

Cleaning and Vacating Procedures

Dear Tenant,

Upon vacating your leased property you'll need to clean and repair damage to the unit in order to receive your security deposit back. Listed below are the standards to which our cleaners and repair persons will clean the property as needed once you move out. Should it be necessary for our crews to go in and clean, you will be charged an administrative rate of \$40/hour for cleaning and \$60/hour for repairs or landscape work. It is more equitable for you to have all work done prior to the move-out inspection and we are happy to recommend professionals to assist you in this process. A list of recommended cleaners is provided at the end of this document. We hope this checklist helps in you in preparing to vacate, meeting our expectations for cleanliness and sets you up for success in receiving back your security deposit. Please do not hesitate to contact us if you have any questions or concerns.

- Linoleum/Vinyl/Baseboards** - Vacuum thoroughly to remove all debris and hair. Must be washed thoroughly, including all around toilet and bath floor and entry hard surface. All baseboards and linoleum/vinyl corners to be washed clean. Use brush as necessary. Remove all black marks.
- Woodwork/ Door Frames/Shelving** - All shelving and casings dusted off, all doors wiped down on both sides, all baseboards, including kick plate under cabinets, washed or dusted clean, all windowsills, casings and perimeter door frames wiped clean.
- Cabinets** - Insides of all cabinets and drawers are to be vacuumed first, then wash the insides of all cabinets, drawers and door and cabinet fronts. All breadboards are to be removed and washed thoroughly on both sides.
- Entry Door** - To be washed thoroughly inside and out including kick plate, knobs and locks. Hinges to be wiped down as well.
- Entry Threshold** - To be cleaned and washed thoroughly. Clean until shiny
- Closets** - All closet rods and shelves to be thoroughly dusted.
- Electric Baseboard Heaters** - Electric heaters are to be cleaned on the top, the face and the bottom tray - all should be clean and dust free.
- Blinds and Drapery Rods** - Blinds are to be dusted first, then wiped down with a wet cloth. Drapery rods are to be wiped clean including across the top and sides and any plastic glides to be washed in place. Wipe down pull cords.

Windows and Screens – Interior windows are to be washed and exterior windows on the ground floor level. Screens are to be removed and cleaned. Window and screen track is to be vacuumed and wiped clean.

Light Fixtures, Bath Fan and Switch Plates - All light glass and covering is to be removed and washed (do before lights are switched on so glass is not hot) and dried and put back in place. Bath fan cover, switch plates and covers to be washed clean. *Flip electric breaker off before cleaning make sure you turn back on when you are done. **Replace all burnt out light bulbs.**

Bathrooms - In addition to other items herein:

- All bathroom fixtures are to be washed including all faucets, spouts, handles and showerheads on the top and underside bottom, removing calcium deposits and water spots (dried with a soft cloth).
- Tile is to be free of all soap scum, water spots and black mildew.
- Any and all bathtub stickers, sticky hooks, trays, etc are to be removed.
- Hair and debris to be removed from bathtub drain screen.
- Toilet is to be thoroughly cleaned including rings inside toilet bowl, area where seat is attached to toilet bowl and around the base and bolt covers on the sides.
- All hair to be removed from bathroom by vacuuming.
- Towel bars and TP receptacle are to be cleaned and wiped dry with a soft cloth (including bottom side and inside). All splatter is to be washed from side of vanity.
- Clean tub soap dish inside and out.
- Remove all toilet bowl cleaning solutions and containers from inside the toilet tank.
- Medicine cabinet mirror doors and tracks must be wiped clean. All mirrors must be washed down and dried with soft cloth until there are no streak marks.

Wall/Window Air Conditioner - Take off A/C front and wash the same to remove any dust and grime. Wash the filter and gently replace the same. Wash all knobs and front plates. Wipe down any cord.

Kitchen Appliances, Countertops and Sinks

- **Stove:** Clean thoroughly including top, sides and bottom, oven racks, door, door surround, drip pans, burner rings and under the drip pans. Also wash stove outside including sides and back and on floor underneath (being careful not to damage flooring while moving for cleaning). Clean thoroughly all outside including knobs and surrounding areas. If the oven is self-cleaning, do not use any cleaner in it. Just follow the directions on the stovetop. If oven cleaner is used make sure all of the cleaner is wiped out, including any spatter on the doors, elements and edges. If there is a drawer make sure to vacuum out, wipe down all edges and inside. Make sure that oven door handle is wiped clean.
- **Hood:** Wash all grease spots from the hood above the stove, wipe off light bulb cover and all switches. Remove screen and filter and wash in a solution to remove all grease. The hood must be free of all grease and grime underside and out.

