

Location \_\_\_\_\_

# **ARCATA PROPERTY MANAGEMENT**

PO Box 308, Arcata, CA 95518, phone/fax (707) 599-2873 (707) 822-8703

## **Cleaning Check List**

Items that must be cleaned before you vacate

### **Cupboards:**

- Check that all cupboards and drawers are empty.
- Wipe down doors and shelves with a clean, damp, cloth.
- Remove any stains, or stickiness, or finger prints outside and inside with Simple Green or 409, or similar product.
- Clean counter tops last with Simple Green or similar.

### **Stove:**

- Be sure to use a non-abrasive product, such as the above.
- Clean oven, inside and outside, check bulb, if out, replace.
- Clean broiler and clean top and tray.
- Clean outside, under and alongside the stove.
- Clean the top of stove and clean under the top surface, the burners are removable but must be replaced exactly as they were.
- Remove knobs, clean around and under, replace.
- Remove any stickiness and streaks.
- Clean fan under microwave and the inside and out of the microwave itself.

### **Refrigerator:**

- Clean inside with dish soap & water.
- Sweep around the refrigerator.
- Remove panel on the bottom front and clean. Vacuum or brush-scrub under the unit and clean the water tray before replacing .
- Clean the outside with 409 or similar product.

**Bathrooms:**

- Clean mirrors with windex or similar product.
- Clean the bathtub thoroughly with comet or similar product and a scratch pad to remove the soap film. This job takes a lot of elbow grease. ( we will supply the scratch pad ). You may also want to soak tub overnight with comet and water.
- When cleaning the basin you may need to use a brush (an old tooth brush works well) to clean the handles and faucets.
- The linoleum can be mopped or some simple green, etc. and a rag/towel works well.
- Be sure the toilets and toilet seats are clean, including around the bowl, inside and out and bottom by the floor.
- Check that the medicine cabinet and cupboards are empty and clean and free of any residue.
- Be sure all hair and residue is removed from inside all bath drains.

**Blinds:**

- Clean the mini blinds except at the stairwell. Simple Green or dish soap and water works well to clean blinds. Be Careful not to bend the blinds as they will break or stay bent. *Clean carefully.*

**Doors:**

- Wipe down inside and outside of doors with Simple Green or 409 or similar product.
- Dust or wipe the top of all door frames.

**Front Porch and Decks:**

- Be sure they are swept and all items removed, clean inside sliding-glass door.

**Garage and Exterior:**

- Be sure it is emptied of all items and swept.
- Your oil spots, spots near the garbage can, etc., should be cleaned.
- Garbage can should not contain your garbage for the next tenant to dispose of, please make arrangements to dispose of your trash.

**Windows:**

- Clean inside of all windows with windex or similar product, removing any streaks.
- Clean the window sills, except at the stairwell.

Outside area around your apartment should be checked for debris such as cans, rags, cigarette butts, paper, etc..

Replace missing or burned out light bulbs inside the unit.

Clean Floors. (Be sure edges are cleaned also)

Wipe down walls where soiled. We will do minor touch-ups at no charge to tenant. Do Not Putty over your nail or tack holes. please.

We will clean the fans and outside windows at no charge to you.

We will clean the heater covers at no charge to you.

We will clean the carpet at your expense. Empty apartments we clean at \$90.00 to \$115.00. If you would like to clean the carpet yourself, please contact us in advance.

The utilities must remain on for carpet and any final cleaning. (water & power)

Thank you,

Julie Vaissade-Elcock