

Cleaning Instructions

Kitchen

- Clean refrigerator, shelves, drawers, & freezer (inside & out).
- Clean underneath & behind refrigerator.
- Clean outside and inside of cupboards, under sink, and baseboards
- Clean under stove burners, controls, rings, drip pans, & stove top. Wipe down front and sides of range. Exhaust fan must be clean & grease free.
- Clean oven-be sure all traces of oven cleaner are wiped clean
- Microwave must be clean & free of any food debris
- Scour sinks & remove all stains. Sink disposal should be clean & in working order.
- Sweep & mop kitchen floor
- Dishwasher must be clean (inside & out) & in working order.
- Doors & door frame must be wiped down & free of dust or build up of any kind (remember top of door frame as well as sides and front!)

Living Room

- **Carpets must be cleaned professionally & any stains not noted on move in inspection must be removed** (MUST be a commercial company only, no RugDoctors, or “do it yourself” carpet cleaners) per the residential lease agreement. Receipt from commercial carpet cleaning company must be submitted to the RPM office at the time keys are returned, or you will be charged for carpet cleaning!
- Baseboards must be cleaned, & all marks cleaned off light switches & walls.
- Windows must be washed, inside & outside, window sills cleaned, & window runners & tracks cleaned.
- Doors & door frame must be wiped down & free of dust or build up of any kind (remember top of door frame as well as sides and front!)

Bedrooms

- Carpets must be cleaned professionally (see above)
- Baseboards must be cleaned, & all marks must be cleaned off light switches & walls
- Windows must be washed, inside & out, window sills cleaned, & window runners & tracks cleaned.
- Closets vacuumed & shelves dusted
- Doors & door frame must be wiped down & free of dust or build up of any kind (remember top of door frame as well as sides and front!)

Bathrooms

- Toilet bowl must be scoured & cleaned with a disinfectant. The outside of the bowl, including the seat, rim, tank, & base must be clean & disinfected. (Old toothbrushes work well on bolts & base of the toilet fixture.
- Bathtub must be scoured to remove any rings. Sides of the tub enclosure must be clean & free of any build-up.
- Sink must be scoured & faucet polished. Clean countertop surrounding sink & clean mirror.
- Any cabinets or drawers must be wiped out and dusted. Exterior of cabinets must be dusted & cleaned.
- Sweep & mop floor.
- Doors & door frame must be wiped down & free of dust or build up of any kind (remember top of door frame as well as sides and front!)

Garage, Storage Area, Patio, Carport, Deck, & Hot Tub or Pool

- Clean & sweep
- If there is a pool or hot tub at your property, you are responsible to clean it; including scrubbing the cover and draining water from hot tub and cleaning the inside.

General- Most commonly missed items

- Light switches, switch plates need to be wiped clean
- Windowsills and blinds need to be cleaned (if blinds are broken, they must be replaced)
- REPLACE dead light bulbs
- Fan blades must be cleaned & free of dust
- Smoke detectors must be in working order (and not removed-subject to \$250 fine; please see your lease agreement with questions)
- Light covers (globe light covers, sconces, etc) must be cleaned

The above list should be used as a reference only. All surfaces in the property must be cleaned. If you have any questions regarding what constitutes wear & tear vs. damage, please refer to your Residential Lease Agreement.

If you are in need of a copy of your Move In Inspection sheet, please let us know and we would be happy to provide you with one so you can reference it prior to your move out.

If you have any other questions, please call our office at (801) 571-7400.

Thank you for your cooperation!