

Cleaning Checklist

Note: Place a check mark () beside everything you verify as cleaned.

Property: _____ Apartment No.: _____

Date Assigned: _____ Assigned To: _____

Front Door Entry:

- Clean entry area
- Clean cobwebs from corners
- Clean light globe
- Clean threshold
- Wipe down door & door jamb

Light Fixtures (Whole Apartment) Vent Fans (Kitchen & Bathroom):

- Clean light fixtures
- Dust bulbs, fans, vent openings, etc.
- Dust vent openings, covers, grills, etc.
- Clean receptacles & switch plates
- Clean switches

Kitchen Cabinets:

- Remove all items left behind, remove shelf paper (If Manager says so)
- Remove drawers & clean inside & outside
- Clean shelves top & bottom
- Clean inside doors & door jambs
- Clean entire outside of cabinets (up & down)
- clean all light fixtures, bulbs, fans, vent openings
- Clean all switches, receptacles, switch plates, doors & door jambs

Vent Hood:

- Remove & clean filters, screens, etc.
- Clean fan blades, light bulbs
- Clean underneath hood

- Clean all outside surfaces

Dishwasher:

- Clean entire outside surface
- Clean door & door jamb
- Remove objects from racks & bottom of tub

- Clean inside

Countertops:

- Clean all sides
- Wipe down top and lip

Kitchen Walls:

- Wipe down walls or wallpaper
-

Range:

- Pull range out of cabinet space (to clean behind)
- Remove racks, broiler pans, etc.
- Clean oven
- Remove drip pans & surface elements & (if possible), remove oven drawer
- Lift range top, clean underneath
- Remove surface switch & oven controls & knobs
- Clean entire outside surfaces, side's top, behind knobs, front
- Clean floor & walls where range fits
- Replace range in cabinet space

Sink/Faucets:

- Clean faucet
- Pull spray attachment all the way out, clean hose & spray
- Clean sink(s)

Bathrooms 1-2

- | | | |
|--------------------------|--------------------------|-----------------------------------|
| -1 | -2 | |
| <input type="checkbox"/> | <input type="checkbox"/> | Wipe down wallpaper |
| <input type="checkbox"/> | <input type="checkbox"/> | Clean towel racks & paper holders |
| <input type="checkbox"/> | <input type="checkbox"/> | Clean shower walls |

Refrigerator:

- Pull refrigerator out of space (to clean behind)
- Remove racks, crisper, drawers, & covers
- Clean inside freezer
- Clean freezer door liner, jamb, & gasket
- Clean inside fresh food section
- Clean door liner, jamb, and gasket
- Clean outside – top, sides, doors, & kick plate
- Clean & replace all drawers, shelves, etc.
- Clean floor & wall where refrigerator sits
- Replace refrigerator in proper space

- Remove any debris from disposal (be sure switch is off first)
- Clean underneath sink(s) & wipe garbage disposal & pipes
- Clean backsplash

- | | | |
|--------------------------|--------------------------|----------------------------------------|
| -1 | -2 | |
| <input type="checkbox"/> | <input type="checkbox"/> | Clean mirrors & medicine cabinets |
| <input type="checkbox"/> | <input type="checkbox"/> | Clean lavatory sink & faucet |
| <input type="checkbox"/> | <input type="checkbox"/> | Clean vanity drawers & underneath sink |

- Clean shower doors, rod, tub
- Clean cabinet fronts, sides, & doors
- Clean faucet, shower head, etc.
- Polish chrome
- Polish chrome in tub
- Clean toilet, tank, lid, seat, etc.
- Clean exhaust vent, lights, light bulbs, switches, outlets, switch/outlet covers, door, & door jambs

Bedrooms 1-2-3

- Clean closet shelves, poles, etc.
- Clean Ceiling fans, lights, light bulbs, switches, outlets, switch/outlet covers, door, & door jambs
- Clean **ALL** vent registers & cold air returns for heating/cooling & electric baseboard heaters in the **ENTIRE** apartment (grates & inside)

Air-Conditioner/Heater/Water Heater Closet:

- Dust unit (*no water*)
- Sweep closet shelves
- Sweep closet floor
- Change furnace filter and make sure there are 12 more in the unit for tenant use

Washer/Dryer Room:

- Clean shelves – top & bottom
- Clean washer inside & out (if in unit)
- Dust faucet connections & around outlets (no water)
- Clean dryer vent pipe/opening

Dining Room:

- Dust chandelier or light fixture
- Clean shelves – top & bottom

Den:

- Clean shelves – top & bottom

Other: _____

Outside Utility Room:

- Clean shelves – top & bottom
- Sweep floors
- Wipe down door & walls if not new paint

Patio or Balcony:

- Sweep down walls/corners
- Clean light globe/fixture
- Sweep floor

Sliding Glass Door/French Doors/Door Tile/Floor Covering:

Clean track and/or threshold

Clean frame

Clean glass – inside & out

Clean door jams both sides

Clean baseboards & corners

Mop fully

Other: _____

Windows/Drapes/Blinds:

Clean window – inside & out

Clean window sill

Wipe out window tracks

Other: _____

Carpet:

Vacuumed

Professionally cleaned

–

Baseboards wiped down

–

Signature: _____ **Date:** _____

Garage

Should be completely swept out

Oil Stains treated

Outside

Grass cut

Weeds pulled

Garbage and debris cleaned out of trees, shrubs, flowerbed and lawn area

