**Logo, company name

Description automatically generated**

**Cleaning and Vacating Procedure:**

**Kitchen**: Please make sure you move stove and or oven to clean underneath, top, behind and the sides. Clean the inside of oven with oven cleaner. Remove the racks to scrub down. Remove all knobs and soak in soapy water. Replace any burned out light bulbs and stovetop drip pans. For the refrigerator, move entire unit and clean underneath, top, behind and sides. Clean the insides including doors and rubber stripping. Remove drawers and clean underneath. Replace any burned out light bulb. Dishwasher needs cleaned on the outside and run an empty wash cycle. Make sure microwave is cleaned inside, top, bottom and outside. Remove the glass turn plate to clean under. Replace any burned out light bulb. Vacuum out drawers and cupboards. Wipe down the fronts, sides, edges and inside the cabinet’s drawers and doors.

**Windows**: If possible, use a vacuum to sweep out the crud in the tracks and corners of window seal. Then wipe down the glass of the window and clean panes. Be sure to wipe down blinds as well.

**Fans and Lights**: Wipe down the entire top, sides, and bottom of fan blades. Remove the light globes and wash them in soapy water. Replace any burned out light bulbs.

Vent, Doors and Baseboards: Dust and wipe down with a damp rag.

**Washers and Dryers**: Move both units and clean underneath, back, front, sides, and tops. Wipe out the insides and lids with a damp rag. Be sure to get left over and dried up detergent off the washer. Remove and wash dryer lent trap, vacuum out the trap hole.

**Bathroom**: Countertops needs to be cleaned. For the shower, ensure to get all of soap scum off walls. Be sure to clean the shower head and the top of the shower surrounding as well. Ensure the outside/inside of the commode is cleaned. Vacuum out the inside of vanity/drawers.

**Light bulbs and Batteries**: On the very last day is when you should check to make sure all light bulbs work and the batteries in the smoke detectors are working. For the people with gas, make sure your carbon monoxide batters as well. Reminder, check the bulbs on your front/back porch.

**Floors**: These should be done last as your making your way out of the door. Carpets should be shampooed before you leave.

**IMPORTANT… PLEASE READ**

**\*\* Please provide us with the new address for where you would like your security deposit to be sent. Contact all electric, cable, and internet companies to pay all final bills and cancel your service. Return all keys and garage door opens at 1299 E Canal St, Nelsonville, Oh 45764. Call 740-591-5713 once you have completely vacated the premises. \*\***

**Cleaning (not completed by tenants) and Damages**

|  |  |
| --- | --- |
| **Vacuum entire unit and/or clean floors** | **$75** |
| **Stovetop and/or oven** | **$25-100** |
| **Kitchen cabinets and/or countertops** | **$20-75** |
| **Refrigerator** | **$35-100** |
| **Bathroom and/or bathroom floor** | **$30-40** |
| **Commode** | **$25 per Bathroom** |
| **Fumigate for flees and/or other pests** | **$200** |
| **Remove cigarette butts/ filters** | **$2.00 per butt/filter** |
| **Carpet cleaning and/or deodorizing** | **$100-225** |
| **Bathtub or shower** | **$50 per** |
| **Extensive Cleaning** | **$35 per hour/ per cleaner** |
| **Replace Smoke Detectors** | **$75 per detector** |
| **Replace Carbon Monoxide Detectors** | **$100 per detector** |
| **Replace Fire Extinguisher** | **$100 each** |
| **Lost/Replacement Keys** | **$10 per key** |
| **Lock Change/ Unreturned Keys** | **$50 per key/lock** |
| **Labor** | **$40 per hour per tech** |
| **Cleaning Labor** | **$40 per hour per cleaner** |
| **Cost of Material** | **To Be Determined** |
| **Remove Junk and Debris** | **$75 per hour + Dumpster Fees** |
| **Bed Bugs** | **Based on Exterminators Current Rate** |