

Sundance Properties

Cleaning Guidelines

You can greatly reduce the cost of cleaning your unit by taking time to do it your self. Tenants should plan for an entire day or more for cleaning after all your personal belongings have been moved out. Cleaning may take longer if you have not been doing it regularly, if that's the case you may want to plan for several days of cleaning. If professional cleaning is required after your move out, the cost will be deducted from your Security Deposit. A copy of the invoice will be sent to you along with your itemized list of deductions within 21 days.

Getting Started

1. It is easiest to clean from the top to the bottom. Start with the light fixtures, windows, cupboards, drawers, appliances, etc. then clean the floor last.
2. You may want to designate an individual job for each roommate.
3. Remove all of the blinds to clean at once. Blinds can be cleaned easily in a bathtub or lay them out on the lawn and use a sponge and hose. Hang them to dry for an hour and re-install. BE CAREFUL. If the slats are bent, you will be charged for the replacement of the entire blind.
4. Check your cabinets and drawers for any items that might have been forgotten before you get started. Remove all contact paper.
5. Remove all light fixtures throughout and run them through the dishwasher. Reinstall after cleaned and dry. Tenants will be charged for replacement of light bulbs, so replace any burned out bulbs before you vacate.
6. Remove any cobwebs from ceilings, walls, and vents. Also, remove any hooks, tacks or nails.
7. Anything you bring with you, you must take out! Remove toothbrush holders, contact paper, mirrors, etc.
8. Don't forget to notify the utility companies and the post office that you have moved!

KITCHEN

1. Remove the kitchen blind to clean.
2. Refrigerator: remove all shelves and drawers to clean. Clean inside and out including butter compartment, egg holder and all of the seals around the doors. If you puncture the inner wall you will be charged to replace it. Do not use anything that will puncture it. Leave the refrigerator plugged in.
3. Remove all contact paper from cabinets and drawers. Wipe out drawers and cabinets.
4. Soak and clean drip pans, stove knobs and hood filter. If the drip pans are beyond cleaning, they are cheap to replace. Take a set with you to the hardware store to ensure correct replacement (\$3-8 ea.). Lift stove top to clean underneath. Clean fan hood, stovetop, sides, handles and drawer on the bottom of the stove. Be sure to pull out stove and clean floor underneath.
5. Oven cleaner should be used inside only. Use according to instructions. Be careful not to drip onto the floor or any other part of the stove/oven.
6. Clean windows, screens, and sills. Vacuum sills and window tracks to remove any dirt or bugs. Wipe clean.
7. Clean dishwasher thoroughly inside and out. Run it one last time with nothing in it.
8. Wipe off all counters sink and fixtures. Run your garbage disposal once to clean it out.

9. Sweep and mop floors.

LIVING ROOM/DINING ROOM/BEDROOMS/HALLWAY

1. Remove and clean all blinds and light fixtures. Clean light fixtures as above (Kitchen).
2. If you have a vacuum cleaner that has the removable attachment, vacuum cobwebs, vents, windowsills, tracks and baseboards first.
3. Clean windows, patio doors, sill, and tracks. Remove stickers and tape.
4. Wipe down both sides of painted doors. Remove rubber bands, stickers and tape. Wipe down doorjamb.
5. Remove and clean smoke detectors. Replace battery if necessary.
6. Clean ceiling fans and light fixtures. Replace bulbs if necessary.
7. Wipe down closet doors, shelves and doorjambs.
8. Vacuum out water heater closet and wipe down heater.
9. Wipe outside and inside lid and drum of washer and dryer. Remove cobwebs or lint (vacuum) from behind appliances. Clean floor under appliances. Clean out lint trap.
10. Wipe top and sides of A/C thermostat.

BATHROOMS

1. Remove and wash light fixtures as suggested above. De-web ceiling, walls and vents.
2. Remove contact paper, personal items and trash from shelves and drawers. Vacuum and wipe out.
3. Clean counter top, sink, fixtures and base. Use a toothbrush to get around the sink and faucet.
4. Clean inside of toilet, tank and base. For tough stains try a pumice stick. You can find these at most grocery or drug stores where mops and brooms are kept.
5. Remove shower curtain. Clean tub, shower walls and fixtures. There are many cleaning products that will clean soap scum and dirt.
6. Wipe both sides of the door. Wipe doorjambs and baseboards.
7. Sweep and mop floors.

YARDS/PATIOS/GARAGE

1. Remove all trash and debris from around your apartment (i.e. bottle caps, cigarette butts, etc.) Remove and dispose of furniture and/or other large items. You will be charged for the removal/disposal of anything you have left behind. Do not place extra large items in trash can or dumpster.
2. Remove and clean light fixtures. Replace bulbs if needed.
3. De web patio/garage areas and eaves. Hose down/sweep patios and garage clean.
4. De trash and sweep out storage closets.
5. Wipe inside and outside of front door along with the apartment number.

VACUUM—DONE!