TENANT CLEANING RESPONSIBILITIES

The following will serve as a guide to the cleaning requirement when you vacate your apartment or house.

- ***Cleaning the apartment or house is totally your responsibility. "Dirt" is not normal wear and tear. If you fail to do the appropriate cleaning it will be done for you and deducted from your security deposit.***

KITCHEN

1. **REFRIGERATOR**: Clean ALL shelves, under drawers, all pans, ice cube trays/makers, complete inside, complete outside, and underneath refrigerator. To clean under refrigerator put soapy water on the floor so the refrigerator will slide without damaging the floor. After cleaning underneath and walls behind refrigerator – gently replace refrigerator to its original spot. Clean gasket and all other parts of refrigerator. If you are having the power shut off, please turn the controls to off and make sure the refrigerator door is left open so it can air. Failure to do this can cause mildew, etc. to form inside the refrigerator and cause damage.
2. **CABINETS:** Clean inside and outside. Remove all food, etc. from shelves. Use mild soap solution to wipe the inside and outside of cupboards.
3. **SINK:** Clean under the sink, counter top, faucet fixtures, and baseboards and/or other molding.
4. **STOVE:** Clean under the burners. Clean the controls, burner rings, and stove vent. NEVER USE OVEN cleaner except inside if the oven and make sure oven cleaner does not get on any other part, except inside the oven. To pull stove out from between cupboards put soapy water on the floor in front of stove so it will slide out without damaging the floor. Clean both sides of the stove and clean under the stove. Then gently put the stove back in place.
5. **MICROWAVE/HOOD:** Clean the inside and outside. Remove silver filters on hood and wash in hot, soapy water.
6. **FLOOR:** Clean the floor thoroughly removing all dirt, stains, etc. If you have tile floor make sure to thoroughly clean all grout lines. DO NOT WAX FLOOR.
7. **DISHWASHER:** Clean the dishwasher inside and outside. Make sure you clean the inside of the door. (Just running a cycle DOES NOT clean the dishwasher).
8. **LIGHTS:** Clean the inside and outside of all light fixtures and replace any missing light bulbs with like bulb. Clean all ceiling fan blades.
9. **WINDOWS:** Clean the window (s) inside only. Clean the entire window track and window sill.
10. **MINIBLINDS:** Clean the window (s) mini blinds. Please be careful to not bend them or you will be charged to repair/replace them. Also make sure not leave any water spots on the blinds or you will be charged to have them professionally cleaned.
11. **MISCELLANEOUS:** Take down the central heating and air conditioning vent and wash. Also wash off the smoke alarms and replace the batteries if needed. Make sure to check all electric and phone outlets and clean them. Clean switches. Please knock down all spider webs.

LIVING ROOM/DINING ROOM/HALLWAYS/STAIRWAYS

1. **FLOORS:** Vacuum, carpets. Remove all gum, oil, stains etc. You do not need to shampoo the carpets as they will be professionally cleaned after you move-out per your lease agreement. If you have wood or laminate floors please clean with a mild soap solution made for wood/laminate floors. If you have tile floor please make sure to thoroughly clean all the grout lines. DO NOT WAX FLOOR.
2. **WOODWORK:** Clean baseboards, doors, door jams and other moldings.
3. **LIGHTS:** Clean the inside and outside of all light fixtures and replace any missing light bulbs with like bulbs. Clean all ceiling fan blades.
4. **WINDOWS:** Clean the window (s) inside only. Clean the entire window track and window sill.
5. **MINIBLINDS:** Clean the window (s) mini blinds. Please be careful to not bend them or you will be charged to repair/replace them. Also make sure not leave any water spots on the blinds or you will be charged to have them professionally cleaned.
6. **FRONT DOOR:** Clean front door inside and outside and all door tracks with a mild soap solution.
7. **MISCELLANEOUS:** Take down the central heating and air conditioning vent and wash. Also wash off the smoke alarms and replace the batteries if needed. Make sure to check all electric and phone outlets and clean them. Clean switches. Please knock down all spider webs.

