

# Final Check-out Detailed Cleaning Instructions

## Laundry

### Walls

- Using a chemical cleaner, clean around the washer and dryer (Magic Eraser works great).
- In apartments with a laundry room, clean walls around the furnace, and water heaters.
- Carefully remove any tacks or command strips.

### Floor

- Pull out the washer and dryer (non-stackable units only). Using a chemical cleaner, clean the entire floor including around the washer and dryer.
- For stackable units, use a broom and/or vacuum hose to get around the unit as best you can. Wipe down by hand if necessary.
- In apartments with a laundry room, clean the entire floor, including around washer/dryer units, furnace and/or water heaters (may require wiping down by hand).

### Baseboard & Trim

- Using a multi-purpose cleaner and rag, wipe down baseboards and trim around doors etc.

### Door, Door Trim (if applicable)

- Wipe down door and door trim (both sides).

### Washer

- Using a multi-purpose cleaner or vinegar solution and a rag, clean rubber boot inside washer door for stackable washers, clean around tub, agitator & under door on traditional washers, wipe down exterior.

### Dryer

- Using a multi-purpose cleaner and a rag, wipe down any visible lint inside and outside of machine, clean lint tray, wipe down exterior.

### Shelves, Dust-Collecting Surfaces

- Remove everything from shelves and/or from the tops of washer or dryer.
- With a multi-purpose cleaner and rag, wipe down all shelves and any other dust-collecting surfaces.
- In apartments with a laundry room, wipe down all dust-collecting surfaces including switches, outlets, pipes, furnaces and water heaters.
- Laundry rooms or closets must be completely empty of any personal belongings and/or trash. If staying, any personal belongings must be bagged and labeled. Any unlabeled items at time of inspection will result in a failure for this task.

## Hallway / Stairs

### Floor (Hallway & Stairs)

- Vacuum thoroughly (use hose around edges), clean railing, switches and outlets.

### Baseboard & Trim

- Using a multi-purpose cleaner and rag, wipe down baseboards and trim around doors etc.

### Closets/Cupboards/Drawers (Hallway)

- Remove all belongings from closets/cupboards/drawers.
- Using a multi-purpose cleaner and rag, wipe down all shelves, baseboards, and dust-collecting surfaces.
- If staying, all belongings left in closets must be labeled. Any unlabeled belongings at time of inspection will result in failure of this task.

## **Kitchen**

### **Walls, Switches, Outlets, Vent Covers**

- Using a chemical cleaner and rag, wipe down any dirty walls, switches, outlets, thermostats, and vent covers.
- Carefully remove any tacks or command strips.

### **Floor (kitchen)**

- Sweep, mop and wipe down by hand if necessary. Use chemical cleaner. Pay special attention to areas under cabinets, front of range, front of dishwasher, and front of fridge. When finished floor should not feel oily or sticky.

### **Baseboard & Trim**

- Using a multi-purpose cleaner and rag, wipe down baseboards and trim around doors etc.

### **Fridge**

- Pull out fridge (if possible) and wash the floor and wall behind
- Remove all food from the refrigerator. All food staying must be bagged and labeled before returning it to the fridge. Any unlabeled food in the fridge will result in a failure for this task.
- Wash exterior sides of fridge including top, sides and grill under door (if any).
- Clean freezer inside, walls, shelves, shelf rails etc.
- Wipe out the inside walls of the refrigerator.
- Wipe out and under all shelves and drawers (to get under the drawers you'll need to remove them).
- Check the bulb in the fridge and replace if necessary with a 40 watt appliance bulb.
- Wipe shelves inside door and shelf rails.

### **Microwave**

- Wipe down all exterior sides of the microwave.
- Thoroughly clean the inside of the microwave, clean microwave turntable.

### **Dishwasher**

- Wipe down front of dishwasher, clean knobs, control panel, door, & white seal of dishwasher (inner part of door).
- Empty all dishes and clean out anything in the bottom of dishwasher.

### **Counters, Table, Chairs**

- Using a chemical cleaner and rag, clean counters and backsplash including under any countertop appliances, clean table, & chairs. No sticky residue or crumbs should remain.

