

## **CLEANING CHECKLIST**

We strive to provide clean, well-maintained, and safe suites for everyone. Please make sure you take care of the cleaning of the following items prior to moving out:

<b>GENERAL APARTMENT</b>
<b>Clean all light switches and electrical outlet covers &amp; replace if broken (inform Clifix if needed)</b>
<b>Clean/Scrub all counter tops, floors and baseboards</b>
<b>Clean all doors and casings</b>
<b>Clean all windows and sills</b>
<b>Remove all nails and hooks from drywall</b>
<b>Repair/patch damage</b>
<ul style="list-style-type: none"> <li><b>Please repaint patched items with provided paint code -</b></li> </ul>

<b>KITCHEN</b>
<b>Clean inside and outside of all cupboards &amp; drawers</b>
<b>Clean countertops</b>
<b>Clean and shine faucet (s) and sink</b>
<b>Mop and scrub floor and baseboards</b>
<b>Clean Microwave inside and out including glass tray</b>

<b>REFRIGERATOR</b>
<b>Clean inside, outside, top &amp; front of fridge (include doors and shelves)</b>
<b>Clean rubber gaskets around both doors, wipe out crumbs</b>
<b>Remove front grill, clean floor/vacuum</b>

<b>STOVE</b>
<b>Clean glass/ceramic stove top</b>
<b>Clean oven inside and out, including racks</b>
<b>** If oven cleaner is used, make sure to clean all residues**</b>
<b>Clean drawer below oven</b>
<b>Clean wall &amp; floors behind stove (no need to pull it out)</b>
<b>Clean outside of door, especially edges &amp; gaskets</b>

#### **RANGE HOOD**

**Clean filter**

**Check light (to replace bulb contact Klikfix )**

#### **DISHWASHER**

**Clean inside trays/racks (running an empty cycle with heavy wash is recommended)**

**Clean the outside of the door, especially edges & gaskets (wipe out any crumbs)**

#### **WASHER & DRYER**

**Remove lint & fuzz from both lint collectors (dryer)**

**Wipe inside rubber of washer and dryer**

**Dust top of dryer**

#### **HALLWAYS**

**Dust/Clean and test smoke detector (contact Klikfix if not working)**

**Wipe/Clean thermostat**

**Dust/Clean shelves in linen closet (if any)**

**Wipe/Clean walls and baseboards**

#### **CLOSETS**

**Clean/Wipe bar and shelves**

**Clean woodwork and doors**

#### **DINING AREA/ LIVING ROOM**

**Clean heat registers and wall corners for dust**

**Clean windows inside and sills**

**Clean baseboards**

**Clean kitchen island, vacuum corners inside drawers.**

**Clean/wash floor thoroughly**

**Dust/wipe blinds**

<b>BEDROOM(S)</b>
Dust/wipe blinds
Wash all windows inside and sills
Clean baseboards
Clean/Wipe closet bar and shelves

<b>BATHROOM(S)</b>
Clean exhaust fan
Scrub floors and baseboard
Clean toilet completely (also around bowl on the outside)
Clean sink. Wash & shine chrome, faucets & basin
Wipe/Clean the countertop, towel racks & toilet paper holder
<b>BATHTUB/SHOWER</b>
Clean residue from doors and metal runs
Wash and remove any soap residues from walls
Polish tub, doors, chrome and walls. Leave no residue-test with your hand.
<b>CABINET</b>
Clean and remove any hair, dirt, stains in the cabinet underneath the sink

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_