

CLEANING - INSPECTION SHEET

BLDG. # _____ APT. # _____

For easy clean up on shiny surfaces and baseboards, use a Mr. Clean Magic Erasers. Get eraser wet, wring water out and wipe down surfaces with eraser and then with a paper towel to clean up water marks. Rinse magic eraser out frequently. Use a grease cutter in sticky kitchen areas. Do not use eraser on walls that have flat (non-shiny) paint ~ it will smear the paint. Call us if you have any questions about cleaning something.

KITCHEN

- Fridge: _____ top and outside body clean
 _____ sweep behind & beside refrigerator
 _____ be sure inside is free of hair, crumbs, spills
 _____ shelves & drawers clean
 _____ grooves in trim inside clean
 _____ leave plugged in and running
- Sink: _____ sink clean with faucets shiny, clean around handles
- Stove: _____ stove top and burner pans clean
 _____ inside oven clean and stove vent hood wiped down
 _____ pan drawer/front panel cleaned
- Cabinets: _____ cupboards & drawers empty, clean, outside of doors clean
- Counters: _____ counters & backboard clean
- Floors: _____ baseboards, floor & corners clean
- Dishwasher: _____ dishwasher door & knobs clean

BATHROOM

- _____ remove all personal items – please leave 1 roll of toilet paper
- Tub: _____ shower and tub clean – no hair, mildew or stains
 _____ shower & sink faucets shiny and clean
- Toilet: _____ toilet hinges, base, top under lid, bowl clean and dust-hair free
- Sink: _____ mirror, sinks, countertop clean
 _____ cabinets-drawers empties and wiped clean
- Floors: _____ baseboards, floor & corners clean
- Accessories: _____ toilet paper holder, towel bars, shower rods in place – all in place and
 clear from dust – **LEAVE shower curtain rings!**

LIVING ROOM & BEDROOMS

- _____ window sills and mini-blinds wiped down
 _____ clean ceiling fans and cobwebs removed
 _____ baseboards, floor vacuumed & corners clean
 _____ patio swept, entry door area swept

FURNACE ROOM & LAUNDRY ROOMS

- _____ washing machine and dryer clean and lint free
 _____ baseboards, floor vacuumed & corners clean

OTHER

- _____ Forward mail
 _____ Pay final water and electricity bills
 _____ Leave forwarding address _____
 _____ Return keys

ALL ROOMS- BE SURE WINDOWSILLS and LIGHT SWITCHPLATES ARE CLEAN. PLEASE FILL OUT & LEAVE ON COUNTER OR KITCHEN TABLE IN EACH APARTMENT.