### **Range (oven/stove)**

- Rangetop - Using a grease-cutting chemical such as 409, wipe down stovetop and under all burners - lift up on the cooktop lid (the metal top holding all the burners) for easy access.
- Oven Drawer - pull out the bottom drawer of the oven, clean the drawer inside and out.
- Oven Interior - If the oven is equipped with a self-cleaning option, use it (remember, this can take up to 4 hours). If not, use oven cleaner. Follow instructions on oven cleaner and make sure to wipe away all residue before inspection.
- Oven Exterior - Using a grease-cutting chemical such as 409 and a rag, wipe down outside of the oven (all sides).
- Oven Bulbs - replace bulb in oven if bad.
- Burner Drip Pans - use oven cleaner if needed.

### **Range Hood**

- Use a grease-cutting chemical cleaner (such as 409) to clean the hood inside and out.

### **Floor (under range)**

- Pull out range and clean the floor, wall, and cabinets, behind, around, and underneath. Use a chemical cleaner.

### **Cupboards, Cabinets and Drawers**

- Remove all belongings.
- Using a multi-purpose cleaner and rag, wipe down inside and out of all cupboards, cabinets and drawers
- If staying, any belongings put back into cupboards must be labeled.
- Any unlabeled items in cupboards, cabinets or drawers will result in a failure for this task.

### **Window(s) & Blinds (kitchen)**

- Using a glass cleaner and rag, clean glass. With multi-purpose cleaner, clean sills and tracks.
- Thoroughly dust blinds or wipe down if needed. Blinds should look and feel clean.

### **Garbage & Surrounding Area (kitchen)**

- Take out all the garbage and wash the garbage can (if it belongs to ParkView) and wipe down the area around the garbage can. Use a chemical cleaner.

### **Pantry**

- Remove everything from pantry
- Using a multi-purpose cleaner and rag, wipe down all shelves, baseboards, floor, and dust-collecting surfaces.
- If staying, all belongings must be labeled. Any unlabeled belongings at time of inspection will result in failure of this task. and will be disposed of.

## **Bathroom**

### **Walls, Switches, Outlets, Vent Covers**

- Using a multi-purpose cleaner and rag, wipe down any dirty walls, switches, outlets, thermostats, and vent covers.

### **Floor (bathroom)**

- Sweep, mop and wipe down by hand if necessary. Use a chemical cleaner. Pay special attention to areas under cabinets and around the base of the toilet. When finished, the floor should not feel oily or sticky.

### **Baseboard & Trim**

- Using a multi-purpose cleaner and rag, wipe down baseboards and trim around doors etc.

### **Toilet**

- Thoroughly clean inside and out, including base. Use pumice stone if necessary to get rid of the ring.

### **Vanity**

- Clean inside and out, wipe inside of drawers and under sink, use chemical cleaner on countertop. Clean sink and faucet. Use pumice stone to remove mineral deposits if needed.

### **Vanity Light fixtures, Mirror**

- Using a multi-purpose cleaner, wipe down light fixtures and bulbs (if applicable). CAUTION! - wipe bulbs when cool. Clean mirror.

### **Tub & Shower, faucet**

- Use a chemical cleaner to remove all soap scum. Use pumice stone (porcelain tubs only) to remove mineral deposits. Remove the shower curtain and rings if nobody is staying. Magic Erasers usually work well on tubs.

### **Shelves (if any)**

- Wipe down with a chemical cleaner.

### **Windows (bathroom)**

- Using a glass cleaner and rag, clean glass. With multi-purpose cleaner, clean sills and tracks.
- Thoroughly dust blinds or wipe down if needed. Blinds should look and feel clean.

## Living Room

### **Walls, Switches, Outlets, Vent Covers**

- Using a multi-purpose cleaner and rag, wipe down any dirty walls, switches, outlets, thermostats, and vent covers.
- Carefully remove any tacks or command strips.

