

Cleaning Guidelines

- ❑ Sweep and Mop all non-carpeted flooring.
- ❑ Wipe down / Dust all doors, baseboards, windowsills, spindles and pass-through to kitchen.
- ❑ Dust gas fireplace and surrounding ledges.
- ❑ Dust / Clean all ceiling fans and light fixtures.
- ❑ Dust / Clean all vents.
- ❑ Remove any cobwebs (likely found at ceilings and light fixtures)
- ❑ Wipe out all cabinets and drawers (interior and exterior).
- ❑ Windows:
 - Wash all windows inside.
 - Dust all ledges with locking mechanisms.
- ❑ Clean dishwasher:
 - Wipe off outside.
 - Clean out trap.
 - Clean off inside ledge at top of door.
- ❑ Microwave:
 - Clean interior and exterior.
 - Wash turntable.
- ❑ Oven:
 - Run self-clean or use self-clean specific oven cleaner.
 - Wipe out when done.
 - Clean out drawer under oven.
 - Wipe down front of oven.
- ❑ Range-top:
 - Clean off top of stove.
 - Clean out under the range (lift up range top)
 - Clean off ledge with knobs.
- ❑ Refrigerator & Freezer:
 - Clean exterior of both, including the top.
 - Clean out inside of both, including shelves and bars.
 - In refrigerator, remove glass shelf and drawers and clean under them.
- ❑ Sink:
 - Clean out sink.
 - Clean backsplash.
- ❑ Countertops:
 - Clean off countertops, including ledge at top against wall.
- ❑ Wipe off all shelves in all closets including pantry and laundry room.
- ❑ Clean/Dust off tops of furnace and hot water heater.
- ❑ Washer:
 - Clean exterior.
 - Clean agitator (spinning unit in center of tub).
 - Clean out fabric softener dispenser.
 - Clean out under the lid at hinges (Q-tips work best) and around lip.
 - Wipe off faceplate where knobs are.
- ❑ Dryer:
 - Clean Exterior.
 - Wipe out inside.
 - Clean out lint trap and then wash lint trap with dish soap and water.
 - Wipe off faceplate where knobs are.
- ❑ Toilets:
 - Clean entire exterior including base, top, lid and rim.
 - Clean out inside of bowl, including under rim.
 - Pumice stones work best for calcium deposits.
 - Clean toilet seat including at hinges.
- ❑ Dust/Clean toilet paper holder and mountings.
- ❑ Dust/Clean towel bars/rings.
- ❑ Sink/Vanity:
 - Clean off knobs and faucet.
 - Clean countertops and basin.
- ❑ Clean all mirrors.
- ❑ Shower/Bathtubs:
 - Clean knobs, faucet and showerhead.
 - Clean off top ledge of shower stall.
 - Remove all soap scum from walls and base of shower.
 - Ultra-fine, non-abrasive steel wool works best (typically found with painter's supplies).
- ❑ Sweep out garage, front walkway and back patio/deck.
- ❑ Vacuum all carpets.

Note: The best way to assess the cleanliness of your home is to look at it as if you were moving in and ask yourself, "Would this be acceptable to me?" Please remember that our management standards may be higher than those that you hold for yourself.