BATHROOM

1. **TUB/SHOWER:** Clean the tub/shower thoroughly. They do come sparkling clean if you do it right. DO NOT use abrasives on any fiberglass. Clean the shower, shower doors, and door runners. It will be necessary to use a product that water and lime deposits on the shower doors. "Lime Away" seems to work pretty well. Be very careful not to damage the doors. Clean all chrome fixtures.
2. **MOLD:** If you have any mold on the walls, tiles, or ceiling clean with 10% bleach.
3. **TOILET:** Clean the toilet, inside and outside and toilet tank. Us a pumice stone to remove water rings.
4. **SINK:** Clean the sink and sink cabinet. Clean all chrome fixtures and the mirror.
5. **FLOORS:** Clean the floors, remove all dirt and stains. If you have tile floor thoroughly clean the grout lines.
6. **EXHAUST FAN:** Remove exhaust fan cover, clean, and re-install.
7. **WOODWORK:** Clean baseboards, doors, door jams and other moldings.
8. **LIGHTS:** Clean the inside and outside of all light fixtures and replace any missing light bulbs with like bulbs. Clean all ceiling fan blades.
9. **WINDOWS:** Clean the window (s) inside only. Clean the entire window track and window sill.
10. **MINIBLINDS:** Clean the window (s) mini blinds. Please be careful to not bend them or you will be charged to repair/replace them. Also make sure not leave any water spots on the blinds or you will be charged to have them professionally cleaned.
11. **MISCELLANEOUS:** Take down the central heating and air conditioning vent and wash. Also wash off the smoke alarms and replace the batteries if needed. Make sure to check all electric and phone outlets and clean them. Clean switches. Please knock down all spider webs.

BEDROOMS

1. **FLOORS:** Vacuum, carpets. Remove all gum, oil, stains etc. You do not need to shampoo the carpets as they will be professionally cleaned after you move-out per your lease agreement. If you have wood or laminate floors please clean with a mild soap solution made for wood/laminate floors. If you have tile floor please make sure to thoroughly clean all the grout lines. DO NOT WAX FLOOR.
2. **WOODWORK:** Clean baseboards, doors, door jams and other moldings.
3. **LIGHTS:** Clean the inside and outside of all light fixtures and replace any missing light bulbs with like bulbs. Clean all ceiling fan blades.
4. **WINDOWS:** Clean the window (s) inside only. Clean the entire window track and window sill.
5. **MINIBLINDS:** Clean the window (s) mini blinds. Please be careful to not bend them or you will be charged to repair/replace them. Also make sure not leave any water spots on the blinds or you will be charged to have them professionally cleaned..
6. **MISCELLANEOUS:** Take down the central heating and air conditioning vent and wash. Also wash off the smoke alarms and replace the batteries if needed. Make sure to check all electric and phone outlets and clean them. Clean switches. Please knock down all spider webs.

LAUNDRY ROOM

1. **APPLIANCES**: Clean the inside and outside of the washer and dryer. Make sure to clean the lint filter!
2. **CABINETS:** Clean the cupboards, inside and outside. Remove all spilt detergent. Use mild soap solution to wipe the inside and outside of cupboards.
3. **FLOOR:** Clean the floor thoroughly removing all dirt, stains, etc. If you have tile floor make sure to thoroughly clean all grout lines. DO NOT WAX FLOOR.
4. **WOODWORK:** Clean baseboards, doors, door jams and other moldings.
5. **LIGHTS:** Clean the inside and outside of all light fixtures and replace any missing light bulbs with like bulbs. Clean all ceiling fan blades.
6. **WINDOWS:** Clean the window (s) inside only. Clean the entire window track and window sill.
7. **MINIBLINDS:** Clean the window (s) mini blinds. Please be careful to not bend them or you will be charged to repair/replace them. Also make sure not leave any water spots on the blinds or you will be charged to have them professionally cleaned..
8. **MISCELLANEOUS:** Take down the central heating and air conditioning vent and wash. Also wash off the smoke alarms and replace the batteries if needed. Make sure to check all electric and phone outlets and clean them. Clean switches. Please knock down all spider webs.

PORCHES, PATIOS, GARAGES, BASEMENT, DRIVEWAYS, ETC

1. Sweep all areas.
2. Remove cigarette butts, bottle caps, etc., including flowerbox and lawn areas.

3. Do not leave anything behind—this includes furniture, car parts and oil, bikes, mattresses. Do not put these items in the trash container; make your own arrangement to remove from property, including proper disposal of oil.
4. Clean all light fixtures. Replace missing or defective light bulbs with like bulbs.

General Guidelines

1. Mini-blinds: If you have been cleaning the mini blinds regularly, just dusting will work. But if you have not, it will require more work. We highly recommend having a professional clean the mini-blinds; we use Eva's Blind Cleaning Service at 872-7226. They will remove the blinds, clean them, and re-install them for about $12 - 15 per blind. If you choose to clean them yourself, be very careful not to damage the blinds. If you leave them dirty or damaged, they will be re-cleaned and/or replaced and charged to you.
2. If you have removed batteries from smoke detectors, replace with new batteries.
3. If you have removed smoke detectors, replace the smoke detector.
4. If you need to patch or touchup paint, see separate memo about painting.
5. If you removed our door knobs or shower heads, please put them back on.
6. Be careful using abrasive cleaning products on different surfaces. Test an inconspicuous area before use. You will be charged for damages caused by use of abrasive materials.