

## Self Cleaning Clearing Checklist

**IMPORTANT:** For those residents who are relocating to another home on post; you will be given only one appointment to clear your previous address. If you fail or do not show up we will automatically clear your home and assess all necessary charges to your account.

**NO EXCEPTIONS & NO RE-SCHEDULING!**

### INTERIOR

***Cabinets/Drawers:*** Cabinets must be washed thoroughly left free of any food particles, grease, spots, and watermarks. Exterior surfaces are to be polished.

- a. Remove all shelf paper and glue
- b. Clean interior, exterior and tops
- c. Polish exterior cabinets and drawers

***Countertops:*** Countertops shall be cleaned and dirt buildup is to be removed to include the areas around the chrome edges. After cleaning, do not leave a visible or touchable soap residue from cleansers. Either rinse thoroughly or use a glass cleaner to finish.

Clean thoroughly and remove stains.

***Sink/Faucet:*** Sinks and faucets are to be cleaned of all marks, soap film, stains, mineral deposits and water spots. You may need to use a soft bristle brush to clean the hard to reach areas around the faucet and knobs. Do not use drain cleaners.

- a. Clean thoroughly and leave spot free
- b. Shine all chrome
- c. Clean all accessories such as sink stoppers, garbage disposal, rubber gaskets, etc.

***Refrigerator:*** Refrigerators will be thoroughly cleaned inside and out, to include all parts, trays and rubber gaskets. After defrosting and cleaning, the refrigerator is to be left running with the thermostat set at the lowest setting and the door closed. Do not use sharp objects to remove ice or frost buildup.

- a. Defrost (If refrigerator is not frost-free)
- b. Remove all marks, food particles and stains, clean thoroughly including shelves, crisper, butter container, etc.
- c. Clean exterior, to include door handles, door gaskets, front, back and sides, coils and drip pans.
- d. Please leave appliances pulled out for your final inspection.

***Range / Oven:*** Ranges equipped with flexible gas hoses will be moved and cleaned behind and underneath. All dust and lint will be removed. All carbon that will not come off with a good oven cleaner should be scraped off with dry steel wool. Be careful not to scar the surfaces or spray oven cleaner on the flooring. Burner grates must be cleaned with dry steel wool.

- a. Remove all food, grease, marks, etc. from the burners, oven racks, broiler drawers, control knobs, top burner, oven, oven door and broiler pan/cover.
- b. Clean exterior and buff free of all marks, stains, grease and food.
- c. Clean the backside of the appliance.
- d. Clean the floor under the range.
- e. Please leave appliances pulled out for your final inspection.

***Kitchen Fan:*** All outside areas will be cleaned. The kitchen fan exterior may be easily removed by unscrewing the center portion or two side screws. The interior of the kitchen fan must be unplugged, cleaned and plugged back in. Soaking about 20 minutes in warm sudsy water and brushing well with an old toothbrush may easily clean the filter and outer portion of the fan. Thoroughly rinse, dry and reattach in the original position. Do not immerse the inner portion of the fan (the part with the motor into water).

***Walls/Ceilings/Woodwork/Baseboards/Ledges and Doors:*** Any Leading cleanser will do. For difficult marks, a powdered cleanser watered down and used lightly will aid in cleaning. Be sure to rinse off film afterwards. All hangers and nails in woodwork or wall surfaces will be removed. If a claw hammer must be used to pull the nail, a block of wood placed between the head of the hammer and the surface from which the nails is to be pulled will prevent wall damage. Do not fill nail holes.

- a. Remove all fingerprints, and cobwebs; scuff marks, soap film, grease, dirt and dust.
- b. All woodwork should be cleaned and left in a dry condition. Cleaning instructions for woodwork is the same as for the walls. All doors, if taken down will be re-hung.
- c. All ledges over doors, windows, closets, cabinets and door tops must be wiped clean with a damp cloth to remove grease settlements and dust.
- d. Remove cobwebs from corners of ceilings, including basements and porches, where applicable.
- e. Ceilings in kitchen and bathrooms are to be washed and free of grease, stains or residue.

***Pest Control:*** All pest control services must be accomplished prior to final termination. If you have an infestation of any type, you will be assessed a fee.

***Switch/Outlet Plates:*** Remove outlet plates before cleaning. After the outlet plates have been cleaned and are completely dry place them back in the original position.

Clean switch and outlet plates of any black marks, fingerprints, soils or grease.

***Light Fixtures:***

- a. All light fixtures and light bulbs (inside and outside of the home) will be wiped clean, free from dust, grease, soils and left streak free.
- b. Replace any light bulb that is burnt out.

