

# Alliance Real Estate Management, Inc.

## RESIDENT CLEANING RESPONSIBILITY LIST

ADDRESS \_\_\_\_\_

UNIT \_\_\_\_\_

MOVE-OUT DATE AND TIME \_\_\_\_\_

We hope that this list of cleaning responsibilities will be useful to you in cleaning your apartment. If you follow the guidelines listed here, you can be assured of a great move-out inspection and a healthy return on your deposit. Be sure to schedule a move-out appointment at least ten days prior to your move-out.

### KITCHEN

1. **Light Fixtures** - Turn on all lights in each room to verify that all bulbs are working. If burned out, replace with 60- watt bulb and clean the light fixture cover. Be sure to check refrigerator, microwave, oven hood and inside of oven for working 40-watt (appliance) bulbs. Remove fixture and clean in soapy water, dry and reinstall.
2. **Heat Register and Vents** - Clean vents thoroughly in any wall register and ceiling or floor vents.
3. **Blinds/Rods/Sills** – All blinds shall be professionally cleaned if the blinds are excessively filthy, meaning food stains, dirt, smears, or the strings are black in color. If the Blinds are in good condition and only dusty then wiping with a wet cloth or vacuuming them is fine. Do not leave any dirt residue on the blinds. We can arrange to have them professionally and even repaired if necessary.
4. **Tracks and Screens** - Remove screens from outside of windows. Spray track with cleaner and remove collected dirt and grime with screwdriver and small brush or green scrubber. Wipe up mess with rag. Scrub screen with screen brush. Wipe all edges of screen. Reinstall screens with tabs facing inside.
5. **Window/frame** – Do not remove a window from the track; clean both sides with window cleaner and squeegee or paper towels. Make sure there are no streaks. Clean outside of windows from the outside, unless they are on second story. Use extreme caution when windows are on the second floor. **DO NOT SIT ON WINDOWSILL!!!** If position appears dangerous, leave the outside for us to have cleaned.
6. **Hood/Fan/Filter** - Remove exhaust filters from stove hood, if removable, and soak in hot soapy water. A degreaser may also be used to remove grease from hood and filter, but it leaves permanent spots on aluminum. If used, be sure to cover stovetop and any aluminum fixtures that would be subject to over-spray. Wipe clean and dry and reinstall.
7. **Stove/Pans/Oven/Racks** - Remove all racks, broiler pan and knobs from oven and stovetop and place them in hot water. While they soak, spray inside of oven with oven cleaner. If your oven is “self-cleaning” oven cleaner is **NOT** needed and will damage the interior of the oven if used. After applying oven cleaner, scrub inside with a stainless steel scrubber. All black spots should come out with a little elbow grease. **CAREFULLY** use a razor blade for stubborn stains. After removing stains, wipe out with clean rag. Although the inside will appear clean, residue from the cleaner will dry white. By turning the oven on to “warm”, the cleaner will be obvious. Wipe out a second time with the rinsed rag. **ALWAYS READ AND FOLLOW DIRECTIONS WHEN USING ANY CLEANING AGENTS AND WEAR RUBBER GLOVES.** Scrub racks with stainless steel scrubber. Oven racks should come clean, and broiler pans may need replacing if stains are too stubborn and baked in. Clean under stovetop if the stovetop lifts, clean under pans as much as possible if it does not. **ALL STOVE TOP DRIP PANS MUST BE REPLACED.** Make sure you purchase the correct pans by taking an old one with you. If you do not wish to replace the pans, our maintenance team will replace them for you at your cost.
8. **Refrigerator** - Follow instructions posted inside freezer door for defrost steps. **DO NOT USE ANY SHARP OBJECTS** (i.e., knives, ice picks, and metal utensils) **TO CHIP ICE AWAY FROM INSIDE WALLS.** A puncture to the inside wall is not repairable and will mean **REPLACEMENT AT THE TENANT’S EXPENSE.** If directions are followed, defrosting and clean up will be easy. Remove all drawers and racks and set aside. With warm soapy water with disinfecting cleaner, wipe around door and all seals in refrigerator and freezer portion. Clean all crevices inside and out of the refrigerator until completely clean. Clean all drawers and racks thoroughly and dry. Wipe all excess water from inside the refrigerator and freezer. Wipe outside of refrigerator, wash or replace ice trays and wipe down vents. Don’t forget the top! Move refrigerator to mop floor underneath (careful not to puncture the vinyl when moving) Sweep and mop floor and remove any cobwebs. **Plug unit back into socket. Turn dial inside to the second warmest temperature setting. DO NOT LEAVE UNPLUGGED!** Turning refrigerator completely off will spoil the seal and cause mildew throughout. **If this happens, tenants will be charged for replacement of the refrigerator.**

