



Alpha Dimension Properties, Inc.

"Because Your Peace of Mind is Our Business"

CLEANING CHECKLIST AND INSTRUCTIONS

The following guideline is provided to you to assist our residents in cleaning their leased home prior to vacating and to convey our expectations on how the property should be cleaned.

We expect the property to be clean and ready for a new occupant to move in. If you closely follow the guideline below, chances are very good that you will not experience a cleaning deduction from your deposit. This checklist applies to all of our properties and may include cleaning of items that are not present in your home.

KITCHEN

A. REFRIGERATOR---Do not turn off, or unplug!

1. FREEZER COMPARTMENT

- a. Wash all trays, racks, bins with mild soap and rinse
- b. Wash all interior surfaces with mild soap and rinse, make sure it is free of hair, crumbs, etc
- c. Wash the rubber door seal
- d. For ice makers: Turn off & dump ice
- e. Do not use sharp objects! (You puncture, you purchase)

2. REFRIGERATED COMPARTMENT

- a. Remove & wash vegetable, meat and butter bins with a mild soap & rinse
- b. Wash all interior surfaces with a mild soap & rinse
- c. Wash rubber door seal
- d. Remove racks & wash with mild soap & rinse
- e. Do not use sharp objects!

3. EXTERIOR SURFACES

- a. Wash all exterior surfaces including sides and kick plate with a grease cutting soap, rinse and shine with window cleaner
- b. Pull out & clean under & behind

B. RANGE

1. RANGE TOP (flat tops have specific cleaners to use)

- a. Clean the heating elements (eye) with a grease cutting soap, all the way back to where they plug in, rinse and let dry completely before reconnecting (Do Not Soak)
- b. Replace drip pans with new set (Home Depot/Wal Mart)
- c. Clean control panel and knobs with a grease cutting soap, rinse and shine with window cleaner
- d. For hinged cook-tops, lift and thoroughly clean underneath

2. OVEN – SELF CLEAN OR CONTINUOUS CLEAN ONLY

- a. Racks may be cleaned by removing them from the oven & spraying both sides with an oven cleaner following their direction (Do Not Leave Racks in Oven for Self Cleaning)
- b. The interior surface should be cleaned by activating the self clean cycle

- c. Continuous clean ovens do not need to be activated
- d. After the cycle has run, if there are some areas that did not come clean, use an SOS pad on these areas and rinse thoroughly. **DO NOT USE OVEN CLEANER ON THE INTERIOR OF THESE OVENS**

3. **OVEN – CONVENTIONAL**

- a. Spray the entire oven including racks with oven cleaner, following their direction, rinse thoroughly

4. **EXTERIOR AND BOTTOM DRAWER**

- a. Wash all exterior surfaces including the sides with a grease-cutting product, rinse and shine with window cleaner
- b. Pull drawer completely out to clean underneath

C. VENT HOOD

1. Run filter through dishwasher
2. Degrease interior and exterior

NOTE: DON'T FORGET THE WALL BEHIND THE STOVE AND UNDER THE HOOD – IT'S USUALLY VERY GREASE – USE A DE-GREASER

D. DISHWASHER

1. **INTERIOR**

- a. Clean interior by running wash cycle with ½ cup vinegar
- b. Wash rubber door seal with a mild soap & rinse
- c. Wash interior door with mild soap & rinse, pay special attention to the inside ledge

2. **EXTERIOR**

- a. Wash exterior with a grease cutting soap, rinse and shine with window cleaner

E. COUNTER TOPS

1. Clean counters with a non-abrasive cleaner to remove stains (Don't forget the backsplash).

F. CABINETS AND DRAWERS

1. Wash exterior with a grease cutting soap & rinse
2. Thoroughly wipe out all drawers and shelves (no hair, crumbs, etc)
3. Polish exterior with wood polish
4. Remove any child safety door latches

G. FLOORS (see "Note" below for special instructions for cleaning wood floors)

1. Wash floor & base boards with grease cutting soap, using a hard bristled brush & rinse. Pay special attention to the edges & corners.

H. SINK & FAUCET

1. Scrub sink with Comet/Ajax, rinse and shine all parts with window cleaner, use bleach on white porcelain sinks to remove stains.
2. Run disposal until it runs clear
3. Replace Hot or Cold markers if they are missing
4. Clean faucet with a grease cutting soap, you'll need a toothbrush to properly clean around the handles, and metal edges, rinse and shine with window cleaner. Pay special attention behind the faucet.

