

\*\* Please be advised that these are *minimum* current charges and may increase. The list below is only a list of frequently overlooked areas. This is only a **PARTIAL LIST**. Completing only the items on this list will not guarantee a full refund of your security deposit but may prevent you from incurring some charges.

**Current Rates:**

Estimated Hourly Cleaning Rate - \$30.00

**Frequently Overlooked Areas for Cleaning:**

Cupboards – inside and out

All shelves in apartment

Baseboards

Ceiling fan and lights

Windows – sills, glass, frame

Window blinds

Closet corners and shelves

Bathroom area – vanity, tubs, toilets, medicine cabinets

Dressers – top and inside drawers

Furniture – vacuum underneath and under and between sofa cushions

Microwave – top and glass tray

Range – top, drip pans, inside oven, drawer underneath, lift up top of range

Refrigerator – defrost and wipe out completely

Residents,

We have provided this check-list as a guide to use as you are cleaning your apartment.

#### Kitchen

<input type="checkbox"/>	Cabinets	Remove everything; clean inside and outside; no leftover food
<input type="checkbox"/>	Countertops	Wipe down counter areas and backsplash
<input type="checkbox"/>	Dishwasher	Clean any food debris from bottom; wipe outside
<input type="checkbox"/>	Sink/faucet	Make sure to clean around base of faucet, all metal should be clean and shiny
<input type="checkbox"/>	Floor	Sweep and mop all surface areas and corners
<input type="checkbox"/>	Microwave	Clean inside and out, wipe down all surface areas; no leftover food
<input type="checkbox"/>	Refrigerator/freezer	Clean inside and out, wipe down all surface areas; no leftover food
<input type="checkbox"/>	Stove	Thoroughly clean all spills and food stains inside and on range
<input type="checkbox"/>	Track Lighting	Wipe all canisters
<input type="checkbox"/>	Barstools	Wipe all surface areas
<input type="checkbox"/>	Walls/ Baseboards	Wipe down

#### Living/ Dining Room

<input type="checkbox"/>	Blinds/ Windows	Wipe all surface areas and sills, vacuum tracks, glass should be streak-free
<input type="checkbox"/>	Floor	Sweep/vacuum/mop (if applicable) Vacuum all surface areas and corners; move furniture to access underneath
<input type="checkbox"/>	Ceiling Fan	Dust and clean
<input type="checkbox"/>	Coffee Table/End Tables	Wipe all surface areas, glass should be streak-free
<input type="checkbox"/>	Sofa/chair/ottoman	Vacuum on top and underneath the couch cushions
<input type="checkbox"/>	Flatscreen television	Wipe all surface areas
<input type="checkbox"/>	Entertainment center	Wipe all surface areas
<input type="checkbox"/>	Dinette/chairs/barstools	Wipe all surface areas
<input type="checkbox"/>	Lighting	Wipe all surface areas
<input type="checkbox"/>	Walls/ Baseboards	Wipe down

#### Bedroom(s)

<input type="checkbox"/>	Blinds/ Windows	Wipe all surface areas and sills, vacuum tracks, glass should be streak-free
<input type="checkbox"/>	Floor	Sweep/vacuum/mop (if applicable); Vacuum all surface areas and corners; move furniture to access underneath
<input type="checkbox"/>	Ceiling Fan/ Track Lighting	Wipe all canisters and fan blades
<input type="checkbox"/>	Closet shelves	Remove all items; vacuum
<input type="checkbox"/>	Desk/ Desk Chair	Remove all items; wipe down
<input type="checkbox"/>	Dresser	Remove all items, wipe down inside and out
<input type="checkbox"/>	Bed/bedframe	Remove all bedding; vacuum
<input type="checkbox"/>	Bookshelves	Remove all items; wipe down
<input type="checkbox"/>	Walls/ Baseboards	Wipe down
<input type="checkbox"/>	Door	Wipe down

#### Bathroom(s)

<input type="checkbox"/>	Vanity/sink/faucet	Make sure to clean around base of faucet, all metal should be clean and shiny
<input type="checkbox"/>	Floors	Sweep and mop all surface areas and corners
<input type="checkbox"/>	Mirror/ Medicine Cabinet	Remove all items; wipe down; mirror should be streak-free
<input type="checkbox"/>	Shower/Bathtub	Remove all items; clean all soap scum from all surfaces
<input type="checkbox"/>	Toilet/toilet seat	Thoroughly clean bowl and inside rim, base of toilet and seat
<input type="checkbox"/>	Lighting	Wipe all surface areas
<input type="checkbox"/>	Walls/ Baseboards	Wipe down
<input type="checkbox"/>	Door	Wipe down

#### Miscellaneous

<input type="checkbox"/>	Washer/Dryer	Remove all items, clean lint trap and wipe down
<input type="checkbox"/>	Patio/Balcony/Patio door	Remove all personal items, sweep, clean door glass
<input type="checkbox"/>	Wall AC/Heating units	Wipe down cover and surface area
<input type="checkbox"/>	If central AC/heat	Wipe all floor, wall and ceiling vents
<input type="checkbox"/>	Entrance Door	Wipe down (interior)
<input type="checkbox"/>	Smoke detectors	Wipe down
<input type="checkbox"/>	Fire extinguisher	Wipe down