- **Microwave:** Clean the microwave with a non-abrasive cleaner and wipe dry with a soft lint free cloth. Steel wool and SOS are NOT to be used!
 - **Refrigerator:** Wash all racks, crispers and covers inside refrigerator including door. Wash freezer section, defrost if necessary. Wash and clean all door gaskets thoroughly. Wash the outside of the refrigerator including sides, top and underneath (being careful not to damage flooring while moving for cleaning). Carefully remove and wash vent at bottom of door as well and replace. Vacuum coils at the back of refrigerator and damp wipe off the cord. Wash off top of refrigerator. **REMINDER:** If you turn the refrigerator off to clean, remember to turn it back on the lowest setting.
 - **Dishwasher:** Wash outside of D/W door and knobs. Also, wash inside of door including surround and gasket. Wipe out inside as necessary.
 - **Countertops:** Wash all countertops and backsplash and tile. Dry with clean cloth. Wash counter top ledge.
 - **Sink:** Scrub sink, faucet and around sink edge. Clean out all debris. Wash sink stopper and be sure sink drain is clean.
 - **Garbage Disposal:** Do not put anything in garbage disposal. E.G. nails, steel wool or any debris. Check garbage disposal to make sure nothing is in there that shouldn't be.
- Carpet** – Carpets are to be *steam cleaned* (no Chem Dry) by a professional carpet care contractor. Stains should be specially treated as needed . Pet stains should also be treated with enzyme as needed for odor.
- Fireplaces/wood stoves** - All fireplaces and wood stoves are to be cleaned out including all ash and debris from wood burning systems; any screens vacuumed and dusted, exterior face to be wiped clean. Gas switch fireplaces to be wiped down including vents and exterior and interior glass to be cleaned with window cleaner. As applicable for wood burning units, Tenant shall keep the chimney in clean condition and shall contract a chimney sweep as necessary to maintain the chimney due to high use. Upon move out, Agent may hire a professional chimney sweep to clean the chimney at Tenant's expense as deemed necessary.
- Decks/Patios/Storage Rooms** - Vacuum or sweep of floor and corners, wash down with hose as needed. Wash and dry any outside light fixtures. Wipe clean all rails.
- Slider Tracks** - Vacuum and wet clean all slider tracks. Be sure to get corners and under window/doors where they meet.
- Ceiling Fans** - Dust with dry duster first, then wipe all blades, and pull cord and base with wet cloth.
- Garages** - Sweep thoroughly and/or hose or powerwash as necessary to remove grease stains or dirt and grime. Wipe garage door opener pad clean of dirt/grime.

- Walls** – Wash gently with soap and water to removed buildup, handprints, marks, etc *being careful not to scrub hard enough to remove paint. Do not use abrasive cleaners on walls – they will likely remove the paint.*
- Nails and Wall Holes-** Remove all nails from walls. Small picture frame holes are considered “normal wear and tear” however screws, larger holes or other damage will require repair in a professional manner including applying texture as needed. If touch painting is needed, be sure to use matching paint color and finish (paint cans may be available on the premises – usually stored in the garage). Use a “feathering” paint technique to blend in touch up paint spots.
- Misc Repairs/Damage:** All repair work from damage must be remedied in a professional and workmanlike manner. If repairs are not done properly, they will be redone at tenant’s expense. It is recommended that a professional is used for such work.
- Landscaping:** Property landscaping shall be left in the condition as required per the lease agreement. As applicable, property should be freshly mowed, trimmed and beds weeded.
- Utilities:** Be sure to leave utilities in your name through the end of your lease term, even if you move out before then.

WAYPOINT RECOMMENDED CLEANERS AND REPAIR PERSONS

CLEANING AND CARPETS

Clean Extreme

Provider of deep cleaning, interior/exterior window cleaning and carpet steam cleaning and some minor repair work.

Contact: Joseph Rafferty, Owner at 965-1213 or sales@cleanextreme.net

Daisy Days Cleaning

Provider of deep cleaning services.

Contact Trever Oakey, Owner at 871-8159 or daisydayscleaning@cableone.net

Kaufmans Carpet Cleaning

Provides professional carpet cleaning with expertise in spot/stain removal.

Contact Ryan Kaufman, Owner at 887-1681 or ryan@kaufmanscarpetclean.com

MAINTENANCE AND REPAIR

Global Construction

Provider of contract repair work including some plumbing and electrical (damage to walls or other repairs, touch painting, etc.) Exceptional workmanship.

Contact: Paul Kovach, Owner at 340-5464 or paulatglobal@yahoo.com

May Co

Affordable handyman services.

Contact Wally May, Owner at 870-4147 or maycollc@msn.com

LANDSCAPING

Dreamscapes

Provider of landscaping services.

Contact: Len Chessmore, Owner at 573-3277 or dreamscapesllc@hotmail.com