Note: Pergo Type Floors need to be washed with white vinegar solution (or 1 gallon water, 2 cup white vinegar + ½ C isopropyl alcohol.)

Wood Floors need to be washed with Murphy's Soap solution or white vinegar water. (any questions, call the office)

BATHROOMS

A. BATHTUBS

1. Special instructions may be applicable if you have a tub that has been resurfaced
2. Clean with Softscrub for fiberglass tubs, or a scubbie (3M pad) for porcelain tubs, use bleach to remove stains
3. Scrub the shower tile/enclosure with Comet/Ajax, rinse well **RUN YOUR HAND OVER IT TO MAKE SURE THERE IS NO REMAINING SCUM**
4. Use Bleach or Tilex on the grout and caulking (a toothbrush works well here)
5. Clean all sides of the faucet, spout and shower head, rinse well and shine with window cleaner

B. SINKS

1. Follow the same instructions as shown above for bathtubs
2. Replace Hot or Cold markers if they are missing

C. TOILETS

1. Clean the Exterior with a sanitizing cleaner
2. Clean the interior with a sanitizing cleaner, flush & add ½ cup of bleach in toilet and let stand when finished
3. Thoroughly clean around the toilet lid screws and caps (you may need a toothbrush again to clean these areas as well as the base of the toilet)

D. CABINETS

1. Wash exterior with a mild soap & rinse
2. Thoroughly wipe out shelves & drawers
3. Polish exterior with wood polish

E. MIRRORS

1. Clean & shine with window cleaner (leave no streaks) newspaper works well instead of cloth

F. FLOORS

1. Wash floors and baseboards with a grease cutting soap, rinse. Pay special attention to edges & corners

COMMON AREAS THROUGHOUT THE PROPERTY

A. CLOSETS

1. Wipe down all shelves and rods – leave no loose debris or dust

B. LIGHT FIXTURES AND RELATED

1. Wash all globes/covers with a grease cutting soap, rinse & shine with window cleaner
2. Thoroughly clean all switch plate's covers and outlet covers. If they are cracked, replace them
3. Wipe top and bottom of all blades of ceiling fans

DON'T FORGET THE EXTERIOR LIGHT BY THE FRONT & BACK ENTRY & GARAGE

C. FIREPLACES

1. Sweep out all ashes (only when completely cooled) clean fireplace utensils and wipe down the hearth & mantel
2. Clean screen & glass doors with glass cleaner, if heavily soiled might need steel wool

NOTE: Remove all firewood from the property unless otherwise arranged with your property manager

D. HEATERS/VENTS AND RELATED

1. Electric heat/hot water heat: Wipe down all baseboards with soap & water
2. Gas heat: Remove all vents, soak in warm soapy water, rinse and vacuum the heat duct (hole) then replace
3. Wipe top of thermostat
4. Clean all cold air returns, usually soap & water and a toothbrush do the trick

E. WINDOWS

1. Thoroughly wash all mini blinds/vertical, we prefer you call a professional blind cleaning company on this one to avoid damage from taking the blinds down. (You should be able to run your finger all the way across and get a clean-sweep.)
2. If your curtains have pet hair or have marks from greasy/dirty hands or excessive traffic (sliding door) it is up to you to have them cleaned or replaced with equal quality and color
3. Clean & shine all interior sides of windows and their tracks
4. Clean interior and exterior of sliding glass doors and tracks and front storm doors
5. Wash all window ledges, and polish with wood polish, if applicable.

F. DOORS INCLUDING LOUVERED DOORS

1. Wash all doors, both sides including entry doors to house and garage (not the big door your car uses) with a mild soap, with special attention to the areas near the door knobs, rinse and shine with a wood polish, if applicable.
2. Clean all thresholds

G. WOOD WORK

1. Wash all woodwork, mantel, banisters, railing and baseboards with grease cutting soap, rinse and polish with wood polish, if applicable.

