

Cleaning Checklist



BENSON MOVE OUT CLEANING CHECKLIST

***We can review the cleanliness of your unit with you after all tenants have vacated, if requested in advance.**

*** DO NOT attempt to patch or paint holes in the wall.**

*** DO NOT use Magic Erasers on walls, as they remove paint.**

GENERAL CLEANING - BEDROOM, KITCHEN, LIVING ROOM, BATH, HALLS, STAIRS

- Remove all personal items, garbage, or junk on the premises, including in the basement or laundry rooms. If any items are left behind, you will incur a disposal charge, plus labor (\$65 per hour per person).
- Mirrored closet doors - clean until streak free.
- Blinds - dust both sides of the blinds.
- Windows - clean glass inside, wipe down window sills, and clean tracks.
- Ceiling fan blades & light covers - dust/wash all. THIS IS COMMONLY MISSED.
- Light bulbs - replace all missing or burned out.
- Fixtures - Wipe down all light switches, door handles & electrical outlet covers.
- Baseboards top and lower sections - dust & wipe down all baseboards. THIS IS COMMONLY MISSED.
- Heat registers / vents / exhaust - wash all throughout the unit. If necessary, use the vacuum cleaner or broom to remove dust. THIS IS COMMONLY MISSED.
- Floors - Sweep and mop hard surfaces; vacuum all carpets (pay special attention to along the baseboards).
- Air conditioners - pull out the filter and wash with soapy water. Do not put it back into the a/c unit until the filter is completely dry. Dust exterior of the AC unit. THIS IS COMMONLY MISSED
- Walls - spot clean as necessary with a clean rag & warm soapy water. **Do not do any touch up painting.**

In addition to the above general cleaning expectations for all rooms, kitchens & bathrooms have additional cleaning expectations as follows:

KITCHEN

- Range - wash top, sides, front, inside bottom drawer, handles, knobs, clock, etc., remove, wash and dry drip pans + metal rings. Replace with new ones if unable to clean. If you do not clean the drip pans they may be replaced and the charge deducted from the security deposit. Lift up the stove top and clean under the drip pans too. Wash the wall behind the range and walls with hot, soapy water to remove all grease, food spots, etc.
- Oven - clean thoroughly. Please do not leave any burned spots or residue. If your unit has a self-cleaning oven, follow these steps for cleaning:
 - a) Remove racks and wash both sides with hot soapy water in the sink
 - b) Lock oven
 - c) Press the "self clean" button
 - d) Press start (oven will run for approximately 4 hours)
 - e) Wipe out the residue left in oven with a damp rag

- Range hood - clean and degrease if applicable. Remove the silver exhaust filter and wash it in hot soapy water.
- Refrigerator / freezer - wash and dry outside and top, all refrigerator bins, racks, under crisper bins, inside walls, **underneath and behind**. Remove food items from the freezer, defrost, wash and wipe dry. **Leave the appliance on and plugged in** so we can see that it works properly.
- Dishwasher - wash front and inside. Remove any items / food from the dishwasher trap.
- Sink / faucets - scrub with cleanser, rinse + dry. Remove debris from drain plugs and leave strainers in the sink.
- Cupboards and drawers - wash and dry outsides and insides.
- Floors - sweep & mop hard surfaces (pay special attention to along the edges & under the cabinets).

BATHROOM(S)

- Exhaust fan - sweep/wipe ceiling exhaust fan cover to remove all dust. **THIS IS COMMONLY MISSED.**
- Light fixtures - wash. **THIS IS COMMONLY MISSED. Replace burned out light bulbs.**
- Tub / shower - remove shower curtain, liner and rings. Do not leave anything from the shower in the unit. Treat any mildew with a spray solution of ½ cup water and ½ cup bleach, or buy and use a product designed for removing mildew. Wash tub/shower floor, walls and faucets. Use a soft brush and a product designed to remove soap scum. Rinse and wipe dry.
- Vanity - wash vanity top, sink and faucets, fronts of vanity cupboards, insides of vanity shelves and drawers.
- Walls - spot clean as needed with warm soapy water.
- Towel bars & toilet paper holders - wipe down.
- Toilet - clean the entire toilet including tank, bowl, under and around rim, around hinge area, down the sides of the bowl and the floor around it. Wash/dust the water supply tube and the shut off valve.
- Baseboards - wash all including behind the toilet.
- Floors - sweep and mope hard surfaces (pay special attention to the edges).

OUTDOOR/GENERAL

- Trash: Dispose of all trash and remove personal items from any storage area.
- Garbage & recycling - unit and outdoor trash & recycling area must be clean and neat and free of all loose trash & recycling.
- Balcony/Patio: Sweep area
- Washer/Dryer: Clean lint trap and wipe down exteriors (houses only).

THANK YOU FOR RENTING WITH BENSON MANAGEMENT!