

ITEM	RESIDENT CLEANING TASKS	Dam-ages	NOT CLEAN
KITCHEN			
Range & Oven	Clean stove top; reflector pans clean; oven and broiler pan clean. Pull out bottom drawer and clean underneath. Oven must be cleaned well. When using oven cleaner avoid spraying on the thermostat. Self cleaning – have them clean and remove the ashes from inside. Clean under stove hood		
Refrigerator & Freezer	Refrigerator ON and clean; freezer defrosted and clean. If it has wheels clean behind it and on all sides. Remove all food and wash inside thoroughly		
Sink & Faucets	Sink scrubbed; faucets clean; lime deposits removed. Run baking soda through the disposal. Dishwasher – clean thoroughly and run a Dishwasher Magic to clean out properly.		
Cabinets & Hardware	Cabinets emptied and wiped (washed) out inside and out. Leave no shelf paper.		
Shelves & Counter	Counter tops clean; shelves emptied and clean		
Floors, Walls, Ceiling, and Baseboards	Floors swept and washed. Grout cleaned Walls wiped; woodwork and baseboards wiped down (no dust)		
BATHROOM(S)			
Toilet & Seat	Bowl cleaned; stains removed; outside bowl and baseboards wiped down		
Shower & Tub	Floor and walls scrubbed; stains; mildew, lime removed. Shower curtain removed. Bathtub – must be cleaned and free of soap scum. Use a good cleaner like Zep Tub and Tile (Home Depot) Use a good bug sponge or non abrasive scrubber.		
Sink & Faucet	Faucets clean; sink clean; all lime and soap scum removed		
Medicine Cabinet	All items removed; shelves wiped; mirror clean and free of spots		
Floors, Walls, Ceiling, Baseboards	Floors vacuumed and washed; walls wiped; woodwork and baseboards wiped down (no dust) Clean up grout		
Storms & Screens	Windowsills wiped down; storms and screens in place. Wash window.		
LIVING ROOM			
Carpet	Carpet vacuumed		
Walls & Ceiling	Posters and pictures removed; nails removed; walls wiped down completely		
Storms & Screens	Windowsills wiped down; storms and screens in place. Wash windows inside and out.		
Baseboards	Baseboards and wood work wiped down		
Blinds	Wipe down – use two sponges and a good citrus cleaner. Clean off valances		
Other	Light fixtures wiped clean. Clean out storage space under stairs.		
HALL – PORCH - OTHER ROOM			
Carpet & Floor	Carpet vacuumed; hardwood swept and clean. Wash tile in front entry and clean the grout.		
Walls & Ceiling	Posters and pictures removed; nails removed; walls wiped		
Storms & Screens	Windowsills wiped down; storms and screens in place. Wash windows inside and out.		
Baseboards	Baseboards and wood work wiped down		
Trash Removed	Trash and other items removed		
GARAGE AND PATIO/FRONT AND BACK YARD	Completely empty, all trash and personal items removed, swept. Excessive oil should be cleaned thoroughly. All belongings should be removed from patio area. All litter (cigarette butts) on your apartment grounds must be picked up.		
BEDROOMS	#1	#2	#3
Carpet & Floor			
Walls			
Baseboard			
Storms & Screens			
Closets			
Other			

The following is a list of charges per item that you can be charged for non or incomplete cleaning and/or damages. Based on the current rate of \$27.00 per hour

CLEANING

Oven – In/Out	\$50.00
Vent and Hood	\$20.00
Cabinets – In/Out	\$100.00
Refrigerator – In/Out	\$40.00
Dishwasher – In/Out	\$30.00
Scour sinks/each	\$10.00
Vacuum/Mop floors (Max. 3 Bdrm.)	\$120.00
Bathtubs/showers	\$50.00
Toilets (each)	\$15.00
Bathroom cabinets/closet	\$35.00
Mirrors/each	\$ 6.00
Windows/each	\$15.00
Ceiling Fans/each	\$20.00
Light Fixtures/each	\$10.00
Baseboards/all (Max. 3 Bdrm.)	\$100.00
Closet and shelves/each	\$20.00
Wash down walls/all (Max.3 Bdrm.)	\$300.00
Clean out garage	\$40.00
Cleaning blinds/each	\$25.00
Vents	\$35.00

DAMAGES

Garage Openers	\$35.00
Recycle Bin	\$25.00
Wall repairs/each	cost plus labor
Missing Appliance parts	cost plus labor
Missing/damaged screens/each	cost plus labor
Stove drip pan/ring set	\$18.00
Towel/Toilet paper holders	cost plus labor
Mirrors/Mirror doors	cost plus labor
Light Fixtures/covers/each	cost plus labor
Refrigerator drawers/shelves	cost plus labor
Remove furniture/each	\$50.00
Remove trash/per bag	\$15.00
Interior door replacement/each	cost plus labor
Exterior door replacement/each	cost plus labor
Carpet stains/each	actual vendor fee
Carpet/tile replace	cost plus labor
Carpet/tile repair	cost plus labor
Excessive nail holes	\$40.00
Missing or damaged blinds	cost plus labor

Any Pet Damage Inside or Outside including but not limited to dead grass or dead shrubs. - Cost plus labor

Address: _____

Date of Check-out: _____

Signature of Resident receiving copy of this form

Date

Signature of Check-out Inspection Agent

Date

Forwarding Address: _____

Phone number: _____

E-mail address: _____