

For easy clean up on baseboards, shiny surfaces, cabinets and drawers, use a Mr. Clean Magic Erasers. Get eraser wet, wring water out and wipe down surfaces with eraser and then with a paper towel to clean up water marks. Rinse magic eraser out frequently. Use a grease cutter in sticky kitchen areas. Do not use eraser on walls that have flat (non-shiny)paint ~ it will smear the paint. Call us if you have any questions about cleaning something.

KITCHEN

Fridge: _____ top and outside body clean - be sure inside is free of hair, crumbs, spills
_____ shelves & drawers clean
_____ grooves in trim inside clean
_____ sweep behind & beside refrigerator
_____ **leave plugged in and running**

Sink: _____ sink clean with faucets shiny, clean around handles and drain

Stove: _____ stove top and burner pans clean
_____ inside oven clean and stove vent hood wiped down
_____ pan drawer/front panel cleaned

Cabinets: _____ cupboards & drawers empty, clean, outside of doors clean

Counters: _____ counters & backboard clean

Floors: _____ baseboards, floor & corners clean

Dishwasher: _____ dishwasher door & knobs clean

BATHROOM

_____ remove all personal items – please leave 1 roll of toilet paper
Tub: _____ shower and tub clean – no hair, mildew or stains
_____ shower & sink faucets shiny and clean

Toilet: _____ toilet hinges, base, top under lid, bowl clean and dust-hair free

Sink: _____ mirror, sinks, countertop clean
_____ cabinets-drawers empties and wiped clean

Floors: _____ baseboards, floor & corners clean

Accessories: _____ toilet paper holder, towel bars, shower rods in place – all in place and clear from dust –
LEAVE shower curtain rings!

LIVING ROOM & BEDROOMS

_____ wash windows on the inside
_____ window sills and mini-blinds wiped down
_____ clean ceiling fans and cobwebs removed
_____ baseboards, floor vacuumed & corners clean
_____ patio swept, entry door area swept

FURNACE ROOM & LAUNDRY ROOMS

_____ washing machine and dryer clean and lint free
_____ baseboards, floor vacuumed & corners clean

OTHER

_____ List any items that need our attention _____
_____ Forward mail
_____ Pay final water and electricity bills
_____ Leave forwarding address _____
_____ Return keys

ALL ROOMS- BE SURE WINDOWSILLS and LIGHT SWITCHPLATES ARE CLEAN. PLEASE FILL OUT & LEAVE ON COUNTER OR KITCHEN TABLE IN EACH APARTMENT.