



Cleaning Check List

KITCHEN AND DINING ROOM

Refrigerator:

- Move refrigerator away from wall
- Remove grease and grime off wall behind refrigerator
- Scrub and mop floor where refrigerator normally stands
- Clean sides of refrigerator
- Move refrigerator back into place
- Defrost freezer and clean
- Remove and clean all shelves and crispers
- Clean inside of refrigerator before replacing shelves and crispers

Stove:

- Remove grease and grime off wall and cabinet sides around and behind stove
- Move stove away from wall (not if is a gas stove)
- Scrub, mop and wax floor where stove normally stands
- Remove grease and grime off range hood
- Clean range top, front and doors
- Remove grease and grime from oven, including racks and broiler

Cupboards and Drawers:

- Remove all food/debris particles from all surfaces
- Wash and rinse all shelves and drawers
- Clean all cabinet doors and drawer fronts inside and outside

Dishwasher:

- Clean inside and outside, including door edges

Light Fixtures:

- Remove light fixtures, clean, replace burnt out bulbs and put fixtures back in place

Baseboards:

- Wash and rinse





Work Areas and Under Sink:

- Clean under sink, making sure it is debris and grease free
- Clean countertops and sink

Floors:

- Scrub and mop all vinyl or resilient floors

General:

- Clean windows (both sides of glass), windowsills, frames, tracks, casings

BATHROOM(S):

- Remove soap scum and stains from tub, tub fixtures and shower rod/door
- Clean and shine wall tile/surround around tub areas
- Scour and clean sink and soap holder
- Clean vanity cabinet inside and out, including doors
- Clean inside and outside of medicine cabinets and cabinet door
- Clean mirrors
- Disinfect, scrub and remove stains from inside and outside of toilet
- Remove light fixture(s), clean, replace burnt out bulbs and put back in place
- Scrub and mop bathroom floor, making sure to remove dirt

BEDROOMS/HALLWAYS/LIVING AREAS:

- Clean windows (both sides of glass), windowsills, frames, tracks, casings
- Window coverings cleaned professionally; receipt to be provided to landlord or landlord's agent
- Clean closet shelves, rods, tracks, casings, and both sides of doors
- Clean both sides of all doors, including casings
- Clean ceiling and walls of marks, cobwebs, etc.
- Clean heating units (baseboard, furnace, zonal heaters)
- Remove light fixtures, clean, replace burnt out bulbs, and replace light fixtures
- Carpets cleaned professionally, receipt to be provided to landlord or landlord's agent
- Wash all baseboards
- Scrub and mop all vinyl or tile areas





EXTERIOR:

- Clean porch, deck, patio, walkway and garage
- Lawn and grounds trimmed and mowed (if applicable)
- All garbage/trash/debris removed to appropriate receptacle

UTILITIES AND MISCELLANEOUS:

- Make certain all utility payments that you are responsible for are paid and current. Remember you are responsible for all utility payments until the time you return the keys to the office.
- Notify the Post Office and Diversified Property Management of your forwarding address
- All keys returned
- Property left in as good of condition as when received – ordinary wear and tear expected

By signing below I acknowledge my responsibilities listed above,

Tenant: _____

Tenant: _____

Landlord/Agent: _____

