

CLEANING CHECKLIST

If you prefer to clean the apartment yourself, you will need to clean it to the following specifications. **Your apartment or home should be returned as clean as the day you moved in.** Although most of our residents maintain their apartment/home, our standards of cleanliness are high, and professional cleaning services cover special details that residents sometimes overlook. The following cleaning checklist is provided for your convenient reference in case you elect to clean it yourself or if you hire our approved vendor

Cleaning Specifications

Bedrooms, Dining room and Living Room: Clean all areas *thoroughly*: The apartment (including the patio) is to be free of all personal belongings, trash and dirt. The doors & threshold areas must be clean and free of dirt.

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| _____ Clean light fixtures (inside and out) | _____ Remove all Shelf Paper |
| _____ Wipe-out drawers and shelves | _____ Clean doors and cabinets |
| _____ Clean windows, tracks & sills | _____ Professionally clean carpet & clean other floors depends on Unit Size |
| _____ Clean heater vents | _____ Brush off cobwebs |
| _____ Clean verticals & blinds | _____ Remove stains from carpet/flooring |
| _____ Smoke alarm-replace batteries | _____ Clean baseboards |
| _____ Clean closet rods & shelves | |

Bathroom(s): clean shower and tub thoroughly so it is free of soap film and hair. Toilets must have all rings and lime build-up removed and cleaned thoroughly around the base. Wipe vanities inside and out.

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| _____ Scrub shower surface & caulking | _____ Clean all light fixtures & fan |
| _____ Scrub & clean tub | _____ Scour sink |
| _____ Clean mirrors | _____ Wash floor, baseboards & corners of floors |
| _____ Clean medicine cabinet and shelves | _____ Clean toilet |

Kitchen: Remove any shelf paper and wipe down cabinets. Clean oven, oven racks, broiler pan, drip pans, burner rings, area under the stovetop, refrigerator, dishwasher, etc., interior and exterior hood and vents so they are free of grease.

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| _____ Clean hood fan & screen | _____ Scrub stove, drip pans, burners, rings |
| _____ Clean under drip pan | _____ Clean under stove-remove drawers |
| _____ Clean and wipe all cabinets & counters, | _____ Wash floor, baseboards & corners |
| _____ Shine all chrome | _____ Clean light fixtures |
| _____ Clean cupboards and pantry | _____ Clean microwave inside and out |
| _____ Clean oven inside and out | _____ Clean refrigerator inside and out |
| _____ Clean dishwasher inside & out; run 1 cup white vinegar through a cycle | |

There is no discount for an attempt to clean or for partial cleaning. To avoid a cleaning charge being deducted from the Security Deposit, please follow the above guidelines or use our approved vendors.