

Cleaning Instructions for Move Out

Kitchen/Dining Room:	\$\$\$	Cleaning Suggestions
Sink/faucet clean?.....	5	metal should be shiny, get around the base of the faucet
Cabinets/drawers wiped out? (inside and out).....	15	wipe down the insides/outside of the doors, no spills/splashes, insides no crumbs on shelves
Countertops wiped down?.....	7	this includes the wall above the counter & stove, the backsplash
Under sink clean?.....	6	take everything out, wipe it out
Microwave clean?.....	7	inside and out, inside top gets missed a lot, pull out the tray and wash it
Stovetop and dripans clean?.....	15	pull up the drip pans and wash inside the top, oven cleaner works good for getting the grease
Oven Hood and filter clean?.....	11	take the filter out and spray w/ oven cleaner, rinse w/ hot water, do not spray the oven hood with oven cleaner-it will eat the paint off
Oven clean?.....	26	use oven cleaner, get all food, spills
Broiler pan/Bottom drawer clean?.....	11	wipe out
Refrigerator clean and defrosted?.....	30	inside & out, inside sides, under the bottom drawer too! (UNPLUG, LEAVE DOORS OPEN)
Dishwasher clean?.....	11	check for food or utensils on the bottom
Floor clean (mopped/vacumed)?.....	6	in the corners too
Windows/patio doors clean?.....	6/15	wash windows inside only, patio doors inside & out
Light fixtures & ceiling fans	15	clean light fixtures and have working bulbs in each fixture
Furniture		clean all furniture, legs of tables, drawers in dressers, tops
Pantry closet/cabinet	8	clean off shelves and wash floor

Dawn dish soap works really well for cleaning the kitchen--cabinets, fridge, microwave, etc. Oven cleaner works the best on the insides/outside of the oven/stove. Multipurpose cleaner on the floor. When you finish all the surfaces should be clean and smooth, not greasy. Should smell clean too.

Baths: (EACH BATH)

Sink, faucet and countertop clean?.....	4	around the faucet too.
Bathtub/Shower?.....	30	all soap scum scrubbed out, surfaces smooth, curtain/hooks removed
Toilet clean?.....	6	inside and out, toilet seat, around base, up under the rim is missed a lot
Mirror, cabinet and/or linen closet clean?.....	3	streak free, inside shelves and walls
Floor clean and mopped?.....	6	in the corners too
Under sink clean?.....	6	wipe it out, wipe off the doors too
Light fixtures & ceiling fans	15	clean light fixtures and have working bulbs in each fixture
Windows	6	wash windows inside only

Multipurpose cleaner works well for most of the bathroom but you will need a soap scum cleaner for the bathtub. Soap scum is really hard to get off. Scrubbing bubbles is the best I have found in a regular store. All surfaces should be smooth and clean. Should smell clean.

Living Room/Hall/Family Room:

Floor and baseboards vacuumed?.....	20	wipe off the baseboards, use vacuum edger around the edges of carpet, move the furniture!!
Closet	5	dust the shelf, vacuum/sweep the floor, edges too
Windows and patio doors clean?.....	11	windows; inside only--patio doors inside and out Streak Free, vacuum out tracks, wipe off window sills
Fireplace cleaned out	20	all soot, old logs, etc removed, swept out
Light fixtures & ceiling fans	15	clean light fixtures and have working bulbs in each fixture
Furniture		clean all furniture, legs of tables, drawers in dressers, tops
Entry closet/Linen closet/etc	8/ea	clean off shelves and wash/vacuum floor

Sweep along the baseboards, vacuum the carpets. We only expect you to wash the insides of the windows, but the patio doors should be done inside and out.

Bedrooms: (EACH BEDROOM)

Floor and baseboards vacuumed?.....	10	wipe off the baseboards, use vacuum edger around the edges of carpet, move the furniture!!
Closet	5	dust the shelf, vacuum the floor, edges too, if you took the doors off put them back on
Light fixtures & ceiling fans	15	clean light fixtures and have working bulbs in each fixture
Furniture		clean all furniture, legs of tables, drawers in dressers, tops
Windows and windowsills clean?.....	6/15	windows; inside only--patio doors inside and out-streak free, vacuum out tracks, wipe off window sills

Sweep along the baseboards, vacuum the carpets. We only expect you to wash the insides of the windows, but the patio doors should be done inside and out.

Misc.

Power left on?.....	actual cost	leave them on until the last day of your lease--we will only use power & water when cleaning. The last tenants left them on so we could clean & paint for you. :)
Water left on?.....	actual cost	
Utility room clean?.....	6	sweep and wipe off the floor, remove all garbage
All vents clean	10	sweep all the vents, ceiling & wall
Trash or other items left?.....	5/bag	take everything with you, double check under sinks
Smoke & carbon monoxide detectors working?	5	you started with a working smoke det/ carbon monoxide. You have to end w/ one
Fire extinguisher on site and charged?	10	If the fire ext needs to be replaced please let us know why.
Balcony/patio clean?.....	35	sweep, remove everything--even patio furniture.
All light bulbs work?.....	\$1/each	check all the lamps and light fixtures.
Front yard.....		If you are responsible for yard work: mow the yard, trim, clean up debris, and if you have pets, clean up all their poo. Also, if there are bare spots due to your animals/etc, plant grass seed! If you have any questions about yard requirements please call the office.
Back yard.....		
Shampoo carpets		We have professional companies shampoo carpets after you move out. You will see an actual receipt for work done when you receive your security deposit statement. Please don't use a rug doctor!
total _____		

Our goal is to provide you with the information necessary to clean your property yourselves. This will save you a lot of money. Most of the charges against a security deposit are due to cleaning charges. If you have any questions at all please ask us. If you attempt to clean something and we only have to touch up, you will only get a partial charge. This sheet is to be used as a guide only. Kitchens and bathrooms take longer to clean and usually cost more if you don't do it! This sheet can change without notice.

If you want to schedule a final walk thru with a member of Neves's staff you will have to call ahead. We will not do any walk thrus until all of your keys have been turned in. Once a walk thru has been done, you will not be allowed to go back in and clean more. We do not do walk thrus on the last day of leases as we simply do not have the time or staff. Occasionally our cleaners will change or add charges if they notice something overlooked at the final walk thru. This is not very common and we do try to be as detailed as possible when doing the walk thru.

The actual charges are set by the cleaning company and are subject to change without notice. This sheet is intended as a guide to help you through the most common cleaning as you move. Each year updates are made to this sheet to try to help us maintain the best possible properties.