

MOVE-OUT CLEANING CHECKLIST

KITCHEN

- __ **Cupboards and drawers** emptied and cleaned
- __ **Fridge/freezer** emptied, cleaned, & disinfected
- __ **Fridge/freezer** Top and outside cleaned
- __ **Fridge/freezer** pulled out and floor cleaned underneath
- __ **Stove** surface cleaned *including knobs*
- __ **Stove** drip pans scoured and free of grease or replace
- __ **Stove** bottom drawer cleaned
- __ **Stove** Stovetop lifted and scoured
- __ **Oven** run self clean and wipe OR scrub clean
- __ **Sink** scoured w/non-abrasive brush or magic eraser
- __ **Dishwasher** surfaces cleaned
- __ **Outlets and switch plate covers** cleaned
- __ **All surface areas** cleaned
- __ **Ceiling** free of cobwebs
- __ **Walls** Wiped clean (no streaks)

BATHROOM(s)

- __ **Exhaust fan** cleaned
- __ **Medicine cabinets** emptied and cleaned
- __ **Toilet tank, base, and seat** cleaned & disinfected
- __ **Toilet bowl** scrubbed & disinfected
- __ **Vanity** surface cleaned
- __ **Mirror** cleaned (no streaks)
- __ **Sink** cleaned & disinfected
- __ **Shower floor/walls** Scrub (free of soap scum and mildew)
- __ **Shower curtain** removed
- __ **Outlets and switch plate covers** cleaned
- __ **Ceiling** free of cobwebs & Mildew
- __ **Baseboards** scrubbed
- __ **Walls** Wiped clean (no streaks)

ALL CLOSETS

- __ Vacuumed and cleaned
- __ Doors and shelves wiped down

BEDROOM(s)

- __ **Windows** cleaned (no streaks)
- __ **Windowsills & jams** cleaned
- __ **Blinds** soaked & cleaned
- __ **Heat vents and registers** wiped
- __ **Ceiling** free of cobwebs
- __ **Walls** wiped clean (no streaks)

LIVING AREA

- __ **Windows** cleaned
- __ **Windowsills & jams** cleaned
- __ **Blinds** soaked & cleaned
- __ **Air conditioner filter and cover** cleaned
- __ **Heat vents and registers** wiped
- __ **Baseboards** cleaned
- __ **Ceiling** free of cobwebs
- __ **Walls** Wiped clean (no streaks)

OTHER

- __ Carpet professionally cleaned receipt provided
- __ Lawn care or snow removal completed
- __ All belongings and trash removed from property
- __ Replace all missing or burned out lightbulbs
- __ All Smoke detectors properly fixed and in working order
- __ Hard surface floor scrubbed
- __ Basement, garage & storage areas cleared and cleaned

Cleaning Guide

THINGS TO CONSIDER

Do Not's

Any personal property left on the premises will result in an automatic \$500 charge against your security deposit; additional charges will be applied if disposal fees exceed \$500.

*****Any personal property, furniture or any other discarded property is to be disposed at the transfer station at your own expense. We do offer services for disposal of such items but must be arranged well in advance. **If available, dumpsters are for household bagged trash only!**

Tips for cleaning

- DAWN DISH-SOAP: Use a tablespoon of Dawn Dish Soap in a gallon of HOT water with a rag to clean streak free glass, baseboards, trim, doors, walls, light fixtures, switch covers, ceiling fans and other non-bacteria areas.
- WARM VINEGAR WATER: mix 1oz of distilled vinegar with 1 gallon of warm water to clean almost all non-bacteria surfaces.
- BLEACH WATER: A light bleach solution is a trusted proven method of killing bacteria, mix 1 oz with 1 gallon of warm water to disinfect any bacteria areas such as touch areas of the home, bathroom fixtures, toilet, kitchen surfaces, railings, refrigerators, etc.
- MAGIC ERASER: Magic Eraser brand sponges work amazing for scrubbing tubs, sinks, and fixtures
- CLEAN WATER: Change your cleaning water often! Running a rag of dirty water across a surface is counter productive, especially when cleaning floors and streak surfaces such as glass, mirrors and appliances.
- DRY TOWEL BUFFING: After cleaning surfaces such as glass, appliances, and fixtures, use a clean dry cotton towel to gently and quickly buff out streaks and shine the surface.
- CLEAN FLOORS LAST: Seems obvious but sometimes forgotten, best to clean absolutely last. Even if they were scrubbed thoroughly, quickly run a clean mop to touch up on your way out.

FINAL REMINDERS

Please contact the utility services, to disconnect all services in your name

Move out is 10am on the morning of turnover, time held over after 10am will result in another days rent charge

Leave keys & door openers on the counter, leave door UNLOCKED!

Text number provided in "Move Out" email to notify manager you are completely out

As incentive to clean thoroughly, Proex will reimburse you your cleaning fee except a small portion. Must be left in hospital clean condition.