Turn Cleaning Checklist

Property Name:

Unit Number:

		Vendor	Community
GENERAL	**Products Needed:** All purpose cleaner, CLR, Dish Soap, Dishwasher Detergent, Garbage Bags, Ladder / Step Stool, Oven Cleaner, Phillips Head Screwdriver, Pumice Stone(s), Rags / Paper Towels, Scraper / Putty Knife, Scrubby Pads, Soft Scub, Stainless Steel Cleaner, Toilet Bowl Cleaner, Toilet Brush, Toothbrush, Vacuum w/Attachments, Window Cleaner, Wood Cleaner		
	Remove light fixtures: balcony, kitchen, dining room, hallway, bedroom(s), and bathroom(s) and put them in the dishwasher (exclude ceiling fan light covers). Remove bathroom fan cover(s) and put it in the dishwasher. Run the dishwasher.		
	Keep your eyes open for any stickers, stick-on hooks, adhesive, picture hangers, ceiling hooks etc- these items need to be removed and walls / ceilings should be repaired.		
KITCHEN & APPLIANCES	Spray oven cleaner inside the oven and the inside the oven drawer. Let sit for approximately 2 hours.		
	Carefully pull out the stove and fridge. Unplug the stove and fridge. Open fridge and freezer door- keep these held open to allow the fridge to defrost and avoid mold growth. Wipe up water on the kitchen floor as the fridge is defrosting.		
	Clean/scrape/scrub **top** of ALL kitchen cabinets. Remove all traces of grease, oil, dirt, dust, food, etc.		
	Clean/scrub all cabinets, including shelves interior and exterior. Remove any paint, sticky stuff, grease, food, etc from ALL cabinets. Do not forget the cupboard kick plates down by the floor.		
	Use a mild abrasive to remove paint, grease stains, dirt, film, and excess caulking from counter tops.		
	Clean counter tops, including bottom edges and underneath the hang overs. Clean the side of the counter and cabinets where the appliances sit.		
	Clean/scrub floor under the stove and fridge.		
	Vacuum the back side of the refrigerator. Also vacuum and clean the vent on the bottom front of the fridge.		
	Remove all racks, drawers and door bars. Scrub all of these parts inside and out. Clean/scrub all fridge/freezer seals.		
	Clean/scrub inside of fridge and freezer. Rags tend to leave behind fibers- we prefer to use paper towels. Make sure the fridge/freezer is free of these fibers. Clean full exterior of fridge/freezer including the top, front, sides, back and handles.		
	Ice trays (2) present and clean		
	Plug in the refrigerator.		
	Clean the microwave- inside and outside.		
	Clean/scrub stove top. Ask for assistance if you can not get the stove top to lift up because you will NEED to clean this area.		
	Remove oven knobs- clean inside and out of the knob. Clean area on stove that is behind knobs.		
	Remove oven racks- clean/scrub (you can use scrubby pads or pumice stone). Clean/scrub inside of the oven. Clean/scrub oven drawer. There should be no spots/marks in the oven, racks or drawer- pumice stone will remove them all. Oven racks can also be cleaned with ammonia- put the racks in a plastic bag with a cup of ammonia and leave them for an hour. Everything will fall right off.		
	Broiler pan present and clean (if applicable)		
	Range hood light and fan are both clean and working.		
	Remove, clean and reinstall vent hood filter.		
	Put fridge and stove back in place.		
	Remove items from dishwasher. Clean off any stains, water spots, etc.		
	Clean/scrub the interior and exterior of the dishwasher to remove stains, rust, food, etc. Clean all crevices, knobs, filters, locking mechanism, racks, etc.		
	Clean/scrub kitchen sink and faucet. You may need to use CLR to remove build-up.		
	Garbage Disposal working properly and cover present. (if applicable)		
	Clean all outlet covers, switch plates, outlets and switches. Remove all paint, dirt, grime, etc. Outlet covers and switch plates need to be washed/scrubbed with soap and water. Switches/outlets need to be free of dirt, grime, etc. Put all outlet covers and switch plates on. Do not put them on if they are broken- inform management.		
	Clean light fixtures and re-install the light covers.		

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BATHROOMS	Apply toilet bowl cleaner to toilet bowl. Let sit.		
	Clean bathroom fan- vacuum. Replace cover.		
	Clean light fixtures and replace light covers.		
	Pull out all vanity drawers. Clean/scrub them entirely- all sides.		
	Clean/scrub interior and exterior of vanity, cabinets and doors.		
	Clean/scrub bathroom sink and faucet. Ask for assistance to remove the faucet knobs. These areas need to be scrubbed- you may need to use CLR to remove build-up.		
	Clean/scrub bathroom countertop		
	Clean mirrors and leave them free of stains, rust, and water spots. Inform management immediately if there are any issues.		
	Clean towel bar and toilet paper roll holder surfaces.		
	If applicable: clean/scrub racks in the linen closet.		
	Toilet: scrub inside bowl until free of stains. Scrub rim, seat, lid, tank: inside and outside, tank cover, under the bowl and the base.		
	SCRUB tub/shower with a scrubby pad and Soft Scrub (or another product that is for soap scum removal). Scrub all water controls, faucets, drains, etc. Rinse tub.		
WINDOWS	Living room blinds: remove all stains, dust, etc		
	All bedroom blinds: remove all stains, dust, etc		
	Take out windows- if you need assistance contact the office staff. Wash windows inside and out.		
	Wash patio windows inside and out.		
	Clean all window tracks		
	Clean window ledge.		
	Clean all window screens.		
	Install windows- if you need assistance contact the office staff.		
CLOSETS / DOORS	Clean and dust closets (bedroom, hallway and entryway) inside and out. Clean/scrub shelf and rack surfaces, including the top, bottom, rods, and braces.		
	Vacuum and clean closet door tracks.		
	Wipe down both sides of EVERY closet door, bedroom door, bathroom door and main apartment door. Wipe down every side of the door frame. (it may take some muscle to remove stains, food, crayon, marker, etc).		
	Wipe/clean all baseboard trim throughout apartment- if it has not been painted.		
	Clean threshold of main apartment door and patio door(s). (metal piece)		
	Remove cobwebs from walls/corners/ceilings/etc.		
AC / FANS / SPRINKLERS / STEEL	Clean all debris from the A/C on the balcony.		
	Dust and clean the thermostat that is on the wall in the living room or hallway.		
	If Applicable: Dust and clean the ceiling fan(s), blades and light covers.		
	Carefully clean ALL sprinkler heads in the apartment. If you have not done this before contact the office staff for assistance.		
	Apply stainless steel cleaner to kitchen sink, kitchen faucet, bathroom faucet, bathroom towel bar, tub faucet, tub water control face plate, tub water handle (if applicable), shower head, shower head pipe, shower curtain rod. All of these areas should be restored to a high gloss, spotless finish.		
MECHANICAL / LAUNDRY	Clean water heater and all piping.		
	Clean furnace and all piping.		
	Clean inside/outside of Wash machine. The inside top of the wash tub should be spotless. Clean all corners and crevices, especially the lid.		
	Clean inside/outside of Dryer. Remove all lint. Clean door seal.		
	Clean washer/dryer connections and the water supply box		
FLOORS	Carpet: Vacuum all rooms, closets, etc.		
	Vinyl: Sweep floor. SCRUB all floors (bathroom(s), kitchen, dining room, closets). Use a toothbrush to get to ALL edges/corners free of dirt, grime, etc.		
	Tile: Sweep floor. SCRUB floor with tile cleaner. Use toothbrush for grouted areas and all edges/corners.		

Signature: **Date:**

Printed Name: **Company:**