9. **Microwave** - Wipe inside and out with disinfectant or degreaser. Use a green scrubber for tough stains.
10. **Dishwasher** - Remove racks, clean tracks, sides, and door inside and out. Run one cycle with unit empty and no soap to rinse inside.
11. **Cupboard** - Working top to bottom, right to left, wipe cabinets on the outside. Remove all drawers and cupboard shelves, vacuum out or wipe out all crumbs. Spray and wipe down with disinfectant cleaning spray. DO NOT LEAVE ANYTHING BEHIND!!!
12. **Breadboard** - Spray with disinfectant cleaner and scrub entire board then rinse and dry.
13. **Outlets/Switches** - Spray cleaner on rag and wipe down all switch plates and outlet covers. If extremely dirty, you may need to remove the plates and soak. Be careful not to drop screws. TIP: A toothbrush will be handy to get in the cracks.
14. **Counters** - Spray down with cleaner and wipe thoroughly.
15. **Sink** - Spray with cleaner and scrub fixtures with a green scrubber, pumice stone, or a silver scrubber to remove all soap scum and water spots. DO NOT USE SILVER SCRUBBER IN PORCELAIN SINK BASINS! Scrub basin with cleanser including drain area. Check garbage disposal, then run it with cold water to rinse out. TIP: Running lemon juice through the garbage disposal will help disinfect it and make it smell fresh. Rinse all fixtures and dry thoroughly.
16. **Deweb** - Remove all cobwebs from walls and ceilings with a "Webster". TIP: A broom with a towel wrapped around the top will work just as well.
17. **Floor** - Sweep entire floor. Apply concentrated cleaner to tough areas and saturate baseboards. Scrub floor with floor scrubber and wipe behind you as you go until entire floor is clean. You may want to go over floor with a mop after scrubbing to remove any minor dirt. TIP: DO NOT USE FLOOR WAX (i.e. Mop & Glo, FUTURE, etc.) TO CLEAN FLOORS! These are not appropriate cleaning products for initial floor cleanings. Use a disinfectant all-purpose cleaner (i.e. Lysol, Spic & Span, Mr. Clean, etc.). Waxes will only mask the dirt, not remove it.

**BATHROOMS-APPLY BATHROOM CLEANER TO SHOWER STALL, DOORS, TUB AND TOILET PRIOR TO INITIAL CLEANING TO ALLOW PENETRATION.**

18. **Light Fixtures** - Remove covers carefully to clean. Replace any burned out bulbs with 60-watt bulbs.
19. **Exhaust Fan/Vents** - Remove to clean if possible, otherwise, spray and wipe thoroughly. Be sure to clean between each vent slat.
20. **Heat Register** - Clean same as vents.
21. **Window/Frame/Sill** - See KITCHEN
22. **Track/Screen** - See KITCHEN
23. **Shower/Tub/Fixtures** - TIP: Start at top and work down. Wear rubber gloves when using strong cleaner. Silver scrubbers works great on soap scum, but DO NOT USE ON PORCELAIN! Hot water is most effective in helping to break down soap. Work on a small area at a time and rinse after each area has been cleaned. Remove faucet fixtures to clean, if possible. Otherwise, scrub soap scum and spray with cleaner to remove streaks.
24. **Shower Door/Track** - Start from top and work down. A silver scrubber works well on doors and tracks. Use the same technique as for tub and fixtures above. A toothbrush may be needed to remove scum in the tracks and in cracks. DO NOT USE OIL OR WAXY POLISH IN SHOWER!! This causes tub to be slick and could be a potential hazard. Be sure to rinse all residue from doors and tracks and wipe dry.
25. **Toilet** - Scrub inside and out. Work small crevices around the base with a toothbrush and bathroom cleaner. Scrub inside of bowl with pumice stone to remove stains until clean. Wipe completely clean with rag and cleaner, including supply fixtures in the back. TIP: Scrubbing around the floor at the base of the toilet while cleaning the toilet saves time. Flush bowl clean.
26. **Mirror/Medicine Cabinet** - Wipe inside cabinets completely. Remove any shelves and clean. Clean mirror thoroughly. TIP: Newspaper is great on mirrors and windows, leaving them shiny clean.
27. **Cabinets/Drawers** - Work top to bottom, left to right. Wipe out or vacuum out drawers and shelves and wipe out with cleaner. Do not leave anything in drawers or cabinets.
28. **Switches/Outlets** - See KITCHEN
29. **Towel/Paper Holder** - Spray with cleaner and wipe down.
30. **Door/Hardware** - Spray with cleaner and wipe down.
31. **Sink** - See KITCHEN
32. **Counter** - Spray and wipe down with cleaner.
33. **Deweb** - See KITCHEN
34. **Floor** - See KITCHEN -- Don't forget to clean behind the toilet.

