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ATTACHMENT D CLEANING INSTRUCTIONS FOR VACATING PROPERTY

1. **Windows:** All windows need to be cleaned. All window frames and tracks need to be cleaned as well.
2. **Screens:** Brush and vacuum screens to clean off dirt and cobwebs. Wash, rinse, and wipe frame of screen. Remove dirt and dust from screen channels.
3. **Storm/Screen Doors:** Clean metal surfaces, screen and windows, inside and out. Slider windows can be taken out to be cleaned on both sides.
4. **Window Coverings:** Traverse rods and curtain rods, including brackets and pull-strings, must be thoroughly cleaned. Mini blinds and curtains need to be cleaned. **If your rental came with drapes (commercial or with lining) please verify with our rental office if you have to have them professionally cleaned. If so, a paid receipt must be presented to our office.**
5. **Walls:** Remove all nails, pins, tacks, staples, tape, etc., from walls. All walls must be washed and marks removed throughout, including inside closets. In the kitchen, all grease **MUST** be removed from the wall/Formica (behind range). This requires pulling out the range and refrigerator. Wipe off the outlet and switch plate covers. Door frames, inside closets, shelves, door knobs, curtain rods, and closet rods must all be wiped clean. Baseboards or rubber cove base must be thoroughly cleaned.
6. **Ceilings:** All ceilings must be free of dust, dirt, cobwebs, grease, and food and beverage spots.
7. **Light Fixtures:** Interior and Exterior: Remove all light covers, clean thoroughly, and dry completely before replacing. **Replace all burned out light bulbs, using the proper size and wattage bulbs.**
8. **Floors and Stairways:** Linoleum/vinyl/tile floors must be cleaned. Sweep and damp mop to finish. Concentrate on cleaning corners and edges around baseboards and stairs on all flooring surfaces.
9. **Carpet:** Carpet must be **professionally** cleaned by a licensed and bonded carpet cleaning company (refer to page 4 of this agreement) and a **paid receipt presented to our office.** The use of personal and/or rented carpet cleaners are not allowed at move-out.
10. **Fireplace/Woodstove:** Remove all ashes and dust. Vacuum inside and screening. Clean glass doors, grates, and utensils. The chimney must be **professionally** inspected and/or cleaned. **A paid receipt must be presented to our office.**
11. **Washer and Dryer: Unplug washer and dryer while cleaning.** If property is furnished with a washer and dryer, thoroughly clean them inside and out. The appliances need to be pulled away from the wall and all exterior portions, including top and sides, need to be cleaned. While appliances are pulled out, clean walls and floor. After the appliances have been thoroughly cleaned and dried, reconnect cord to outlet. Dryer vents on the inside of the house must be cleaned and free of lint, including surrounding floor and wall areas.

Exterior vents accessible from ground level must be cleaned and free of lint, including surrounding concrete, unit siding, and grounds.

12. **Cabinets:** Shelves, drawers, and countertops must be completely free of food particles, greasy or sticky substances, dirt, dust, hair, etc. Concentrate on corners. Clean exterior of cabinets (including underside of upper cabinets) to remove grease specks, fingerprints, dried-on foods, etc. Clean sinks, drain openings, and chrome fixtures.
13. **Refrigerator: Unplug refrigerator while cleaning.** Pull away from the wall. Clean thoroughly inside and out. Remove racks and crisper drawers/trays, and wash with mild soap and water. **Clean the folds of the rubber seals on the doors.** Clean top and bottom of all shelves on doors. Vacuum the back and underneath the refrigerator to remove dirt and dust from coils. Wash and dry drain pan. Pull away from wall, and clean all exterior portions, including top, and handles. While appliance is pulled out, clean walls, sides of cabinets, and floor. After it has been thoroughly cleaned and dried, reconnect cord to the outlet and set cooling control to #1. Replace any removed drawers and shelves. **DO NOT** leave the unit unplugged or off for more than **ONE** day.
14. **Range:** Remove all grease, spots and food particles. This includes top burners (elements), under side of range top, enamel surfaces of range, oven walls, top of oven, bottom and back, oven racks, and broiler pan. **DRIP PANS** must be free of all black/brown spots. If drip pans are not salvageable, you will be required to replace them. Remove knobs on top portion of range and wash in hot soapy water. Replace knobs after cleaning. **DO NOT** use anything abrasive along control panel. Use a degreaser and cloth to remove all grease. Clean under handles and under oven door. Remove bottom drawer and clean inside and out. Oven may be cleaned with warm soapy water, a mild cleanser or commercial oven cleaning product. CAUTION SHOULD BE TAKEN TO ENSURE THAT OVEN CLEANERS DO NOT COME IN CONTACT WITH CHROME, ENAMEL, FINISHERS, OR FLOORS. **DO NOT USE OVEN CLEANER ON SELF-CLEANING OVEN. REMOVE RACKS FROM OVEN PRIOR TO CLEANING.** Use your range instruction manual for cleaning directions.
15. **Range Hood/Exhaust Fan:** Remove light cover and screen filter and clean with hot soapy water. Spray a degreaser all over fan hood, and use a non-abrasive pad to scrub all corners, edges, and flat surfaces, and then wipe off. **DO NOT** go up inside the fan and do not clean wires. REPLACE BURNED OUT LIGHT BULB. **DO NOT USE OVEN CLEANER TO CLEAN FAN HOOD OR FILTERS.**
16. **Dishwasher:** Clean racks, baskets, rollers, gasket, door edges (don't forget the bottom edge), and walls, ensuring they are free of food particles and soap film.
17. **Bathroom:** Clean tub and sink thoroughly to remove all dirt, soap film, and hair. Clean tub surround and/or tiles thoroughly to remove soap build-up and mildew. Remove tub decals and adhesive. Shower doors and frames must be completely clean. Clean toilets thoroughly inside and out. Clean medicine cabinet inside and out. All chrome fixtures (tub and sink controls and faucets, towel, and toothbrush and soap holders) must be cleaned and polished with a dry cloth to remove water spots. Wash walls and ceilings, and remove any mold.
18. **Carport, Garage, Outbuildings, Deck and Patios:** Areas must be free of trash/debris. All surface oil must be removed (clay kitty litter or Speedy Dry works well for this). Clean all shelves.
19. **Yard Area:** Cut all grass, trim around foundations, flowerbeds and fences. Weed, and clean all dead plants from flower beds. Dispose of all debris. Remove overgrown grass from these areas. Any damaged lawn areas must be restored prior to vacating. Fill all holes in yard, and level.
20. **Exterior Areas:** Clean all exterior light covers, and ensure light bulbs are working.
21. If you had a pet at the property, you are required to have the premises **professionally** treated for fleas. **A paid receipt must be presented to our office.**