

## Move-Out Cleaning Checklist

Clean apartment *thoroughly* following this checklist

### KITCHEN

#### Refrigerator

- Clean out dirt and food particles from all surfaces, doors, and drawers.
- Clean door, gaskets, top, bottom, sides, behind and underneath.
- Light bulb should be present and working.
- Leave the refrigerator running with the doors closed.
- **Do Not Turn Off the Refrigerator or Unplug it!**

#### Stove

- Clean grease, dirt and baked-on food particles from inside oven and oven racks.
- Clean top, bottom, sides, behind, and under stove.
- Clean grease, dirt and baked-on food particles from surface unit and chrome eye pans.
- Lift range top and clean underneath eye pans.
- Clean dirt, dust, and grease from range hood and filter.
- Broiler pan should be present and clean (if applicable)
- All knobs should be clean, present and functioning.
- Range hood light bulb and fan should be clean and functioning.

#### Sink

- Clean sink basins.
- Shine all chrome.
- Clean faucet and knobs.

#### Cabinets

- Remove all items.
- Clean grease, dirt, and dust from inside, outside, top and bottom of cabinets.

#### Garbage Disposal (*if provided*)

- Should be functioning properly.
- Cover is present and clean.

#### Dishwasher (*if provided*)

- Clean out dirt and food particles.
- Clean inside of door, gasket, front & controls.

### BATHROOMS

#### Bathtub/shower

- Clean tub/shower/surround thoroughly.
- Clean and shine all chrome on faucet, knobs, and bars.
- Remove all mats, curtains, and curtain hangers.

**BATHROOMS, continued....**

**Sink**

- Clean out any dirt, grease, and residue.
- Shine all chrome on faucet and knobs.
- Clean mirror and/or medicine cabinet.

**Toilet**

- Clean any dirt or stains from bowl.
- Wipe all surfaces with disinfectant.

**Towel bars and toilet paper holders**

- Clean any dirt or debris.
- Should be shined and undamaged.

**COMMON AREAS & BEDROOMS**

**Walls**

- Clean dirt, grease, fingerprints, stickers, scuffs, and scratches from walls.
- Remove any picture hangers and nails and repair damage.
- Dust all corners and ceiling for cobwebs.
- Dust and clean all baseboards.
- Switch plates and outlet covers should be present, undamaged, and clean.
- TV and Internet cable and outlets are left in place; remove extra cable line.
- Thermostats and covers are present and functioning.

**Closets**

- Clean inside and remove all items from shelves, hooks, & rods.

**Heating vents**

- Clean cobwebs, dirt, and dust from vents.
- Vents should be present and functioning.

**Ceiling**

- Clean dust and cobwebs from ceiling.
- Remove stickers, plant hangers, and hooks.
- Repair holes (if needed).

**Doors**

- Clean on both sides of interior and exterior doors.
- All screens installed and undamaged.

**Light fixtures**

- Clean bugs, dust, and debris from all globes.
- Covers and bulbs should be installed and functioning.

**Windows**

- Clean both sides of windows where possible.
- All screens should be installed and undamaged.
- Clean windowsills of dust, bugs, and debris.
- **Remove all blinds, curtains, and hardware.**

**Smoke detectors and Carbon Monoxide detectors**

- Clean, present, cover in place, and functioning.

**Fire extinguisher** (*if provided*)

- Clean, present and charged.

**Storage rooms and Utility closets**

- Remove all items and clean thoroughly.

**Washer and dryer** (*if provided*)

- Clean inside, including lint traps.
- Clean outside, including controls and door gaskets.

**Outside areas**

- Should be clean and free of trash and belongings.

**FLOORING**

- Vacuum all carpeted areas.
- Sweep floors and baseboard edges.
- Mop all vinyl floors (DO NOT WAX).
- Carpets must be professionally cleaned - BCR will arrange and bill the rental account.

**KEYS**

- When cleaning and move-out is complete, don't forget to turn in door keys and mailbox keys (if applicable) and provide BCR with a forwarding address for your security deposit packet.
- If you are mailing your keys, please pack them in a padded envelope, include the unit address with the keys, and mail them to our office address.
- If you need to turn in keys after regular business hours, please label them and put them in our dropbox (facing Madison Street).