



## Cleaning Check List

You must thoroughly clean your apartment before you leave. Please leave enough time to clean in order to avoid cleaning charges. We have provided a cleaning list below as a guide.

### Refrigerator:

- Remove ALL FOOD from refrigerator and freezer areas.
- Wash inside of refrigerator & Freezer with warm water. Make sure inside is spotless (egg trays, door shelves, etc)
- Take out all drawers and wash in warm water – dry and replace.
- Wash and dry outside of refrigerator – **including the top of the refrigerator.**
- Move refrigerator out from wall and clean underneath. DO NOT TURN OFF.
- If you do not have a frost-free refrigerator, you must thaw out the ice. Give yourself enough time to clean up the ice and excess water as it melts so it does not leak everywhere creating a big mess.
- Dust off grill at bottom of refrigerator.

### Stove:

- Remove racks, broiler pan and drip pans. Soak in hot water to clean (scrub if necessary), dry well and replace.
- Clean/Scrub inside of oven, top of stove, under elements (may need to lift up stove top) and pan drawer. If it is not a self-cleaning oven, you must use an oven cleaner and scrub where necessary.
- Wash and dry outside of stove.
- Pull out stove or take out bottom pan drawer and clean under stove.**
- Scrub the range hood and exhaust fan (it gets dusty on top). Clean filter.

### Cabinets and Drawers:

- Remove all items from cabinets and drawers.
- Wash cabinets inside and out. If something is sticky, make sure you scrub to remove it.**
- Wipe out drawers with damp rag. If something is sticky, make sure you scrub to remove it.
- Scrub sink with comet or other cleanser and clean off all counter tops well.

### Bathroom(s):

- Clean bathtub, tile or surround around the tub. **SCRUB OFF ALL SOAP SCUM, DIRT & MOLD.**
- Clean inside and outside of toilet. **MAKE SURE YOU CLEAN UNDER AND BEHIND TOILET.** Clean/scrub sink and all sink fixtures.
- Clean the inside of medicine cabinet or any other cabinets in bathroom.
- Clean all mirrors.

### Laundry Areas:

- Remove all items from washer/dryer.
- Remove lint from dryer.**
- Clean inside the washer for any soap residue.



- Clean behind & under washer & dryer** – at the very least, sweep the sides if you cannot move the washer/dryer.
- Wipe down outside of both units.*

**Miscellaneous:**

- Wash all light fixtures in warm water – rinse, dry and replace – bugs and dust accumulate in these.**
- Clean off all outlet covers (electrical and lighting).*
- Replace any burnt out or non-similar bulbs.**
- Clean inside and out of dishwasher.
- Clean windows, window tracks and window sills (also tracks on sliding glass door must be cleaned).**
- Wipe down exhaust fan covers in bathroom.
- Wipe down all closet shelves (bedrooms, hallway, bath, etc).
- Wipe down all doors (inside and out) – both interior and exterior doors.
- If you have a garage, clean out all debris and sweep.
- Make sure ALL garbage or ALL items that are not part of the apartment are removed from the apartment and properly disposed.
- Vacuum all carpeted
- Clean/dust all blinds
- Scrub all vinyl floor areas (kitchen, bath, entry, washer/dryer, etc.) including under and movable appliances (do this last)
- Dust all baseboards
- Remove any garbage and dispose of properly – do not leave any items in the apartment that did not come with the apartment. If you have garbage in excess of what can fit in the garbage can, you will be charged a dump fee.

**THIS LIST IS MEANT AS A GUIDE AND MAY NOT BE ALL-INCLUSIVE. THE APARTMENT / HOUSE SHOULD BE LEFT IN A CONDITION WHERE THE NEXT TENANT CAN MOVE RIGHT IN WITHOUT ANY ADDITIONAL CLEANING. THE GOLDEN RULE IS IF IT CAN BE CLEANED. SCUBBED, MOPPED, VACUUMED, DUSTED, ETC. IT SHOULD BE DONE.**

**Once keys are returned, no one is allowed back in the rental unit for any reason.**

In accordance with the terms of your Lease, the carpets will be professionally cleaned when you vacate so do not get it cleaned yourself.

Thank you for your cooperation and good luck in your future endeavors. If you have any questions, please call the office to discuss.

The Apex Team