

## CLEANING AT MOVE-OUT

**Windermere Management** inspects the turnover unit for cleaning and damages after the keys are returned. We do not allow tenants to return to the unit and perform extra cleaning after the inspection. Licensed professionals will be dispatched at the tenant's expense for all items requiring attention.

A comprehensive list of cleaning items is listed below. There may be items that do not apply in some cases or require more cleaning than is indicated, depending on the individual type of rental unit.

**Kitchen:** Pull all appliances away from the wall. Clean backs and underneath.

**Refrigerator:** Clean all racks, shelves, bins, trays, doors and door seals, drawers, sides, top, back, adjacent walls and floor. **Leave unit turned on.**

**Freezer:** Defrost, empty defrost pan, and clean interior.

**Range:** Clean oven, racks, doors, glass, cracks and crevices, replace drip pans, rings, under tray, chrome, controls, sides, back, floor and adjacent walls.

**Sink:** Clean and polish the basin, rim, handles, spout, cracks and crevices. Be sure garbage disposal is clean and free of debris.

**Oven hood:** Clean the body inside and out, filter, light lens, fan blades and motor, switches and vent fins.

**Dishwasher:** Clean and polish the door inside and out, basin, racks, controls, cracks and crevices.

### **Bathroom**

**Sink/Tub/Shower:** Clean and polish the basin, rim, handles, spout and crevices.

**Toilet:** Clean the bowl inside and out, tank and lid, handles, seat and crevices.

**Miscellaneous:** Clean and polish mirrors, hardware, towel bars and ring.

### **All Rooms**

**Floors:** Vacuum carpets. Clean and wax all floors including corners and crevices.

**Windows:** Clean all panes, seals, sills, tracks and frames.

**Window Coverings:** Clean drapes, blinds and rods. Remove all coverings installed by tenants, including hardware.

**Walls and Ceilings:** Clean cobwebs, smudges, dust, dirt, etc.

**Doors:** Clean frames, body inside and out, and hardware.

**Counters:** Clean and polish all tops, back-splash areas, trim, corners and crevices.

**Cabinets and Closets:** Clean all shelves, drawers, hardware, doors or fronts, inside and out.

**Fixtures:** Clean doorbells, mailbox, thermostats, hot water tank(s) and piping. Remove, clean and reinstall light covers (replace burned out bulbs at the same time) and face plates. Clean all switches, outlets, heaters (vents, radiators and electric baseboards).

### **Miscellaneous:**

- Clean and/or dust furnace, changing filter if necessary.
- Clean fireplace and/or woodstove of all ashes, wood, etc.
- Clean all decks, patios, porches, rails, etc.
- Clean washer and dryer, lint traps, filter doors, cracks and crevices. Vacuum dryer vent if necessary.
- Clean all exterior light fixtures.

### **Exterior:**

- Mow grass, weed planters and flower beds, edge and prune.
- Clean siding, windows, sills, window frames, doors and soffits of dirt and cobwebs.
- Sweep and remove cobwebs from storage buildings and/or garage/carport.

**Tenant Representative:** *Please identify the designated Tenant Representative (TR). At the end of the lease contract the TR will receive the security deposit refund. This refund will have all tenants listed, and will be delivered to the TR.*