

Windsor Pacific Property Management

Cleaning Checklist

This list is not intended to be all inclusive, however it is provided to assist you in preparing your home for turnover to management.

GENERAL:

- Remove any personal items, empty boxes, debris, refuse, etc.
- Wash: windows, patio doors (inside and out), window sills, tracks and screens.
- Clean: all mini blinds, shades and/or clean all drapes, curtains, rods etc.
- Clean: walls and ceilings. Take down cobwebs, dust etc. (Refer to your Rules and Regulations under Security Deposit to note your painting responsibilities).
- Wipe down baseboards, interior and exterior doors, trim, etc.
- Vacuum and have carpet professionally cleaned (please provide copy of receipt from carpet cleaning company). **NO CHEM-DRY CLEANING ACCEPTED**
- **If you have a PET: The property MUST be exterminated (De-fleed) AND Carpet MUST BE DEODORIZED in addition to the Professional Cleaning listed above. WPPM will test for pet urine, pet dander and any other pet damage.**
- Wash and/or wax all non-carpeted floors.
- Clean all light fixtures inside and out.
- Replace any burned out light bulbs.
- Clean all light switches, plates, outlets, etc.
- Wipe down all sides of doors and frames, including front door.
- Make sure to use the correct type of cleaning product for certain surfaces (stainless steel, glass cooktops, wood flooring, marble, granite, Corian, etc.)

KITCHEN:

- Stove: Clean oven, burners, grates, drip pans, aluminum eye rings. Clean underneath surface top; wipe all sides, doors, glass, surface etc. free of grease. Remove fan filter in range hood and soak in hot soapy water. Clean under range hood to remove grease buildup. Clean and shine front of range hood. Use non-abrasive cleansers. (drip pans, rings and filters may need to be replaced if they are soiled with grease)
- Refrigerator: Clean all areas inside and outside. Clean behind the refrigerator, vacuum coils in back of refrigerator; remove crisper drawers and wash entire interior.
- Dishwasher: Clean inside and out, free of grease or water buildup. Clean around the inside of the door.
- Microwave: Clean inside and out. Make sure it is free of food and grease residue.
- Wash off all cupboards, wipe all drawers, shelves and doors inside and out.
- Clean sink and counter top
- Wipe down walls behind sink and counters to remove any stains, marks or grease.
- Clean light fixtures inside and out. Clean switch plates/covers
- Clean all the walls and baseboards

BATHROOMS:

- Clean and shine mirrors, sinks, countertops, cabinets, shelves, medicine cabinets, shower stalls, shower doors, tracks, bathtubs, tile, commodes, etc. All must be free of water and/or soap residue.
- Clean light fixtures inside and out. Clean switch plates/covers
- Clean all the walls and baseboards

BEDROOMS AND HALLWAYS:

- Dust and clean closet shelves and doors
- Clean light fixtures inside and out
- Clean switch plates/covers.
- Clean all the walls and baseboards

LIVING ROOM/FAMILY ROOM/DINING ROOM:

- Remove ashes from fireplace, clean mantel and hearth. Clean fireplace doors, screens, grate and tools.
- Wipe down any shelves and closets.
- Clean light fixtures inside and out. Clean switch plates/covers.
- Clean all the walls and baseboards

GARAGE & LAUNDRY:

- Sweep out the flooring, remove debris, oil stains, etc.
- Pull out washing machine and dryer and clean wall and floor behind them. Clean washer and dryer inside and out. Remove washer lint tray and clean.

PATIOS, DECKS, STORAGE, YARD, ETC.:

- Please sweep all patio, deck and storage areas. Make sure all landscaping is mowed and trimmed back and all trimmings are disposed prior to your vacating the home. Sweep and wipe the entrance porch area. Clean all exterior light fixtures. If you have an automatic sprinkler system, please leave it on.

UTILITIES:

- Five (5) working days prior to closing out the utilities, please contact our office at 925/248-5030 or email at info@wppm.com. We will have the utilities changed to the property owner's name in order to avoid interruption of services.