

# CLEANING AND PROPERTY STANDARDS ADDENDUM

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. **Our recommendation is to hire one of our preferred cleaning vendors to avoid frustrations related to missed cleaning. Our preferred cleaning vendors guarantee their work will meet our strict standards.**

## **KITCHEN**

REFRIGERATOR --- Do not turn off or unplug!

### FREEZER COMPARTMENT

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

### REFRIGERATED COMPARTMENT

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

### EXTERIOR SURFACES

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

RANGE-TOP (flat tops have specific cleaners to use)

- 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)
- Replace drip pans with a new set (Home Depot/Lowes/Wal Mart)
- Clean control panel and knobs with a grease cutting soap, rinse and shine with window cleaner
- For hinged cook-tops, lift and thoroughly clean underneath
- Clean grease spots from the wall above

OVEN: SELF CLEAN OR CONTINUOUS CLEAN ONLY

- Racks may be cleaned by removing them from the oven and spraying both sides with an oven cleaner following their direction (Do Not Leave Racks in Oven for Self Cleaning)
- The interior surface should be cleaned by activating the self clean cycle
- Continuous clean ovens do not need to be activated
- After the cycle has run, if there are some areas that did not come clean, use SOS pad on these areas, rinse thoroughly
- DO NOT USE OVEN CLEANER ON THE INTERIOR OF THESE OVENS

OVEN CONVENTIONAL

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

## EXTERIOR AND BOTTOM DRAWER

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

## FREE STANDING RANGES

- Pull from wall and clean sides and back as well as floor underneath

## VENT HOOD

- Run filter through dishwasher (or replace if dishwasher will not clean it well enough)
- Degrease interior and exterior

NOTE: DON'T FORGET THE WALL BEHIND THE STOVE AND UNDER THE HOOD IS USUALLY VERY GREASY- USE A DE-GREASER TO REMOVE ALL GREASE

## MICROWAVE

- Interior/Exterior (Don't forget ceiling and side walls of the interior)
- Grease spots underneath and light covers
- Vents and Top

## DISHWASHER

### INTERIOR

- Clean interior by running wash cycle with 1/2 cup vinegar
- Wash rubber door seal with a mild soap and rinse
- Wash interior door with mild soap rinse, pay special attention to the inside ledge, as well as the latch area

### EXTERIOR

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

### COUNTER TOPS

- Clean counters with a non-abrasive cleaner to remove stains (Don't forget the back splash)

IF COUNTERS REQUIRE A CERTAIN TYPE OF CLEANING PRODUCT, BE SURE TO USE THAT PRODUCT

### CABINETS AND DRAWERS

- Wash exterior with a grease cutting soap and rinse
- Thoroughly wipe out all drawers and shelves (no hairs, crumbs, etc)
- Polish exterior with wood polish
- Remove any child safety door latches

FLOORS (see note below for special instructions for cleaning wood floors)

- Wash floor/base boards with grease cutting soap, using a hard-bristled brush and rinse (along with the edges/corners)

### SINK AND FAUCET

- Scrub sink with Comet/Ajax, rinse and shine all parts with window cleaner, use bleach on white porcelain sinks. Barkeeper's Friend is a great product for stainless steel sinks.
- Run garbage disposal until it runs clear.
- Replace Hot or Cold markers if they are missing.
- 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: WASH WITH A WHITE VINEGAR SOLUTION (or 1 gallon water, 2 cup white vinegar + 1/2 Cup isopropyl alcohol.) WOOD FLOORS: WASH WITH A MURPHY'S SOAP SOLUTION OR WHITE VINEGAR WATER. BONA IS A GREAT PRODUCT FOR WOOD FLOORS AS WELL..; (Any questions, call the office)

## **BATHROOMS**

### BATHTUBS

- Special instructions may be applicable if you have a tub that has been re-surfaced
- Clean with Softscrub for fiberglass tubs, or a scrubbie (3M pad) for porcelain tubs, use bleach to remove stains
- Scrub the shower tile/enclosure with Comet/Ajax, rinse well; RUN YOUR HAND OVER IT TO MAKE SURE THERE IS NO REMAINING SCUM. YOU SHOULD BE ABLE TO GET A CLEAN SWIPE, IF PROPERLY CLEANED.
- Use Bleach or Tilex on the grout and caulking (a toothbrush works well here)
- Clean all sides of the faucet, spout and shower head, rinse well and shine with window cleaner

