

CLEANING GUIDELINES

INTERIOR:

- **WALLS / WALLPAPER / PANELING**

All walls and ceilings will be vacuumed or wiped down as necessary to remove all cob webs, dust, fingerprints, or other matter. Baseboards are to be cleaned and switchplate covers to be wiped clean.

- **FLOORS**

All vinyl floors are to be cleaned and waxed, if appropriate. Wood floors are to be damp mopped; all carpeting to be vacuumed.

- **KITCHEN / BATHS / LAUNDRY**

All cabinet doors to be wiped clean; interior shelving and drawers to be vacuumed and wiped clean. All sinks, toilets, shower/tub areas, countertops and appliances to be cleaned; fixtures to be polished.

- **DOORS / WINDOWS / MIRRORS**

All interior windows and mirrors to be cleaned. All windows in sliders or other exit doors to be cleaned on both sides. Interior doors to be vacuumed and wiped clean as necessary.

- **MISCELLANEOUS**

Remove all trash and debris from the home, *unless* it appears to be valuable.

Empty and clean all fireplaces and woodstoves.

Vacuum all heater vents and cold air returns.

Vacuum drapes, mini-blinds or other window treatments.

Clean all light fixtures.

Replace burned out light bulbs.

Replace any badly damaged stove burner pans and rings.

Replace missing or broken doorstops.

EXTERIOR:

Sweep all walkways, decks, patios and entrance areas. Garage should also be swept clean, including any cobwebs swept from the walls. All entry light fixtures and exterior of doors should be cleaned.

Please notify the property manager of suggested maintenance or any damages that are found during the cleaning process. Also, notify us of additional cleaning that may be required, i.e., mini-blinds washed, draperies dry cleaned, etc. Please let us know if any items of value are in the home. The cost of light bulbs, burner pans and door stops should be itemized on your bill.