



## CLEANING GUIDELINES FOR MOVE-OUT CONDITION SURVEY

1. Gently sweep ceilings for cobwebs and dust. Clean all ceiling fans, light fixtures, replace missing or burned out light bulbs. Use 60-watt bulbs unless fixture states otherwise.
2. Clean all interior and exterior doors, walls, trim, baseboards, windowsills and the window grids. Some paint is difficult to wash, but try to get off the smudges, fingerprints and marks
3. Clean blinds, windows, window sills/sashes, storm windows, doors and storm doors inside and out. Clean both sides of all doors (interior and exterior). Sliding glass door tracks must be clear of any dust, dirt, or sand and be moving freely. Check for any torn screens or broken windows that need repair.
4. Change the heat/AC filter, clean the grate, vacuum all vents and bathroom vent fans. Clean and sweep out the fireplace. Remove all old logs and ashes. Clean fireplace screen and glass.
5. Clean the stove, replace the burner drip pans, clean the oven, racks, oven door, broiler parts, hood, under the hood, filter and vent. Leave the broiler pan in the oven. If there is woodwork under the oven, be careful oven cleaner does not drip on woodwork.
6. Clean all cabinets, drawers and shelves, inside and out. Use a product such as Murphy's Oil Soap, then finish with a product such as Scott's Liquid Gold on all wood cabinets, paneling and unpainted woodwork. Please follow all manufacturer's and label directions.
7. Clean refrigerator, if provided, with a mild soap. Follow with a vinegar solution and leave it turned on. Clean the underneath, behind, grillwork, inside all door gaskets, and the drip pan.
8. Bathrooms should be thoroughly scrubbed to include toilet bowls and base, sink, mirror, vanity, floor, bathtub/showers and walls. Make sure all soap scum is off the tubs, showers and doors. Finish with a mildew resistant cleaner. Wipe out medicine cabinets; remove all soap and detergents (toilet paper may be left). Caulk tub and tile work if necessary.
9. Mop and wax all floors, where appropriate, and clean ceramic tile with a mildew resistant cleaner. All carpets must be **professionally cleaned by an acceptable carpet cleaning company** after the house is vacant. Submit your receipt along with the keys to the property when you vacate. **A dry chemical cleaning is not acceptable.** Any stains must be remedied
10. Sweep out the garage, clear out the attic. Leave any garbage cans inside the garage. Windows in garage must be cleaned.
11. Mow the yard, trim the shrubbery, prune small trees, edge and sweep all walkways and driveways. Rake the leaves and pick up all the trash. Clean out the flowerbeds and replace with fresh bedding. Garbage bags may not be left out more than one day. Please arrange with friends or neighbors to put garbage out on collection day.