

GENERAL CLEANING CHECKLIST

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| INTERIOR WALLS | <input type="checkbox"/> 1. Clean all smudges and soiled areas, especially near switches, range and sink. |
| BLINDS & DRAPES | <input type="checkbox"/> 2. Vacuum and clean all blinds and draperies. |
| FANS, A/C VENTS | <input type="checkbox"/> 3. Clean all fan blades.
<input type="checkbox"/> 4. Clean all air conditioner vents and replace filters.
<input type="checkbox"/> 5. Clean all vents and ventilators including those in the kitchen and bathrooms . |
| LIGHT FIXTURES | <input type="checkbox"/> 6. Replace all burnt out light bulbs and clean fixtures |
| KITCHEN | <input type="checkbox"/> 7. Defrost and clean refrigerator including shelves, drawers and gaskets, <u>do not</u> unplug or turn off refrigerator.
<input type="checkbox"/> 8. Clean Stove and Oven. <u>Do not</u> use oven cleaner on self cleaning ovens.
<input type="checkbox"/> 9. Clean cabinets/drawers, pantry shelves and doors inside and out.
<input type="checkbox"/> 10. Clean all tile floors including areas beneath movable appliances.
<input type="checkbox"/> 11. De-grease or change hood fan filter. |
| BATHROOMS | <input type="checkbox"/> 12. Clean toilet, basin sink, shower/tub. No soap film or mildew in grout.
<input type="checkbox"/> 13. Clean cabinet, shelves and drawers including any closet shelves and doors, inside and out.
<input type="checkbox"/> 14. Wash and clean shower doors including the tracks.
<input type="checkbox"/> 15. Scrub bathroom floor.
<input type="checkbox"/> 16. Make sure bathtub stoppers are in working order or replaced. |
| CARPETS & FLOORS | <input type="checkbox"/> 17. Vacuum carpets and have them professionally cleaned and provide receipt.
<input type="checkbox"/> 18. Other types of floors should be thoroughly cleaned. |
| WINDOWS & SCREENS | <input type="checkbox"/> 19. Clean and properly reinstall screens if they are down.
<input type="checkbox"/> 20. Clean windows, sills, sliding glass doors and tracks. |
| EXTERIOR & ENTRY | <input type="checkbox"/> 21. Clean and de-grease parking stalls or driveway/garage.
<input type="checkbox"/> 22. Sweep and clean all balconies, patios, sidewalks and garage.
<input type="checkbox"/> 23. Trim, weed and clean yard.
<input type="checkbox"/> 24. Remove all trash, rubbish and miscellaneous items from the property. |

ANY NECESSARY CLEANING WILL BE DEDUCTED FROM YOUR DEPOSIT IF NOT COMPLETED. YOUR DEPOSIT WILL NOT BE PROCESSED UNTIL ALL YOUR POSSESSIONS ARE REMOVED, THE PROPERTY CLEANED AND ALL KEYS HAVE BEEN RETURNED. IT WILL TAKE THIRTY DAYS FOR THE DEPOSIT REFUND. PLEASE PROVIDE NEW WEST WITH A FORWARDING ADDRESS.