### SINKS

- Follow the same instructions as shown above for bathtubs
- Replace Hot or Cold markers if they are missing
- Hard to reach spots on and behind faucets

### LIGHT FIXTURES

- Dust vanity bulbs
- Light covers

### TOILETS

- Clean the Exterior with a sanitizing cleaner
- Clean the interior with a sanitizing cleaner, flush and add 1/2 cup of bleach in toilet and let stand
- Thoroughly clean around the toilet lid screws, caps and base of toilet
- YOU MAY NEED A TOOTHBRUSH AGAIN TO CLEAN THESE AREAS AS WELL AS THE BASE OF THE TOILETS

### OTHER FIXTURES

- Don't forget to shine towel bars and towel rings
- Toilet paper holder (**remove all toilet paper**)

### CABINETS

- Wash exterior with a mild soap and rinse
- Thoroughly wipe out shelves and drawers
- Polish exterior with a wood polish

### MIRRORS

- Clean and shine with window cleaner (leave no streaks) Newspaper works well instead of cloth.

### FLOORS

- Wash floors and baseboards with a grease cutting soap, rinse. Pay special attention to edges corners
- Floors under appliances (washer, dryer, stove, refrigerator, etc.)

## **COMMON AREAS THROUGHOUT THE PROPERTY**

### CLOSETS

- Wipe down all shelves and rods-- leave no loose debris or dust

#### LIGHT FIXTURES AND RELATED

- Wash all globes/covers with a grease cutting soap, rinse and shine with window cleaner
- Thoroughly clean all switch plate covers and outlet covers. If they are cracked, replace them
- Wipe top and bottom of all blades of ceiling fans, including brackets that connect to motor housing
- Empty out any dead bugs/debris
- DON'T FORGET THE EXTERIOR LIGHT BY THE FRONT AND BACK ENTRY AND GARAGE – REMOVE COBWEBS, ETC...

#### FIREPLACES

- Sweep out all ashes, (only when completely cooled) clean fireplace utensils (if they were included with Property) and wipe down the hearth and mantel
- Clean screens and glass doors with glass cleaner-if heavily soiled, might need steel wool
- Any other vents and ledges

NOTE: Remove all firewood from the property

#### HEATERS/VENTS AND RELATED

- Electric Heat/Hot Water Heat: Wipe down all baseboards with soap and water
- Gas Heat--Remove all the vents/heat registers, soak in warm soapy water, rinse and vacuum the heat duct (hole) then replace. Don't forget to install a new furnace filter prior to vacating.
- Wipe top of thermostat(s)
- Clean all cold air returns--usually soap and water and a toothbrush do the trick

#### WINDOWS

- Thoroughly wash all mini blinds/verticals. 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.)
- 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
- 2-inch blinds
- Clean and shine all interior sides of windows and their tracks
- Clean interior and exterior of sliding glass doors and tracks and front storm doors
- Wash all window ledges, and polish with wood polish, if applicable.
- Windows shall have no streaks upon move out. If you swipe a finger across the interior glass on a properly cleaned window, you should not have any dirt or dust on the finger afterward.

#### DOORS INCLUDING LOUVERED DOORS

- 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.
- Clean all thresholds
- Interior and interior glass of storm doors
- Ledges of door panels

#### WOODWORK

- Wash all woodwork, mantle, banisters, railing and baseboards with grease cutting soap
- Rinse and polish with wood polish, if applicable.

#### CHROME

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

## LIGHTS

- Replace all burned out bulbs throughout the property, (don't forget exterior) including fluorescent in the kitchen, oven/refrigerator/appliance bulbs. Be extra careful when removing plastic deflectors or lens covers. ONLY replace burned out bulbs with correct size and wattage.
- We prefer that you replace any CFL bulbs with regular incandescent or LED light bulbs due to the potentially hazardous amounts of mercury in the CFL bulbs.

