properly

Clean inside and outside of microwave

Clean inside of stove with oven cleaner if not a self-cleaning stove. Wipe out at the end of self-cleaning cycle; be sure to follow self-cleaning instructions. Wipe out drawer on the bottom of stove. Wipe top of stove, all knobs, hood and drip pans. Replace all drip pans. (If pans need to be replaced let us know)

Wipe out all drawers and shelves in refrigerator (including below crisper drawers on bottom); make sure you wipe the rubber around the door.

Defrost and wipe out freezer. **DO NOT LEAVE UNATTENDED OR ELSE WATER WILL BE ALL OVER FLOOR!**

DO NOT TURN OFF REFRIGERATOR!!

Wash all floors with floor cleaner that disinfects and removes residue from surface. (Ammonia based) **UNLESS THEY ARE HARDWOOD FLOORS-THEN ONLY USE A VINEGAR/WATER SOLUTION**

Wipe all light fixtures-both sides

Replace all light bulbs if burnt out with correct bulb and wattage – If a specialty bulb is required (canister, LED, etc.) it must be replaced with the correct specialty bulb

All walls, ceilings, closets and shelves (cobwebs, splatters, grease, bug spots)

LIVING ROOM, DINING ROOM AND BEDROOMS

Wipe down all baseboards with a damp rag.

Clean both sides of all light fixtures

Replace all light bulbs if burnt out with correct bulb and wattage – If a specialty bulb is required (canister, LED, etc.) it must be replaced with the correct specialty bulb

Wipe off blades on ceiling fans – top and bottom

Wash all walls, switch plates and outlet covers

Wipe and clean all heat registers, vents, air intake vents and air conditioners.

Wipe all doors-both sides—bifold closet doors, closet etc. – make sure to wipe ledge/grooves on 6 panel doors

Wipe all mini blinds-both sides-makes sure you rotate them both ways

Remove all cobwebs in corners-both up and down

Wipe out all shelving with warm soapy water.

Vacuum along the baseboard of every room

Vacuum all carpets before having professionally cleaned-**WILL NEED RECEIPT OF COMPANY THAT PERFORMED THE SERVICE.**

Clean out fireplace, glass cover and mantle (if applicable)

All walls, ceilings, closets and shelves (cobwebs, splatters, grease, bug spots)

BATHROOMS

Clean sinks and tubs with a nonabrasive cleaner-such as soft scrub, scrubbing bubbles etc.

Clean inside and outside of toilet including toilet bowl and hinges

Clean mirrors leaving no streaks behind

Clean shower doors leaving no streaks or built up residue

Clean and wipe out all medicine cabinets, drawers, under sink and hinges

Wipe outside of vanity with wood cleaner-making sure all hairspray residue is gone.

Wash floors with a floor cleaner to remove all residues and disinfect surface. Ammonia based.

Wipe down both sides of doors with cleaner to remove all residues, including hairspray. If doors are wood make sure you go over them with a wood product after washing. Endust, Old English, Pledge

Wipe off all heat lamps, exhaust fans, light fixtures-both sides, light bulbs etc.

Replace all light bulbs if burnt out with correct bulb and wattage – If a specialty bulb is required (canister, LED, etc.) it must be replaced with the correct specialty bulb

If carpet is in the bathroom –vacuum all base boards

Wipe off all baseboards with damp rag

Wipe off towel bars, rings, toilet paper holders and shower rods

All walls, ceilings, closets and shelves (cobwebs, splatters, grease, bug spots)

WINDOWS

Clean all INSIDE windows with non- streaking cleaner

Remove all cobwebs

Wipe off window sills with damp rag

Clean all window tracks, patio door tracks, deck door tracks- removing residue, bugs and dirt

Clean screens on interior

FRONT STEPS, BACK STEPS, DECK AND PATIO

Sweep and remove all belongings.

YARD

Mow lawn-including weed eating around the edges

Remove all animal droppings
Remove all belongings and debris

GARAGE

Sweep out and move ALL belongings! Remove all hazardous products including motor oil.

MISC:

REPLACE FURNACE FILTER-YOU WILL BE CHARGED IF NOT CLEAN

REPLACE BATTERIES IN SMOKE ALARM AND CARBON MONOXIDE ALARM

CALL UTILITY COMPANIES TO DISCONNECT YOUR SERVICE

DISPOSE OF ALL TRASH! DO NOT PUT ANYTHING IN TRASH THAT DOES NOT BELONG!

LEAVE GARAGE DOOR OPENERS IN KITCHEN

CLEAN AC UNIT & FILTER