

CHECKLIST FOR CLEANING AND VACATING APARTMENT

KITCHEN:

- ___ Stove: clean stovetop, drip pans, oven, broiler, range hood, bottom drawer.
- ___ Refrigerator/freezer: clean all inner and outer surfaces
- ___ All cabinets, drawers, and counters should be wiped clean, inside and out.
- ___ Mop floor - pay particular attention to food stains and other spots.
- ___ Clean sink area thoroughly.

BATHROOM:

- ___ Clean every surface: walls, ceiling, baseboards and floor.
- ___ Clean toilet, sink, tub, medicine cabinet, etc. Don't neglect the base of toilet.

BEDROOMS:

- ___ Clean out desks, dressers, closets – dust all surfaces
- ___ Check under bed for misc. items and debris
- ___ Vacuum carpet or mop floor, as appropriate

ALL LIVING AREAS:

- ___ Remove any stickers, tacks, and stray marks from all walls.
- ___ Window ledges and baseboards – vacuum and/or wipe clean. Dust blinds.
- ___ Vacuum furniture, including under all cushions.
- ___ Vacuum or dust-mop cobwebs from ceilings and walls
- ___ Vacuum carpets. Shampooing is recommended if soiling is excessive or if odor is a problem –e.g. cigarette smoke
- ___ If you have a private laundry area, wipe off machine surfaces and remove all detergent bottles and misc. trash.
- ___ Remove all paper, garbage, and other debris from premises. Check that all belongings are claimed from any basement or attic areas.

Helpful Hint: Do the mopping, vacuuming and kitchen sink last. THANK YOU!