

McNamara Real Estate Cleaning Checklist

Carpet cleaning and some painting may still be done, as well as anything you miss or don't do well enough. To keep as much of your deposit as possible, clean the things on the list thoroughly. Completion of all of these items does not necessarily mean that we will not need to have additional cleaning performed once unit is vacated.

Kitchen

- Oven*
- Stove Stop
- Fan/Stove Hood (underneath stove)
- Cabinets
- Counters
- Fridge/Freezer**
- Closet/Pantry
- Behind Fridge
- On top of Fridge
- Ledge Behind Stove
- Light Fixtures (Inside & Out)***
- Light Switches & Outlets
- Window & Window Sill
- Mini-Blinds
- Baseboards
- Heater
- Sweep & Scrub Floor

Living Room & Stairs

- Bookshelf/Balcony
- Entry Closet
- Window & Window Sill
- Mini-Blinds
- Heater
- Light Fixtures (Inside & Out)***
- Light Switches & Outlets
- Stair Railing
- Baseboards
- Vacuum Living Room
- Vacuum Stairs
- Sweep & Scrub Entry

*Use oven cleaner and rubber gloves.

**Defrost freezer, remove drawers and shelves to clean. Unplug and leave propped open.

***Remove the cover, clean well with damp cloth or in sink, and replace.

Bathroom(s)

- Window/Fan
- Shower Walls
- Tub
- Sink
- Toilet
- Mirror
- Cabinets
- Light Fixtures (Inside & Out)***
- Light Switches & Outlets
- Baseboards
- Sweep & Scrub Floor

Bedroom 1

- Closet
- Linen/Water Heater Closet
- Window & Window Sill
- Mini-Blinds
- Light Fixtures (Inside & Out)***
- Light Switches & Outlets
- Heater
- Baseboards
- Vacuum Floor

Bedroom 2

- Closet
- Linen/Water Heater Closet
- Window & Window Sill
- Mini-Blinds
- Light Fixtures (Inside & Out)***
- Light Switches & Outlets
- Heater
- Baseboards
- Vacuum Floor

Make sure there are no burned out light bulbs. If any, be sure to replace them all.

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MOVE-OUT Cleaning Guide

NOTE: There are many items that could be cleaned ahead of time and help you avoid last minute cleaning that may not meet our requirements. Completion of all of these items not does necessarily mean that we will not need to have additional cleaning performed once unit is vacated.

KITCHEN:

- a. **Refrigerator:** Disconnect and defrost if needed, - please let it melt on its own. Chipping away at the ice may ruin the freezer coil. Remove and wash all trays, shelves and crisper. Clean interior and replace all parts. Clean the exterior, front, back, and sides. Clean wall area behind the refrigerator and the floor underneath. Be careful to slide the refrigerator slowly so you do not tear the floor covering. Clean the rubber seal around the door. *Dry out completely and then turn the refrigerator back on so that we may check the operation at the check-out inspection.
- b. **Range:** Remove broiler pan and clean it and area in which it fits. Clean the oven walls and racks. Oven cleaner and steel wool works best on the racks. Be careful not to damage the elements. Clean the top and front of stove with a grease-cutting cleaner, not the same as you used on the interior. Most knobs should slide off for easier cleaning. Clean under drip pans if food or grease has fallen through. Be sure all traces of oven cleaner are removed.
- c. **Vent fan - stove hood:** Clean vent screen by soaking in grease cutter or laundry soap solution. Clean grease and grime out of stove hood and fan area.
- d. **Counters and cabinets:** Remove shelf paper and wash interiors. Failure to remove shelf paper completely may result in additional charges. Clean drawers and their recesses. Clean the countertops and underneath ledges of overhanging cabinets. Tighten all loose handles and knobs. Scrub both sides of cutting board with warm water -- No soap please.
- e. **Floor:** Strip all wax, stains and dirt. Scrape out and scrub the crevices where linoleum meets cabinets, walls, or carpet. If you do this ahead of time, you should apply a light coat of wax because a freshly stripped floor will get dirty very fast if not coated.
- f. **Sink:** Scour to remove all stains, rust, and grease. To whiten up stains that will not scour out, lay paper towels in sink and saturate with bleach and let soak for an hour and rinse. Clean faucets and chrome, and the area under the sink including the disposal and pipes.