## WALLS

- Wipe down all walls, using special attention to the kitchen area
- Remove all cobwebs throughout
- **Do not** attempt to fill large holes (bigger than nail or screw). You may be billed back for improper repairs.
- **Do** fill nail and screw holes in walls with spackle only if you can properly do so. Otherwise, it's best to leave nail/screw holes to be filled in the vacancy. Understand that it is Resident's expense for any hole filling necessary. (Don't worry about touching up paint in these areas)
- Re-glue any wallpaper coming up with wallpaper glue only
- Wipe top of doorbell chime cover
- Clean smudges and dirt on switch plates
- Tops of thermostats alarm panels and wall mounted smoke alarms
- Any wall ledges

## UNFINISHED BASEMENTS

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

## UTILITY ROOM

- Clean interior and exterior of washer and dryer and filters
- All other cleaning regarding floors, windows, lights apply as above

## GARAGE

- 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 before trying to scrub up with an old broom. We do not expect you to remove all the stains from the concrete – only the residue. This applies to the driveway as well.
- Don't forget the windows and cobwebs in here
- Do not remove items that go with the house; i.e. paint, etc.

## PATIO/DECK

- Sweep off patio areas and/or deck
- Remove any grease that might have spilled from grills with de-greaser
- Remove all outdoor furniture, pots, etc. if they belong to you and were not at the Property upon move in

## **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!!)**

- If you have a pet, you must include an enzyme treatment or odor treatment besides the regular cleaning. If there is damage from pets, you are responsible to have it repaired prior to vacating. If your pets have caused urine damage to carpet, it may need replaced and a portion of this expense will be assessed against the security deposit.
- Our Preferred Vendors are recommended for carpet cleaning services, as we trust their work

**IF YOU USE ANOTHER CARPET CLEANING COMPANY, THEY MUST USE TRUCK MOUNTED SYSTEM. ALL CARPETS MUST BE PROFESSIONALLY CLEANED. IF THE JOB DOES NOT MEET OUR STANDARDS, YOU MAY BE CHARGED AGAIN. IF A RECEIPT IS NOT PROVIDED TO OUR OFFICE AT TIME OF KEY RETURN, YOU MAY BE BILLED FOR THE SERVICE AGAIN. IDEALLY, CARPETS SHOULD BE COMPLETELY DRY PRIOR TO YOU RETURNING KEYS, SO PLEASE GIVE AMPLE TIME. ONLY HAVE CARPET CLEANED ONCE PROPERTY IS COMPLETELY VACANT WITH NO PERSONAL BELONGINGS LEFT INSIDE.**

**YARDS/EXTERIOR**

- 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.
- Winter- walks and driveway shoveled - free of ice and snow
- Window wells free of debris/leaves/trash
- Hoses disconnected from the spigot (most times, hoses should be removed from Property if not provided at move in)
- Final clean-up on yard - remove decorative yard items (trim bushes & trees as needed)
- Remove all leaves, pine needles, dog feces and trash from yards
- Clean cobwebs from exterior and check outside lights
- Replace burned out light bulbs
- All light covers and globes must be in place and free from cracks
- Replace any "CFL style" light bulbs with regular incandescent or LED bulbs due to the potentially dangerous levels of mercury in the CFL bulbs
- Remove oil/grease stains from patios, driveways, and garage floors

**SCREENS**

- All screens must be in place and undamaged. This has become almost a typical charge for security deposits, if they are damaged. It is in your best interest to have them re-screened or re-framed prior to vacating the property, unless the damage is related to weather (i.e. hail)

NOTE: Have the batteries been replaced in the smoke and carbon monoxide detectors? Are all personal items removed from the property? PLEASE NOTE THIS INCLUDES REMOVAL OF HANGERS, TOILET PAPER, CLEANING SUPPLIES, MAGNETS, BAKING SODA, AND LOOSE CHANGE. If applicable, has the furnace filter been changed? Did you leave the carbon monoxide detector in the property? Is the washing machine connection turned ALL THE WAY OFF?

**In summer: never turn the sprinkler system or clock off.**

**In winter: never turn the thermostat all the way down or turn the system off. It must be set at 65 degrees in order to avoid frozen plumbing. If vacating when temperatures are below 0 degrees Fahrenheit, please also open cabinets under plumbing.**

If you do not plan on doing your own cleaning, you must contact your Property Manager 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 the Property Manager, the lost rent may be charged against your security deposit. 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. **We strongly recommend hiring our preferred vendors for cleaning and carpet cleaning. By doing so, you may qualify for our Expedited Security Deposit Disposition Program. Talk to your Property Manager for more information!**

Please follow the checklist carefully. All Seasons, LLC is billed \$35.00 or more 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 call + \$1.00 for the supplies)

**We use the above as our guide for the Move Out Video of your property. This documentation will be used in conjunction with the Move In Video taken prior to your lease commencement to determine any charges against the security deposit.**

_____	_____
Owner	Date
_____	_____
Owner	Date