



Cleaning Checklist

MISCELLANEOUS	
✓	TASK
	Test surfaces of walls with Magic Eraser before using to remove marks.
	Do not use abrasives on Stainless Steel appliances. A microfiber cloth and stainless-steel polish should be used. Abrasives may scratch the surface and you may be responsible for damage caused by improper cleaning.
	Carpet Cleaning (as required by your lease agreement,) must be performed by a licensed professional steam cleaner and a receipt must be provided to HPM. If you had pets in the home, a flea treatment and deodorizing may also need to be done.
	Carpet cleaning is to be done after the home is completely empty and no more than 48 hours prior to vacancy.
	Please see our preferred vendor list for recommended carpet cleaning companies and house cleaning companies.
	DO NOT SPACKLE WALLS! Although you are responsible for large or excessive nail holes, please do not spackle walls. We can refer you to a vendor if needed.
BEDROOMS	
✓	TASK
	Dust and remove cobwebs from ceiling
	Dust and wipe down light fixtures and ceiling fans
	Replace lightbulbs as needed
	Dust and wipe down any vents
	Test smoke detector and CO detector. Replace battery if needed
	Wipe down closet shelves
	Wipe down closet doors
	Clean any mirrors
	Clean and dust blinds
	Clean windows (inside and out), window tracks and window sills
	Clean window screens and make sure they are installed properly
	Wipe down walls (do not scrub flat sheen paint)
	Wipe down light switches and electrical outlets
	Wipe down baseboards
	Wipe down inside and outside of doors
	Vacuum carpeting or mop floors



CLEANING TOOLS

- All-Purpose Cleaner
- Window Cleaner
- Disinfectant
- Dawn Dish Detergent
- Non-Abrasive Cleanser
- Toilet Bowl Cleaner
- Paper Towels
- Rubber Gloves
- Broom & Dustpan
- Squeegee
- Mop
- Sponge w/scrubbing pad
- Magic Eraser (test surfaces before using)
- Long Handled Duster
- Scrub Brush
- Toilet Brush
- Old Toothbrush
- Rags & Microfiber Cloths
- Vacuum

Clean **Low to High**--Start cleaning low usage areas first, then work to high usage areas
 Clean **High to Low**—Start cleaning from the ceiling and work your way down.

BATHROOMS	
✓	TASK
	Dust and remove cobwebs from ceiling
	Dust and wipe down light fixtures
	Replace light bulbs as needed
	Dust and wipe down bathroom fan vent
	Wipe down walls (do not scrub flat sheen paint)
	Wipe down light switches and electrical outlets
	Clean the mirror and medicine cabinet – mirrors should be streak free
	Clean and dust blinds
	Clean windows (inside and out), window tracks and window sills
	Clean window screens and make sure they are installed properly
	Wipe out bathroom drawers, making sure to get the corners. It may be helpful to vacuum out the drawers first to remove hair and solid particles before wiping them out
	Wipe out cupboards and doors, inside and out
	Wipe down the shower rod
	Clean the shower stalls with a non-abrasive cleanser
	Clean shower doors with a non-abrasive cleanser
	Clean the tub with a non-abrasive cleanser
	Wipe down shower stalls and tub, making sure there is no soap scum or grime remaining
	Clean the toilet bowl, making sure to get under the rim. For hard to remove toilet rings a pumice stone is recommended
	Clean and wipe down exterior of toilet including the seat, tank and base
	Clean the bathroom sink with a non-abrasive cleanser
	Wipe down countertops
	Polish faucets and fixtures
	Wipe down baseboards
	Wipe down door (inside and out)
	Sweep and mop floor

Tub and Shower Cleaning Tips and Tricks

Spray shower with hot water. Fill tub with 2" of hot water and let steam for a few minutes. Using full strength Dawn dish detergent and a scrub brush, scrub shower and shower doors from top to bottom. Rinse. Repeat if necessary. For hard to remove grime, you may also try using a magic eraser.

Removing water spots from Glass shower doors: Combine Dawn dish soap, Apple cider vinegar & lemon juice. Wipe mixture over glass with a towel. Leave on glass for approx. 30 minutes then wash