BATHROOMS:

- a. **Sink:** Remove all marks, stains, and soap accumulations on sink and around faucets. Clean chrome, faucets, and area under the sink. Clean the exterior surfaces of the vanity.
- b. **Bathtub and/or shower:** Remove all marks, stains, and soap accumulations. Clean faucets, and shower doors and their track. Make sure to remove all belongings including shower curtain. Mildewed caulking should be scraped off with a putty knife so that we may re-caulk. "Lime-Away" or "Tilex" work well. Spray on and let sit for 15 - 20 minutes and scrub with a rough-back sponge. Soap film on the shower walls and doors must be removed. Do not use Ajax or Comet type cleaners on the fiberglass shower stalls. It does not work nearly as well as the above recommended cleaners.
- c. **Vent fan:** Remove cover and clean out lint and buildup on fan. Replace cover.
- d. **Toilet:** Clean inside and out, especially around the base and backside.

- e. Medicine cabinet: Remove all items, wash shelves, and interior of cabinet. Clean mirror. Replace broken or missing shelves.
- f. Walls: Scrub all walls. Mildew may be removed with a 1/2 bleach, 1/2 warm water mixture. Apply to the mildewed areas with a saturated sponge and let soak for 15 minutes. Rinse well with a wet towel.
- g. Floor: Strip old wax, stains, and dirt. **Clean edges along baseboard thoroughly.**

LIVINGROOM, HALL, AND BEDROOMS:

- a. Ceiling and walls: Remove all spots, cobwebs, and dust from ceilings. Dust and/or wipe down any dirty areas of the walls and moldings. Dust and or wash all baseboards.
- b. Windows and drapes: Wash the insides of the windows and sills. Use the bleach and water mixture on moldy sills, but be careful not to drip on carpet. Drapes are to be dry-cleaned if you have soiled them. Clean dust and grime off of drape rods, especially the top edge. Blinds should be cleaned thoroughly and carefully. Do not forget to clean both sides.
- c. Doors and Closet Bi-folds: Wash all doors inside and out, including the outside of the front door. Clean out the runners in which the closet doors slide.
- d. Electrical fixtures: Clean all light covers and globes, as well as inside to remove any bugs. Clean switch plates.
- e. Water heater closets: Sweep and wash shelves.
- f. Carpet cleaning: It is the tenants' financial responsibility to have the carpets professionally cleaned. We suggest that you vacuum only and have McNamara Realty schedule the carpet cleaning. We use a local professional carpet cleaning company that guarantees a proper job. Since we have large numbers of carpets done we can get as good a price or better than you could. If you choose to handle this on your own, be sure that you make very sure that the carpet is cleaned properly. Bargain cleaners or rented machines may not do the job well enough, and then you would be charged again. We do not want this situation. Should you choose to have the carpets professionally cleaned on your own, then you will need to provide us with a carpet cleaning receipt from the cleaning company and the carpet must be cleaned to our standards.
- g. Cable TV: Cables and transformers are to be left intact.
- h. Smoke Detectors: Must be left in working order or there will be a \$15 charge.
- i. Please do not take ice trays and sink stoppers that belong to the apartments.
- j. Furniture: Do not leave any furniture behind in the apartment, otherwise you will be charged for the removal of it.
- k. Holes in walls: IMPORTANT Please do not patch any pin holes in the walls; we will do this at no charge if the number of holes is within reason. Excessive nail holes or damage to the walls are subject to be taken out of your deposit. If you feel you have damaged the walls and do not want to be charged, check with us on paint color and paint.

PATIOS, DECKS, AND YARDS:

- a. Remove all trash and weeds
- b. Do not leave any furniture behind
- c. Sweep all debris from patio, deck, or yard area if applicable.

ELECTRICAL SERVICE:

In order for us to inspect the apartment and check the operation of the refrigerator, stove, water heater, and lights, the electricity must be left on until after the inspection is complete. You should contact PG&E. a few days in advance and give them the day you want service discontinued but make sure it is not until the day after the inspection.