H. CHROME

1. Shine all chrome: sinks, towel bars, faucets, appliance handles, paper towel and toilet paper holder, etc with window cleaner or special chrome cleaner

I. LIGHTS

1. Replace all burned out bulbs throughout the property, (don't forget exterior) including fluorescent in the kitchen, oven and refrigerator bulbs. Be extra careful when removing plastic deflectors or lens cover. ONLY replace burned out bulbs with correct size and wattage

J. WALLS

1. Wipe down all walls, using special attention to the kitchen area
2. Remove all cobwebs throughout
3. Fill all holes with spackling and touch up with paint if needed, do not attempt to fill a hole larger than ½ inch, these holes must be cut and new drywall installed with texture and paint which is to only be done by our maintenance team.
4. Re-glue any wallpaper coming up with wallpaper glue only
5. Wipe top of doorbell chime

K. UNFINISHED BASEMENTS

1. Sweep and clean as needed, don't forget light fixtures, windows, cobwebs etc.

L. UTILITY ROOM

1. Clean interior and exterior of washer and dryer and filters
2. All other cleaning regarding floors, window, lights apply as above

M. GARAGE

1. Sweep out garage thoroughly. If your car has been dripping excessive fluids in the garage or driveway, wet the area, cover with powdered laundry soap, and let set for 2 hours and try to scrub up with an old broom. We do not expect you to remove all the stains from the concrete, only the residue
2. Don't forget the windows and cobwebs in here
3. Do not remove items that go with the house: i.e. paint, etc

N. PATIO/DECK

1. Sweep off patio areas and/or deck
2. Remove any grease that might have spilled from grills with degreaser
3. Remove all outdoor furniture-pots, etc if they belong to you

O. DOORSTOPS

1. Replace all broken/bent/missing doorstops

P. CARPET: THOROUGHLY VACUUM THROUGHOUT INCLUDING ALL EDGES. (DO NOT TRY TO REMOVE STAINS YOURSELF OR USE A PRODUCT THAT HAS A BLEACH BASE OR OXYCLEAN BASE!!) YOU MUST USE A PROFESSIONAL, TRUCK MOUNTED, LICENSED AND INSURED COMPANY TO CLEAN THE CARPETS. YOU MUST PROVIDE A RECEIPT AT YOUR FINAL WALK THROUGH AND KEY RETURN OR YOU WILL BE CHARGED FOR THIS SERVICE. PLEASE ALLOW AMPLE TIME FOR YOUR CARPETS TO DRY BEFORE YOUR FINAL WALK THROUGH OR A 2ND MOVE OUT INSPECTION WILL BE DONE AND CHARGED TO YOU. STAINS THAT DO NOT COME OUT ARE ONLY TO BE REPAIRED BY ALPHA DIMENSION PROPERTIES INC.

Q. YARDS

1. Day of vacating the yard must be freshly mowed and raked and free of pet feces. The shrubs must be trimmed neatly. Flowerbed and rocked areas must be weeded and the grounds policed for trash.
2. During the winter walks and driveway must be shoveled-free of ice and snow at the time of the final walk through inspection.

R. SCREENS

1. All screens must be in place and undamaged, if they are damaged it is in your best interest to have them re-screened or re-framed prior to vacating the property or they will be deducted from you damage deposit.

NOTE – DOUBLE CHECK THE FOLLOWING

- The batteries have been replaced in the smoke and CO detectors
- All personal items are removed from the property (i.e. hangers, toilet paper)
- The furnace filter has been changed
- Washing machine connection is turned all the way off if you have removed a personal washing machine
- Sprinkler system is left on in the summer
- Thermostat is set at 60 degrees and is never turned off

If you do not plan on doing your own cleaning, you must contact your property manager at Alpha Dimension Properties Inc. at least one week in advance so that we may schedule a cleaning crew. If we are unable to move new tenants in because you did not clean the property or contact your property manager the lost rent will be charged against your security deposit.

If you do not plan on doing your own cleaning please remember you can not leave trash or personal items at the property or you will be charged \$100.00 per truck load regardless if it is only one bag of trash (minimum for removal is \$100.00).

If you leave before the end of your lease, you are still responsible for all utilities to the property, snow removal and yard work if applicable.

Please follow the checklist carefully. Alpha Dimension Properties is billed \$35.00 per hour plus supplies for maintenance and cleaning. i.e. that cracked switch plate or light bulb that normally would cost you \$1.00 will be charged to you at \$36.00 (\$35.00 service all + \$1.00 for the supplies in the example of a light bulb).

We use the above as our guide for the final walk through and video of your property. This form must be received at Alpha Dimension Properties Inc. with signatures prior to scheduling your final walk through.

I acknowledge I have read the requirements above and fully understand them.

Tenant Signature

Date

Tenant Signature

Date