

SCHEDULE "B.01"

The checklist: move – out cleaning

To get your full deposit back, your housing unit should be returned as clean (or cleaner) as the day you moved in. The following cleaning checklist has been provided for your convenience.

Bedroom, living room and hallway:

Clean all areas thoroughly. The housing unit is to be free of all personal belongings and trash. The doors and threshold areas must be clean and free of dirt.

- | | |
|--|---|
| <input type="checkbox"/> Clean light fixtures (inside and out)
<input type="checkbox"/> Wipe down built in shelves and closets
<input type="checkbox"/> Clean window tracks and sills
<input type="checkbox"/> Wash all windows and screens
<input type="checkbox"/> Clean blinds
<input type="checkbox"/> Clean smoke alarms | <input type="checkbox"/> Wipe down both sides of doors and hardware
<input type="checkbox"/> Steam clean carpet
<input type="checkbox"/> Brush off cobwebs in corners
<input type="checkbox"/> Wipe down baseboards, door casing & corners
<input type="checkbox"/> Clean ceiling fan light fixture and blades
<input type="checkbox"/> Clean closet rods and shelving |
|--|---|

Bathroom:

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.

- | | |
|---|--|
| <input type="checkbox"/> Clean shower surround and caulking
<input type="checkbox"/> Scrub and clean tub
<input type="checkbox"/> Clean mirror
<input type="checkbox"/> Wipe down walls, cabinets (inside & out)
<input type="checkbox"/> Wipe down fixtures and hardware
<input type="checkbox"/> Wash windows and screens (inside & out) | <input type="checkbox"/> Clean all light fixtures
<input type="checkbox"/> Clean sink
<input type="checkbox"/> Wash floor, baseboards & corners
<input type="checkbox"/> Clean toilet inside & out and around base
<input type="checkbox"/> Wipe down shower ceiling |
|---|--|

Kitchen & dining room:

Clean all areas thoroughly. The housing unit is to be free of all personal belongings and trash. The doors and threshold areas must be clean and free of dirt.

- | | |
|--|---|
| <input type="checkbox"/> Clean in, out, behind and under the fridge and defrost and clean the freezer
<input type="checkbox"/> Leave the fridge door open if the power has been turned off
<input type="checkbox"/> Clean in, out, behind and under the stove and clean the oven and burners on the stove
<input type="checkbox"/> Wash cupboards inside and outside
<input type="checkbox"/> Scrub sink, faucet and countertops | <input type="checkbox"/> Clean inside and outside of all windows/tracks, closet doors tracks and patio doors/tracks
<input type="checkbox"/> Dust or wash fans and vents, light fixtures, replace burnt out bulbs
<input type="checkbox"/> Dust curtain rods and window coverings
<input type="checkbox"/> Wash walls, floors and baseboards |
|--|---|

Appliances:

- | | |
|---|---|
| <input type="checkbox"/> Washing Machine is wiped out | <input type="checkbox"/> Clothes Dryer – Lint removed |
|---|---|

Deck, outdoor space, shed & parking area:

- | | |
|---|--|
| <input type="checkbox"/> Remove any wreaths and nails from doors
<input type="checkbox"/> Remove any pots, plants, or personal items | <input type="checkbox"/> Remove any welcome mats
<input type="checkbox"/> Sweep of deck |
|---|--|