**Carpet/Floors/Stairs:** All flooring surfaces are to be cleaned. Hardwood, linoleum and VCT tile need to be waxed to a streak-free shine and carpeted areas must be professionally steam cleaned.

- a. Strip floors of old wax, marks, dirt and scuffs.
- b. Clean all floors including areas under the refrigerator and stove, inside the utility closet and basement concrete if applicable.
- c. All stains must be removed from your hard floor surfaces and all carpeted areas.
- d. Carpeted areas must be professionally steam cleaned (Rug Doctors or self cleaning machines are not acceptable), If you have a pet or are a heavy smoker, an odor neutralizer must be used during the cleaning, and annotated on your receipt.

**Bathrooms:** Bathtubs, sinks, commodes, cabinets, water closets, and all bathroom tiles must be clean of soap film, dirt, and marks. Drain stoppers will be removed and cleaned. All medicine cabinet surfaces (ledge shelves, shelf holders, mirrors, etc.) must be cleaned.

- a. Clean and polish shower walls, bathtubs and commodes, removing all spots, streaks, soap film and mildew.
- b. Remove all soils inside and out of medicine cabinet and vanity.
- c. Clean mirror and leave streak-free.
- d. Plumbing fixtures are to be left free of soap film, mildew, rust, lime deposits or water spots.
- e. Polish all plumbing fixtures.
- f. Remove all hair and foreign debris from drain plugs.
- g. Clean the vent fan.
- h. Remove mold build-up by using mild bleach.

**Closets:** Closets, including hangers, shelves and walls will be wiped clean with a damp cloth.

- a. Remove all cobwebs, fingerprints, scuff marks and hanger marks.
- b. Clean closet rods, shelf tops and undersides.
- c. Doors are to be left free of marks, dirt, etc.

**Window Coverings:** Window and door blinds will be left clean and hanging properly. Recommend removing the blinds and soaking in soapy water, scrub sediment off with bristle brush and wipe remaining residue off with a wet cloth.

- a. Remove all dust, grease and any foreign substance from the window coverings.
- b. The blind slates must have a smooth feel to them after they have been properly cleaned.

**Windows/Storm Doors:** All windows will be washed on both sides. All screens should be cleaned (swept and re-hung).

- a. Clean all windows including windowsills, tracks, and screens.
- b. Clean windows inside and out with no streaks (Using newspaper instead of paper towels will leave fewer streaks).

**Heat/Air Conditioning Vents:** Clean heat registers inside and out.

- a. Clean all of the heat ducts (remove any foreign debris).

## EXTERIOR

### **Window Wells:**

- a. Remove all trash, rocks and leaves.
- b. Inside & outside of all window sills, at picture and kitchen windows, will be brushed and cleaned.

### **Windows and Screens:**

- a. Clean all exterior windows and leave streak free.
- b. Remove all dust, soils and cobwebs from screens.
- c. Repair or replace damaged screens prior to clearing housing.

### **Patio/ Storm & Screen Doors:**

- a. Glass must be cleaned and left streak free.
- b. Clean the door kick panel.
- c. Door tracks must be free of any dirt or debris and cleaned thoroughly.

### **Threshold:**

Remove all black marks and soils.

### **Exterior Walls:**

Remove all foreign debris, nails; scuff marks, dust, cobwebs, soils, etc.

### **Garage/Carport/Parking Space:**

- a. Remove all personal items
- b. All designated parking areas are to be left free of all soils and automotive fluids.
- c. Area is to be left free of soils, cobwebs, etc.

### **Lawn/Flower Beds/ Outside Areas:**

- a. Police yard and remove all debris including trash, leaves, animal feces, etc.
- b. Sweep and remove all soils from patio and walks.
- c. Grassed areas that have become worn due to pedestrian traffic or pets, will be raked and reseeded well in advance of termination so that the grass will be growing prior to inspection.
- d. Lawns damaged by pets must be repaired. This may be done by tilling and seeding, or by sod replacement (Sod must be rooted prior to final inspection).
- e. Return any modified landscaping back to the original condition, unless written management approval has been given.

***Keys/Remotes:***

Must return all assigned house and mailbox keys.

**Resident will be held responsible for damage exceeding fair wear and tear. Examples of such items are listed below, but not limited to:**

- Unauthorized painting
- Broken windows
- Lost keys and/or broken keys
- Holes in walls or doors
- Damage caused by either installing/removing satellite dishes
- Damaged flooring and/or carpet
- Pet damage
- Improper care of landscaping