FAMILY ROOM, LIVING ROOM, DINING ROOM	
✓	TASK
	Dust and remove cobwebs from ceiling
	Dust and wipe down light fixtures and ceiling fans
	Replace lightbulbs as necessary
	Dust and wipe down vents
	Test smoke and CO2 detectors and replace batteries if needed
	Clean out fireplace or woodstove, if applicable
	Dust and wipe down any built-in shelving/cabinets/drawers/mantle
	Clean and dust blinds
	Clean windows (inside and out)
	Clean window tracks, window sills
	Clean window screens and make sure they are installed properly
	Clean any mirrors
	Wipe down closet shelves
	Wipe down closet doors, inside and out
	Wipe down walls (do not scrub flat sheen paint)
	Wipe down light switches and electrical outlets
	Wipe down baseboards
	Wipe down inside and outside of any remaining doors
	Vacuum carpeting or mop floors
LAUNDRY ROOM	
✓	TASK
	Dust and remove cobwebs from ceiling
	Dust and wipe down light fixtures
	Replace lightbulbs as necessary
	Dust and wipe down laundry room fan vent
	Wipe down walls (do not scrub flat sheen paint)
	Wipe down light switches and electrical outlets
	Clean and dust blinds
	Clean windows (inside and out), window tracks and window sills
	Clean window screens and make sure they are installed properly
	Clean inside and outside of washer and dryer if remaining in the home. Pull out washer and dryer and clean behind and underneath. (Use care when pulling appliances out as they can scratch or damage flooring)
	Clean dryer vent
	Wipe down washer and dryer (if remaining in home)
	Make sure that water hookup is off and does not drip if the washing machine is being removed. You can be responsible for damages if this is not checked.
	Wipe out cabinets and cupboards, inside and out (if present)
	Clean utility sink with a non-abrasive cleanser (if present)
	Polish faucet and fixtures (if present)
	Wipe down door (inside and out)
	Sweep and mop floor

KITCHEN	
✓	TASK
	Dust and remove cobwebs from ceiling
	Dust and wipe down light fixtures
	Replace light bulbs as needed
	Wipe down all cupboard and pantry shelves
	Wipe down kitchen cabinets, inside and out
	Wipe out kitchen drawers, making sure to get the corners. It may be helpful to vacuum out the drawers first to remove crumbs and solid particles before wiping them out
	Clean and dust blinds
	Clean windows (inside and out), window tracks and window sills
	Clean window screens and make sure they are installed properly
	Wipe off the top of the refrigerator
	Pull out refrigerator and clean behind and underneath. (Use care when pulling appliances out as they can scratch or damage flooring)
	Replace water filter if necessary
	Remove shelving and drawers from the refrigerator and clean them with soap & water.
	Wipe out interior of refrigerator and replace shelving
	Wipe down exterior surface of the refrigerator (see note regarding stainless steel appliances)
	Clean the interior of the microwave oven TIP: For easy cleaning, microwave a cup of hot water for 3 minutes and allow to steam for 5-10 minutes before wiping. This will help loosen dried on food particles.
	Remove hood vent screens and/or microwave screens and clean. TIP: Soak screens in Tide Detergent and hot water to remove grease and grime.
	Clean the oven and oven racks. Follow manufacturer's instructions. DO NOT USE OVEN CLEANER ON SELF CLEANING OVENS!
	Clean under burner pans
	Replace burner pans (if present)
	Wipe down knobs, and all exterior surfaces of the stove
	Wipe down exterior of dishwasher
	Clean dishwasher filter
	Clean sinks and run garbage disposal
	Wipe down countertops
	Wipe down walls (do not scrub flat sheen paint)
	Wipe down light switches and electrical outlets
	Wipe down baseboards
	Wipe down inside and outside of doors
	Sweep and mop floors

PATIOS/PORCHES/SHEDS/GARAGE	
✓	TASK
	Wipe down front door, inside and out.
	Clean and sweep front porch
	Clean and sweep patio
	Clean and sweep any storage areas
	Clean and sweep out garage
	Clean windows (inside and out), window tracks and window sills
	Replace furnace filter
	Replace exterior lightbulbs as needed
LAWN AND GARDEN	
✓	TASK
	Pick up and dispose of any animal droppings
	Mow yard
	Weed flower beds and planter boxes
	Prune any overgrown bushes

Estimated Cost of Vendor Repairs

Hometown Property Management will place a work order for any repairs and/or cleaning not completed by the tenant at the time of move-out. We use licensed and approved vendors when work orders are needed. Professionally licensed vendors charge between \$75 and \$125 per hour and may also charge trip fees and minimums. What may look like a \$50 repair to you can cost in the hundreds. Below is an estimate of repair costs charged by our approved vendors which may be deducted from your security deposit:

REPAIR	COST ESTIMATE
Carpet Cleaning	\$200-\$450
Pet urine enzyme treatment	\$100-\$200
General Cleaning	\$250-\$400
Touch-Up Cleaning	\$75-\$200
Drywall Repair	\$250-\$500
Door Replacement	\$250-\$500
Smoke Detector/Co2 batteries	\$75-\$150
Lightbulb Replacement	\$75-\$150
Touch-Up Paint	\$200-\$400
Dump Fees (Items left on premises)	\$45-\$100