### **Floor** - Vacuum. Use hose around edges

- Vacuum or sweep & mop (depending on apartment) thoroughly including under furniture, use hose around edges of room.

### **Baseboard & Trim**

- Using a multi-purpose cleaner and rag, wipe down baseboards and trim around doors etc.

### **Light Fixture**

- Clean any bugs out of glass, wipe clean.

### **Couches**

- Hand scrub any stains, clean under cushions (vacuum).

### **TV and Cubby/shelves**

- Dust/wipe clean TV and cubby (shelf under TV), dust any furniture and dust-collecting surfaces in living room.
- Make sure the TV has a remote and Roku device and Roku remote are present (if applicable).

### **Windows (living room)**

- Using a glass cleaner and rag, clean glass. With multi-purpose cleaner, clean sills and tracks.
- Thoroughly dust blinds or wipe down if needed. Blinds should look and feel clean.

### **Closets/Cupboards/Drawers (Living Room)**

- Remove all belongings from closets/cupboards/drawers.
- Using a multi-purpose cleaner and rag, wipe down all shelves, baseboards, and dust-collecting surfaces.
- If staying, all belongings left in closets must be labeled. Any unlabeled belongings at time of inspection will result in failure of this task.

## Bedroom

### **Walls, Switches, Outlets, Vent Covers**

- Using a multi-purpose cleaner and rag, wipe down any dirty walls, switches, outlets, thermostats, and vent covers.
- Carefully remove any tacks or command strips.

### **Floor**

- Vacuum thoroughly, use hose to get around edges in closets and under beds.

### **Baseboard & Trim**

- Using a multi-purpose cleaner and rag, wipe down baseboards and trim around doors etc.

### **Closet**

- Remove everything from your side of the closet, wipe shelves, vacuum (including around edges), wipe baseboards. If staying, you may put your belongings back into the closet. make sure it's neat and tidy.

### **Desk & Chair**

- Wipe clean the desk and chair on your side of the room (if applicable).

### **Dresser**

- Clean inside and out of your dresser (must be empty at time of inspection if moving out).

### **Bed Frame**

- Wipe down the bed frame.

**Windows (bedroom)**

- Using a glass cleaner and rag, clean glass. With multi-purpose cleaner, clean sills and tracks.
- Thoroughly dust blinds or wipe down if needed. Blinds should look and feel clean.

**Door, Door Trim**

- Wipe down door and door trim (both sides).

**Light Fixture(s)**

- Clean all light fixtures, removing any bugs if applicable.

**Check Furniture Arrangement**

- Furniture should be arranged back to its original position, including any beds, mattresses, dressers, desks and chairs. Any furniture not belonging to Parkview should be removed from the apartment.
- Staying? - if you are staying, all of your belongings must be tidy and organized and only on your side of the room and your portion of the closet.
- Moving out? - if you are moving out and not returning, your portion of the room must be completely cleaned out, all furnishings must be returned to their original places (usually 1 bed, 1 desk, 1 chair, 1 dresser per tenant), the last to check-out will be responsible for the entire room.

**Porch****Porch / Stairwell**

- Sweep the front porch/stairwell/stairs. Clean cobwebs and dust around the door. Clean porch light (check bulb), wipe down front door (both sides).

**Final Walkthrough**

- Make sure all belongings and garbage are removed.
- If staying, all belongings must be labeled and neatly organized. Any belongings not labeled at time of check-out will be discarded.
- Make sure all furniture is accounted for and in its proper place. Any furniture not belonging to ParkView must be removed from the apartment.
- Replace any bad bulbs. 60 watt equivalent for vanities, 40 watt appliance bulbs for appliances, 100 watt equivalent for everything else. Ask management for help for bulbs up high or difficult bulbs.
- Make sure the apartment has a vacuum, microwave, fire extinguisher, TV remote, and Roku device and remote (in apartments that require them).
- Make sure all smoke detectors are working. (one in each bedroom, and one in adjacent hallways).
- Make sure the mail key is in the apartment (usually hung by the front door).
- Apartment keys (if leaving) should be labeled with your name and left on the kitchen counter.