### LIVING ROOM/DINING ROOM

35. **AC/Heater** - Clean each vent slat thoroughly. A fine broom or rag sprayed with cleaner works well. Wipe down thermostat.
36. **Blinds/Rods/Pulls** - See KITCHEN
37. **Window/Frame/Sill** - See KITCHEN
38. **Track/Screen** - See KITCHEN
39. **Doors/Hardware** - Wipe door and hardware with cleaner to remove dirt and prints. Also wipe around threshold of door and jamb. On sliding patio doors, be sure to clean out tracks. Spray and wipe down entire patio door. Wipe a second time with dry rag or paper towel to remove streaks.
40. **Outlets/Switches** - See KITCHEN
41. **Fireplace/Screen** - Remove COLD ashes from fireplace and place them in bag (MAKE SURE THERE ARE NO LIVE EMBERS) for disposal. DO NOT DUMP HOT ASHES INTO DUMPSTER OR GARBAGE CAN!!! Vacuum out excess ash, then mop or wipe down hearth. Brush screens and wipe all accessories.
42. **Ceiling Fan/Fixtures** - Dust off top and underneath of blades. Remove any webs and wipe with damp rag. Remove light fixture, if applicable, and clean.
43. **Doorbell** - Make sure it works, wipe outside button and inside fixture free of dust. Notify manager if doorbell does not work.
44. **Deweb** - See KITCHEN
45. **Carpets/Entry Floor** - Pick up all miscellaneous debris and vacuum thoroughly (resident only). Sweep entry floor, if applicable, and clean as detailed in KITCHEN section. Wipe down all baseboards.

### HALLWAY

46. **Smoke Detector** - Press button to check operation. (Resident responsible for operational smoke detector. Replace battery if needed.) Wipe cover clean.
47. **Return/Filter/Shaft** - Clean vent slats with damp rag.
48. **Closet** - Wipe out closet shelves, hanger rod, door, and tracks. Sweep or vacuum and deweb water heater closet and/or laundry closet (if applicable).
49. **Stairs/Railing** - Wipe railings top, bottom, and between banister.
50. **Deweb** - See KITCHEN
51. **Carpets** - (Resident Only) Vacuum stairs thoroughly.

### BEDROOMS

52. **Light Fixtures** - See KITCHEN
53. **Closet** - See HALLWAY
54. **Windows/Frame/Sill** - See KITCHEN
55. **Track/Screen** - See KITCHEN
56. **Blinds/Rods/Pull** - See KITCHEN
57. **Outlets/Switches** - See KITCHEN
58. **Deweb** - See KITCHEN

### GARAGE/CARPORT/STORAGE

59. **Light Fixtures** - See KITCHEN
60. **Washer & Dryer/Hookups** - Wipe down outside of units. Pick up any softener sheets and miscellaneous items around sides and back of units. Sweep floor.
61. **Water Heater/Heater Closet** - Vacuum/sweep around and wipe down.
62. **Door/Hardware** - See LIVING ROOM
63. **Deweb** - Sweep down all webs from the ceiling and from walls throughout.

### OUTSIDE ENTRY

64. **Light Fixtures** - See KITCHEN
65. **Doors/Hardware** - See LIVING ROOM
66. **Porch/Patio** - Sweep and mop porch, deweb, and remove any items left.

67. **Deweb** - Sweep down all webs from awnings, around door, light fixtures, and around windows.

GENERAL STATEMENTS

- 68. All refuse and personal belongings must be removed from the premises.
- 69. Large items, such as furniture, tires, etc., should not be placed in the dumpster or around the dumpster area. You will be charged for each item left.
- 70. Any alterations, additions, or minor upgrades, such as toothbrush holders, contact paper, mirrors, stickers, wallpaper, etc., must be removed before move-out.
- 71. All light bulbs must be working with 60-watt bulbs, in regular fixtures, or 40-watt appliance bulbs in appliances. You will be charged for each burned out bulb.

DO NOT remove transformers on cable TV. You will be charged if missing.

Turn in all keys (mail and entry) TOGETHER. You may be subject to a rekey charge if all the keys issued to you at move-in are not turned in at move-out.

Your total refundable deposit and an itemized list of charges will be sent out to your forwarding address no later than 21 days from the date of your move-out or your lease end date, whichever is later.

Carpet cleaning is the resident's responsibility. The carpets must be professionally cleaned before the move-out inspection date, and a receipt of completion must be provided to verify the cleaning. Receipts for "Rug Doctors" and similar carpet cleaning machines will not be accepted. If preferred, we can arrange to have the carpets cleaned and deduct the cost directly from the security deposit.

Deweb all walls and ceilings, porches and patios, light fixtures and outside awnings.

**THANK YOU! We appreciate your efforts in cleaning your unit!**