

Employee Housing Check Out Cleaning List

This list was created to provide guidance as to level of cleanliness that is expected however it is not all inclusive and additional cleaning items may be required in order for you successfully return your unit clean and organized.

Cleaning issues will NOT be considered to be normal and wear. If the unit is not satisfactorily cleaned or has trash or abandoned items, appropriate charges will be deducted from your Deposit.

General:

- ☐ Dust surfaces and remove all cobwebs from walls and ceilings in every room.
- ☐ Clean switch plates in every room.
- ☐ Vacuum carpet flooring and sweep and mop all other flooring
- ☐ Take out trash
- ☐ No personal items left behind
- ☐ Wipe down walls to remove any dirt or debris
- ☐ If you were provided with sheets, towels, pillows, etc. all items need to be cleaned and folded

Kitchen:

- ☐ Range should be completely cleaned, including broiler pans.
- ☐ Clean stovetop, panel, and dials.
- ☐ Drip pans should be removed and the underneath surface cleaned.
- ☐ Dishwasher should be empty and wiped out, including around the inside of the door.
- ☐ Cabinets and drawer fronts cleaned. No Food Crumbs or trash should be left in them.
- ☐ Clean inside and outside surface of the microwave.
- ☐ Clean inside the refrigerator/freezer and under crisper drawers. No food is to be left in the refrigerator/freezer.
- ☐ Clean all countertop surfaces.
- ☐ Wipe down all pantry shelves no food or crumbs should be left.
- ☐ Ensure all dishes and cooking items are clean and put away
- ☐ Clean the inside and outside of the trash can

Bedrooms:

- ☐ Clean the inside and outside of all drawers, remove all personal items.
- ☐ Make sure there is no trash left in/on dressers, nightstands or floor.

Living Room

- ☐ Make sure there is no trash left in/on side tables, dining tables or floor.
- ☐ Vacuum underneath couch cushions
- ☐ Wipe down dining room table and chairs

Bathrooms:

- ☐ Tiles should be washed and grout cleaned.
- ☐ Vanity and medicine cabinets should be cleaned, including shelves and mirrors. Remove all personal items
- ☐ Tub, shower, sink, and toilet should be cleaned and sanitized.
- ☐ Glass door, if applicable, should be cleaned so all of the soap scum is removed.
- ☐ Clean bathtub, shower walls & fixtures.
- ☐ Thoroughly clean toilet inside & out.
- ☐ Wipe down all counter tops.
- ☐ Clean & wipe out all drawers and trash cans.○ Clean mirror