

Cleaning Assignment #1

Name _____ Unit # _____ Bedroom Location _____

Living Room

- Walls – Wipe down all walls to remove smudges, adhesive tape/etc. Remove all hooks, nails, screws, etc. Wipe down all plugs and light switches.
- Baseboards – move all furniture and wipe down all baseboards to remove dust and any spills/dirt/grime.
- Dust – Dust all furniture in living room. Use cleaner such as Pledge on wood. Dust fireplace ledge. Dust lamp shades.
- Patio / patio door – windex glass doors inside and out. Dust blinds on window. Remove all belongings from balcony and sweep clean. Wipe down sliding door tracks. Sweep any cobwebs on wall/ceiling. Empty storage closet if applicable.
- Vents – dust air vents in ceiling/walls. Use brush on vacuum or broom to remove dust.
- Couch – remove cushions, if removable, and vacuum or clean all garbage/items. Do not use cleaning products on leather. A damp rag will suffice.
- Floors – vacuum all carpet including under and behind furniture. Use broom or nozzle on vacuum to clean carpet near baseboards.

Entry

- Walls – Wipe down all walls to remove smudges, adhesive tape/etc. Remove all hooks, nails, screws, etc. Wipe down all plugs and light switches.
- Baseboards – wipe down all baseboards to remove dust and any spills/dirt/grime.
- Front door – wipe down inside of door, especially around handle and lock. Wipe down outside of door. Wipe down all door moldings.
- Floor – wipe down entry floor removing all dirt/scuff marks. Getting on hand and knees with a rag works best.
- Entry closet – remove all personal belongings and wipe down shelf and vacuum carpet.

Bedroom / Bathroom Person Sharing Bathroom is _____

- Bedroom Walls – Wipe down all walls to remove smudges, adhesive tape/etc. Remove all hooks, nails, screws, etc. Wipe down all plugs and light switches.
- Remove any cinderblocks.
- Baseboards – wipe down all baseboards to remove dust and any spills/dirt/grime.
- Door – wipe down inside of door, especially around handle and lock. Wipe down outside of door. Wipe down all door moldings.
- Vents – dust air vents in ceiling/walls. Use brush on vacuum or broom to remove dust.
- Furniture – Dust all furniture. Use cleaner such as Pledge on wood. Dust lamp shades. Wipe out or vacuum all drawers in dresser, night stand, desk. Wipe down chair including legs.
- Window – wash inside of windows. Vacuum or wipe down window tracks and window sills.
- Blinds – Dust, clean any spills, etc each blind.
- Floors – vacuum all carpet including under and behind furniture. Use broom or nozzle on vacuum to clean carpet near baseboards.
- Toilet – remove all stains inside bowl. Clean exterior surfaces including base and tank.
- Bathroom Walls/vent – Wipe down all walls to remove smudges, adhesive tape/etc. Remove all hooks, nails, screws, etc. Wipe down all plugs and light switches. Dust air vent /fan in ceiling. Use brush on vacuum or broom to remove dust.
- Bathroom Baseboards/floor – wipe down all baseboards to remove dust and any spills/dirt/grime especially behind toilet. Wipe down bathroom floor especially in corners. Leave no hair/grime behind.
- Sink – clean all grime/soap scum from bowl and fixtures. Wipe down counter top. Wipe out cabinet and drawers leaving nothing behind. Wipe down sides of cabinet by toilet.
- Mirror/light fixture – clean mirror and leave no streaks. Dust light fixture. Replace all burned out light bulbs. (\$5/bulb if not done)
- Tub/Shower – remove soap scum and hard water from walls/tub floor. Clean and polish chrome. Clean doors and door runners. Using a scrub brush and products like Lime Away on hard water work great. Be careful not to get on carpet or clothes. Wipe down any mildew build-up on ceiling. Wipe down vent fan in ceiling.

Please remember that you are responsible for the overall cleanliness of your condo. All charges for damages and/or cleaning will be assessed to your account and deducted from your deposit. Cleaning charges will be billed to the resident at the rate of \$25/hour with a minimum charge of \$25. All personal belongings must be removed at check-out time. A fee will be charged for removal.

