

TOWNSEND BAY PROPERTY MANAGEMENT, INC.

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CLEANING CHECK LIST FOR VACATING PROPERTY

The following is a general checklist to assist you in a smooth check-out.

If additional things need to be done, please do them.

OUTSIDE:

- Mow Lawn
- Trim around foundation, flower beds, shrubs and fences, patios
- Bag and dispose of yard clippings and debris
- Fill-in, level and seed holes from pets or fences
- Repair any damage caused by pets.
- Sweep outside of house free of cobwebs and debris
- Clean dirt, mud, paw prints, moss, and mildew from fences and unit siding
- Clean all exterior light fixtures
- Ensure light fixtures have working bulbs or florescent lights

CARPORT/GARAGE:

- Clean garage floor and driveway of any oil or grease
- Sweep between wall studs and around garage door to remove cobwebs, dust and debris
- Clean cobwebs from walls and rafters that can be reached with a broom
- Remove all items from rafters and storage areas.
- Clean light fixtures, switch and outlet covers
- Light fixtures must have working bulbs or florescent tubes

GARBAGE AREAS/CANS & RECYCLE BINS (All trash must be disposed of prior to vacating):

- Garbage cans/recycle bins scrubbed clean inside and out
- Store cans/bins in proper storage or designated storage area
- Clean storage area

WINDOWS/GLASS & PATIO DOORS:

- Clean all interior windows
- Clean all exterior windows accessible from ground level

- Windows must be free of dirt & streaks
- Clean window and patio door channels and frames thoroughly (pay special attention to corners)
- Window channels must be free of dirt, mold, debris, etc.
- Screen doors must be cleaned inside and out
- Any garden windows and all associated surfaces must be thoroughly cleaned

WINDOW TREATMENTS:

- Clean traverse rods/curtain rods, including brackets & pull strings
- Wash mini blinds, vertical blinds & window shades with water and mild cleaner. Cloth valances and draperies must be vacuumed to remove dust

SCREENS & SCREEN DOORS:

- Window screens/frames and sliding patio screens must be rinsed and free of dirt, debris, cobwebs, etc.
- Clean sliding door/window channels
- Repair or replace damaged screens or frames

WALLS:

- Remove all nails, pins, tacks, staples, tape, etc. Fill holes with thin spackle (do not clump spackle on). Remove crayon, furniture marks, scuffs and other marks.
- In the kitchen, clean all areas around the range and refrigerator to ensure all wall surfaces are free of food particles and grease.
- Clean all electrical outlet covers, light switches and plates, and thermostats.

CEILINGS:

- Do not remove ceiling hooks. Smooth textured ceilings must be clean and free of dust, cobwebs, food and beverage spots, and grease. Do not clean "popcorn" textured ceilings (vacuum only).

LIGHTING/LIGHT FIXTURES:

- Remove all light fixtures and covers and clean thoroughly with soap and water to remove dust and debris. Dry completely and re-hang.
- Inset light fixtures and exhaust fan covers must be free of dust and cobwebs
- Each light socket must have a working 60-watt light bulb or florescent tube
- Bathroom heat lamps (available at hardware stores) must be clean, work and fit properly
- Range, range hood, and refrigerator light bulbs must work and fit properly

CEILING FANS:

- Clean fan base, blades, and light fixture to remove dust, great, cobwebs, etc. Clean only fans which can be reached with a six-foot ladder. FOR YOUR SAFETY, DO NOT ATTEMPT TO CLEAN FANS IN LIVING ROOMS WITH CATHEDRAL CEILINGS!

WOODWORK:

- Clean all doors, door frames, baseboards, window sills, cabinets, closet shelves, etc., to remove dust, dirt, debris, cobwebs, fingerprints and greasy or sticky substances.
- Remove any occupant-installed locks, latches, hooks-and-eyes, etc.

CABINETS:

- Child safety locks and shelf/drawer paper MUST be removed
- Shelves, drawers, turntables (including pull-out shelves and rails), and countertops must be completely free of food particles, grease, greasy or sticky substances, dirt, dust, hair, etc. **CONCENTRATE ON CORNERS.** Sticky residue from contact paper must be removed.
- Clean exterior of cabinets (including underside of upper cabinets) to remove grease specks, fingerprints, dried-on foods, etc.
- Clean sink, drain, chrome fixtures and pipes under sinks

FLOORS:

Linoleum/vinyl/tile floors must be completely free of dirt and dust. Thoroughly sweep and mop the floor. Concentrate on corners and

edges around baseboards, stairs and all flooring surfaces.

- Wood floors must be swept and mopped. Concentrate on corners and edges around baseboards, stairs and all flooring surfaces.

