



Tenant Cleaning List

Entry:

- A. Sweep and wash your patio or balcony.
- B. Wash inside and outside of front entry door and patio door.
- C. Thoroughly clean (sweep and mop) entry tile floor, if applicable.

Living Room:

- A. Vacuum entire area and along all baseboards to remove dust.
- B. Patch all holes in walls where pictures were hung. You can find spackle at the hardware store, if unsure, ask Mike for advice!

Kitchen:

A. Stove:

1. Thoroughly clean exterior of oven. Don't forget the exterior of the oven drawer as well.
2. Use oven cleaner to clean interior of oven. Easy-Off Fume Free is an easy and odorless product that works well for this task. You may have to do some extra cleaning for stubborn spills. If so, please use a mild detergent, and/or a steel wool pad.
3. Scour drip pans and rings with an S.O.S. pad and clean all food and spills from underneath the drip pans. Do not use oven cleaner on the drip pans because it corrodes the surface and turns them black.
4. Remove oven drawer - clean drawer and sweep out from under the drawer. Be careful not to wipe the ash from the oven into your clean oven drawer.
5. Clean exhaust hood (exterior as well as grease under the hood) and clean the fan filter over the stove.
6. Make sure broiler pan is completely clean and placed in the bottom of the stove drawer. Easy-Off Fume Free oven cleaner works well on the broiler pan using the "cold" directions on the back of the can.
7. Clean walls, cabinets, and floor under and around stove lightly with a damp cloth.

B. Refrigerator:

1. Wash all inside and outside surfaces.
2. Don't forget the crisper drawer (inside and underneath).
3. Dump all ice from icemaker and wash the receptacle and maker.
Lift the lever to the off position.
4. Clean all drawers, compartments and shelves.
5. Move refrigerator out from wall and clean behind it. Wheels are on the bottom of the refrigerator to move easy.

C. Cabinets and Countertops:

1. Interior of cabinets should be free of shelf lining, crumbs and dust. Don't forget the drawers.

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2. All exterior cabinets should be wiped down to remove water spots and food drips or spills.
 3. Wipe off all countertops.
 4. Clean the tops of the cabinets.
- D. Dishwasher:
1. Thoroughly clean inside and out and around the edges - especially the door.
 2. Clean out any glass or plastic in bottom of dishwasher and around the spray arm.
- E. Kitchen Floor
1. Sweep the floor to remove all dirt and debris.
 2. If the floors have been cleaned on a regular basis, a disinfecting cleaner should be all you need to mop the floors. **DO NOT APPLY ANY TYPE OF FLOOR WAX.**
- F. Kitchen Sinks
1. Kitchen sinks should be scrubbed and free of water spots and stains.
 2. Make sure that the kitchen faucet is clean - pay special attention to the area around the faucet knobs.
 3. Make sure garbage disposal is free of all food/objects.
- G. Washer/Dryer –Outside storage closets
1. Outside storage should be cleaned and swept out and all belongings removed.

Bathroom:

- A. Wash inside and outside of vanity. Wipe or scrub all drawers and cabinets, and wipe off counter top.
- B. Clean the exterior and interior of the medicine cabinet.
- C. Clean the mirror with Windex or similar product.
- D. Thoroughly scrub all bathtubs. Use a product such as Comet. Scour the bottom and sides of the tub with Comet or Ajax until all dirt and soap residue is gone. Don't forget to scour the soap dish and temperature knobs as well. Make sure there are no rust rings on the edge of the tub.
- E. Clean vanity sinks including the faucet (sometimes a toothbrush must be used to clean around the knobs to thoroughly clean).
- F. Clean toilet bowl and tank; make sure exterior of toilet, lid and bowl are clean. Pay special attention to the base of the toilet.
- G. Sweep and mop the bathroom floor. Please review the advice given under Kitchen Floor.

Windows:

- A. Wash interiors and exterior of all windows with Windex or similar product.
- B. Wipe down the top (locks) and tracks of all windows. Also wipe down all windowsills.
- C. Wipe down window pane frames.

Bedrooms:

See Below...

General Items:

- A. All mini-blinds must be completely clean.
- B. Clean all doors on both sides - including closets.



- C. Wash all closet and pantry shelves.
- D. Thoroughly vacuum all carpeting.
- E. Wash all light fixtures to remove dust and bugs.
- F. Clean all fingerprints/grime from walls, doors, trim, and light switches.
- G. Remove small nails from the wall. DON'T FILL IN THE NAIL HOLES. If you used larger nails, screws or molly bolts, you are responsible for removing them and returning the wall to its original condition.
- H. All light bulbs should be working.
- I. All walls should be clean and free of stains holes.
- J. You are responsible for the cleaning and any damages to the carpet from stains or soils. If you had an unauthorized pet or smoking in your apartment at any time during your lease term, you will be held responsible for any damages caused by these, which may include the cost of replacement of carpet, pad and tack strip.
- K. Do not leave any of your personal belongings or trash in the apartment. Removal by our staff will result in a charge against your security deposit.
- L. Wipe down all bases boards and trim above all doors and windows.
- M. Dust heater and vent grates and replace heating filter is applicable.

Recommended Products

- Disinfecting cleansers such as 409, Fantastic or Windex Glass & Surface work great on most surfaces (furniture, ceiling fans, base boards, etc.).
- S.O.S. Pads will help you easily clean your oven and drip pans.
- Disinfecting and Non-sudsing cleansers with the ability to cut grease, such as Top Job or Mr. clean are perfect for the kitchen and bathroom (counter tops, floors, exhaust fan, vanity, etc.).
- Ajax or Comet to scrub the sinks and bathtubs.
- Windex Glass & Surface for all mirrors and doors.
- Disinfecting toilet bowl cleaner such as Lysol Cling Free.

SHOULD YOU USE ANY PROFESSIONAL CLEANING OR MAINTENANCE SERVICE PLEASE FAX A COPY OF THE RECEIPT/INVOICE TO OUR OFFICE AT 805.512.9512 TO RECEIVE CREDIT ON YOUR DEPOSIT DISPOSITION.

Thank you,

Mission Property Group