Signature _____ Date _____

Cleaning Assignment #2

Name _____ Unit # _____ Bedroom Location _____

Kitchen

- Stove/Oven – clean all burned food and grease from inside oven, including racks. Use self-clean feature if available or an oven cleaner. Wipe after oven has cooled and cleaned. Exterior – clean tops of burner /drip pans/lift up range top and clean under pans. Pans cannot be covered in tin foil to pass. Must be cleaned or replaced with correct size/style. Sides – pull oven from counter and wipe down all grease/food/dust. Plan ahead to clean inside of oven.
- Range Hood – if applicable, degrease filters under hood and on top of hood.
- Microwave – clean inside and out. Do not use an abrasive cleaner – it will scratch.
- Countertops – wipe down all counter tops removing all personal items. Leave no greasy spots.
- Cabinets - remove all items and wipe down shelves. Wipe down/degrease cabinet fronts. Use old toothbrush if necessary to de-grime cabinet fronts/crevices. Product like Murphy's Oil Soap is great. Be sure to clean out cabinet under kitchen sink.

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- Baseboards – wipe down all baseboards to remove dust and any spills/dirt/grime.
- Remove any cinderblocks.
- Door – wipe down inside of door, especially around handle and lock. Wipe down outside of door. Wipe down all door moldings.
- Vents – dust air vents in ceiling/walls. Use brush on vacuum or broom to remove dust.
- Furniture – Dust all furniture. Use cleaner such as Pledge on wood. Dust lamp shades. Wipe out or vacuum all drawers in dresser, night stand, desk. Wipe down chair including legs.
- Window – wash inside of windows. Vacuum or wipe down window tracks and window sills.
- Blinds – Dust, clean any spills, etc each blind.
- Floors – vacuum all carpet including under and behind furniture. Use broom or nozzle on vacuum to clean carpet near baseboards.
- Toilet – remove all stains inside bowl. Clean exterior surfaces including base and tank.
- Bathroom Walls/vent – Wipe down all walls to remove smudges, adhesive tape/etc. Remove all hooks, nails, screws, etc. Wipe down all plugs and light switches. Dust air vent /fan in ceiling. Use brush on vacuum or broom to remove dust.
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Cleaning Assignment #3

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Kitchen

- Scour sink. Remove any stains and or buildup. Clean rubber gasket for disposal and strainer cup. Clean and polish chrome especially around base of faucet. Remove any hard water stains.
- Dishwasher – Wipe down front of dishwasher. Open and wipe down edges and sides. Remove all dishes from machine.
- Fridge – Wipe down outside including sides and top of fridge. Remove all belongings. Wipe away all food/stains from inside fridge. Clean under all shelves and drawers. Clean with warm soapy water. Wipe down handle.
- Walls – Wipe down all walls to remove smudges, adhesive tape/etc. Remove all hooks, nails, screws, etc. Wipe down all plugs and light switches.
- Baseboards – wipe down all baseboards to remove dust and any spills/dirt/grime – this includes behind stove and fridge.

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Cleaning Assignment #4

Name _____ Unit # _____ Bedroom Location _____

Kitchen/Hall /Laundry Room

- Hall – wipe down all walls in hall, air return vents, light switches.
- Hall Baseboards – Wipe down baseboards to back bedrooms.
- Closets – empty out pantry closet/storage closet. Wipe down shelves and remove all personal belongings.
- Floors – vacuum all carpet. Use broom or nozzle on vacuum to clean carpet near baseboards.
- Dust light fixtures in hall and kitchen. Replace any burned out light bulbs. Check smoke detector for operation.
- Kitchen floor – mop floor removing any scuff marks, spills, etc. Be sure to clean edges well leaving no grime, especially under cabinet ledge. Move fridge and stove and clean floor under them.
- Kitchen window – clean window glass, window tracks and window sill. Wipe down blinds removing all dust/buildup.
- Kitchen table and chairs – wipe down table removing all grime. Wipe chairs including seat between rungs. Wipe down table and chair legs.
- Remove any trash from kitchen.
- Laundry room – wipe down laundry machines. Remove lint from dryer. Wipe down lint/grime around machines (floor and walls). Remove all personal belonging. Wipe down shelves above machines.
- Stairs – if your condo has a stair case, wipe down all baseboards, walls and railings (especially where hands touch on spiral case).

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