

DETAILED CLEANING CHECKLIST

KITCHEN

<input type="checkbox"/>	Unplug stove, move to middle of room if electric. If you have a gas stove pull out as far as you can safely from the wall
<input type="checkbox"/>	Clean entire inside and outside of stove (all sides)
<input type="checkbox"/>	Clean burners, drip pans, broiler pan, and under range top
<input type="checkbox"/>	Unplug refrigerator and move to middle of floor
<input type="checkbox"/>	Make sure to leave enough time to defrost the freezer if necessary
<input type="checkbox"/>	Clean entire inside and outside of fridge (all sides and top)
<input type="checkbox"/>	Clean inside and front of microwave (if built-in) or range hood
<input type="checkbox"/>	Run empty cycle of dishwasher with a little detergent to clean inside
<input type="checkbox"/>	Clean top and front of dishwasher
<input type="checkbox"/>	Wipe/scrub down all kitchen walls and baseboards (especially where appliances were), check corners for cobwebs
<input type="checkbox"/>	Sweep and wet mop all of kitchen floors (under and behind appliances too)
<input type="checkbox"/>	Clean inside and outside of all kitchen cabinets (pay special attention to fronts)
<input type="checkbox"/>	Clean entire sink and faucet
<input type="checkbox"/>	Wipe down all countertops
<input type="checkbox"/>	Leave range and fridge pulled out in middle of kitchen
<input type="checkbox"/>	Put refrigerator cord in fridge door so it stays propped open to avoid mildew growth
<input type="checkbox"/>	Double check the most common areas for cleaning charges: drip pans, drawer at bottom of stove, behind appliances

BATHROOM

<input type="checkbox"/>	Remove shower doors (if applicable) and clean inside of shower door guides
<input type="checkbox"/>	Clean shower walls, entire tub (including the base), and shower doors (if applicable) - don't scrub caulked areas too hard-use bleach cleaner for mold/mildew
<input type="checkbox"/>	Wipe down all counters
<input type="checkbox"/>	Sweep and wet mop floor
<input type="checkbox"/>	Clean sink and faucet
<input type="checkbox"/>	Wipe down mirror with glass cleaner
<input type="checkbox"/>	Clean inside and outside of toilet and toilet seat (don't forget the base of the toilet)
<input type="checkbox"/>	Wipe down all light fixture(s)
<input type="checkbox"/>	Clean the exhaust fan/use vacuum hose to clean out if possible
<input type="checkbox"/>	Clean inside and outside bathroom vanity/cabinet (in applicable)
<input type="checkbox"/>	Double check the most common areas for cleaning charges: base of the toilet, door stop behind door (wood piece), back of bathroom door (dust/hairspray etc)

BEDROOM(S)/LIVING ROOM/HALLS

<input type="checkbox"/>	Clean walls according to specified instructions below
<input type="checkbox"/>	Clean carpet/floors according to specified instructions below
<input type="checkbox"/>	Clean all windows (see misc for details)
<input type="checkbox"/>	If you have a key-in-knob lock set leave key to room in door OR replace with our privacy lock hardware
<input type="checkbox"/>	Any built in shelves, dressers cabinets need to be wiped down inside and out

BASEMENT/WASHER & DRYER AREA

<input type="checkbox"/>	Floor should be swept, and wet mopped
<input type="checkbox"/>	Throw away all unwanted items and trash from area
<input type="checkbox"/>	Remove cobwebs from corners of rooms
<input type="checkbox"/>	Make sure all light fixtures have light bulbs
<input type="checkbox"/>	Laundry equipment must be wiped down on the outside, washer cleaned under lid and around inside corners. Dryer vent cleaned out.

WALLS

<input type="checkbox"/>	Remove any nails or screws (be careful to remove correctly anything larger than a small nail hole is chargeable)
<input type="checkbox"/>	Do NOT spackle/repair any holes
<input type="checkbox"/>	Do NOT attempt to repaint any walls
<input type="checkbox"/>	Wash down all walls to remove any scuffs, black marks, grime, etc. throughout entire property (don't forget to check corners for cobwebs)
<input type="checkbox"/>	Wipe down all baseboards, door stoppers (wood piece on wall behind door), doors (detail clean the panels in 6 panel doors) throughout entire property

CARPET/FLOORS

<input type="checkbox"/>	Thoroughly vacuum all carpeted areas (especially the edges and corners of all rooms)
<input type="checkbox"/>	Do NOT rent a carpet cleaner (they are ineffective)
<input type="checkbox"/>	If you feel it's necessary, you may a professional carpet cleaning company (keep your receipt)
<input type="checkbox"/>	All hardwood floors swept/dust mopped, then wet mopped with Murphy's Oil Soap (make sure to dilute properly), mop should barely be wet, standing water on hard wood floors will ruin them.
<input type="checkbox"/>	Do NOT use any other cleaning products on hardwood floors

MISCELLANEOUS ITEMS/AREAS

<input type="checkbox"/>	Install new 9-volt batteries in all smoke detectors
<input type="checkbox"/>	Light bulbs should be replaced in all light fixtures (exceptions: long, fluorescent bulbs and bulbs in vaulted ceilings)
<input type="checkbox"/>	Can (recessed) lights - replace all bulbs with LED no more than 6 watts or 60 watt incandescent equivalent
<input type="checkbox"/>	Replace any broken light covers/globes (available at Lowes)
<input type="checkbox"/>	Clean interior of all windows (you are not responsible for exterior) with glass cleaner
<input type="checkbox"/>	Wipe down all window sills
<input type="checkbox"/>	Open windows and clean inside the casing
<input type="checkbox"/>	Shut and lock all windows after thoroughly cleaning
<input type="checkbox"/>	If you have a light glass of any type (globe etc) covering a light fixture other than long tube style fluorescents, , please make sure to take down the glass, clean it and replace
<input type="checkbox"/>	If you have an outside porch, deck, etc. clean all trash and debris from area. Throw away all items including rugs, plant holders etc. Sweep the area with a broom. If needed use a desk brush and cleaner to scrub any areas of spills.
<input type="checkbox"/>	DO NOT leave cable boxes or internet equipment in your unit. They will be thrown away. You need to make arrangements for the equipment on your own before your move out date (this does not apply to anyone living in the studio buildings, 31 Chittenden, 173 W 9th as your free internet modem stays in the unit)
<input type="checkbox"/>	You can be charged for any items left in your unit at move out especially furniture. There are several charities that will come pick up unwanted items, please email Molli@universitymanors for questions.
<input type="checkbox"/>	Large unwanted items cannot be left by the trash or in the dumpster (You will be charged for not disposing properly). For a listing of free bulk drop off locations please check back to our website closer to move out. (We usually get the list from the City in July)

CLEANING IS THE #1 AREA THAT TENANTS GET CHARGED AT MOVE-OUT, PREPARE IN ADVANCE AND ALLOW ENOUGH TIME TO PROPERLY CLEAN BEFORE YOUR KEYS ARE DUE BACK TO AVOID CHARGES.