CARPETING:

- Carpet must be PROFESSIONALLY shampooed. A receipt must be provided to the Property Manager conducting the check-out inspection.

HEATING VENTS AND REGISTERS:

- Wipe off all parts of baseboard heaters with a damp cloth. Use a vacuum to remove debris from coils.
- Damp wipe radiators
- Floor vents must be removed and cleaned and the ducting vacuumed

FURNACE: (If propane or oil, make sure tank is refilled to same level as when you took occupancy)

- Wipe exterior portions of furnace unit. Do not dismantle any parts.
- Replace filters if furnace has them
- Clean furnace cold-air return vents
- In furnace closet (where accessible), remove cobwebs from ceiling and walls, and vacuum floor.

WATER HEATER:

- Wipe off water heater and piping to remove dust and cobwebs if there is not a water heater blanket
- Remove cobwebs from surrounding ceiling and walls and vacuum floor in area.

RANGE: (*do not* clean oven racks or other range accessories in self-cleaning ovens. *Do not* use oven cleaner in self-cleaning ovens - it will damage the surface)

- Clean thoroughly inside and out. The range and all its parts must be completely free of grease and burnt-on spots. Remove all oven cleaner film and residue with a damp cloth.
- Clean all metal portions of burners including prongs of cooking elements
- Clean drip pans (replace if they can't be

cleaned).

- Clean oven racks (both sides), broiler pans, drawer, control knobs.
- Clean top and bottom edges of oven door and drawer
- While drawer is out, vacuum rails and other surfaces under range to remove debris
- Pull free-standing electric ranges away from wall to clean floor, wall and sides of cabinets. (Do not attempt to pull free standing propane ranges).

RANGE/HOOD:

- Remove and clean light cover and fan filter
- Scrub all rims, ridges and underside of hood to remove grease and grease specks

REFRIGERATOR:

- Clean thoroughly inside and out
- Clean shelves (both sides)
- Clean all storage compartments
- Remove and clean kick plate
- Remove, empty, and clean drain pan
- Clean folds/underneath rubber seals on door
- Pull refrigerator away from wall and clean all exterior portions, including top. While appliance is pulled out, clean walls, sides of cabinets and floor thoroughly.
- Vacuum and wipe power cord and coils on back or underside of refrigerator
- After refrigerator has been thoroughly cleaned and dried, reconnect cord to outlet, move refrigerator back into place, and set cooling control to level "1"

DISHWASHER:

- Clean racks, baskets, rollers, gasket, door edges (don't forget bottom of edge), and walls free of food particles and soap film

BATHROOMS:

- Clean tub and sink thoroughly to remove all dirt, soap film and hair
- Clean tub wall thoroughly to remove soap build-up and mold
- Remove tub decals and adhesive if they were not on when occupancy was taken
- Shower doors and frames must be completely clean

- Clean toilets thoroughly & remove tank cleaners
- Clean all pipes behind toilet and under sink
- Clean medicine cabinets inside and out
- Remove fan cover and vacuum or clean thoroughly
- All fixtures (tub and sink controls and faucets, towel and shower rods, and toothbrush and soap holders) must be cleaned and polished to remove water spots
- Wash walls and ceilings to remove any mold and steam drips

WASHING MACHINE:

- Clean thoroughly inside and out
- Clean inside and under washer lid

DRYER:

- Clean thoroughly inside and out and remove any lint dropped around door or inside
- Clean dryer lint trap

DRYER VENT:

- Vents on the inside of the house must be clean and free of lint, including surrounding floor and wall areas
- Exterior vents accessible from ground level must be cleaned and free of lint, including surround concrete, unit siding and grounds

BASEMENT:

- Clean floor
- Wipe down any shelves and all horizontal surfaces
- Remove cobwebs from walls and ceiling

DEFLEAING PROPERTY: If property has had a pet, property must be de-fleaed, including interior, plus garage, basement and yard.

- De-flea all house interior
- De-flea yard
- De-flea garage
- De-flea basement



Townsend Bay Property Management, Inc.

Please leave this page and the following items on the kitchen counter for Townsend Bay Property Management to pick up at check out inspection:

_____ All remote controls (make sure batteries are working)

_____ Receipt for carpet cleaning
(if pets – including deodorizing/flea treatment)

_____ Receipt for topping off propane or oil (if applicable)

TO PREVENT ANY DELAY IN THE RETURN OF YOUR SECURITY DEPOSIT, PLEASE PROVIDE A FORWARDING ADDRESS AND CONTACT INFORMATION:

Forwarding address: _____

Contact information: _____
