



PROPERTY MANAGEMENT INC.

CLEANING CHECKLIST AND INSTRUCTIONS

The following guideline is provided to assist our tenants in cleaning their leased home prior to vacating and to convey our expectations on how the property should be cleaned and returned to us. We expect the property to be clean and ready for a new resident to move in. The property was professionally cleaned prior to your move in and must be upon move out. We highly recommend you hire a professional cleaning service. Often a resident will attempt to clean the unit themselves, prior to vacating. Although you are more than welcome to do this, we do not recommend it unless you are capable to do a complete thorough cleaning of the unit. If cleaning is not satisfactory, we will hire a professional cleaning crew and their services will be deducted from your security deposit. It's not fun spending hours cleaning, just to fall short of the move out standards and be charged additional cleaning fees. If you wish to use our Preferred Vendors, you will need to contact them directly to schedule or contact our office to coordinate at least 10 days prior to move out. Please see below for our cleaning guidelines:

KITCHEN

I. REFRIGERATOR--- Do not turn off, or unplug

1. FREEZER COMPARTMENT

- a. Wash all trays, racks, bins with mild soap & rinse
- b. Wash all interior surfaces with mild soap & rinse, make sure it is free of hair, crumbs etc.
- c. Wash the rubber door seal
- d. For ice makers: Turn off and dump ice
- e. Do not use sharp objects! (You puncture, you purchase)

2. REFRIGERATED COMPARTMENT

- a. Remove & wash vegetable, meat and butter bins with a mild soap & rinse
- b. Wash all interior surfaces with mild soap & rinse
- c. Wash rubber door seal
- d. Remove racks & wash with mild soap & rinse
- e. Do not use sharp objects

3. EXTERIOR SURFACES

- a. Wash all exterior surfaces including sides and kick plate with a grease cutting soap, rinse and shine with window cleaner
- b. Pull out & clean under & behind

II. RANGE

1. RANGE TOP (flat tops have specific cleaners to use)

- a. Clean the heating elements with a grease cutting soap, all the way back to where they plug in, rinse and let dry completely before reconnecting (Do NOT Soak)
- b. Replace the drip pans with a new set (Home Depot/Wal Mart)
- c. Clean control panel and knobs with a grease cutting soap, rinse & shine with window cleaner
- d. for hinged cook-tops, lift and thoroughly clean underneath

2. OVEN – SELF CLEAN OR CONTINUOUS CLEAN **ONLY**

- a. Racks may be cleaned by removing them from the oven & spraying both sides with an oven cleaner following their direction (Do Not Leave Racks in Oven for Self-Cleaning)
- b. The interior surface should be cleaned by activating the self-clean cycle
- c. Continuous clean ovens do not need to be activated
- d. After the cycle, has run, if there are some areas that did not come clean, use an SOS pad on these areas and rinse thoroughly.

DO NOT USE OVEN CLEANER ON THE INTERIOR OF THESE OVENS

- 3. OVEN – CONVENTIONAL
 - a. Spray the entire oven including racks with oven cleaner, following their direction, rinse thoroughly
- 4. EXTERIOR AND BOTTOM DRAWER
 - a. Wash all exterior surfaces including the sides with a grease-cutting product, rinse & shine with window cleaner
 - b. Pull drawer completely out to clean underneath
- 5. FREE STANTING RANGES
 - a. Pull from wall and clean sides and back as well as floor underneath
- 6. VENT/HOOD
 - a. Run filter through dishwasher
 - b. Degrease interior and exterior

NOTE: DON'T FORGET THE WALL BEHIND THE STOVE AND UNDER THE HOOD – IT'S USUALLY VERY GREASY – USE A DE-GREASER

III. DISHWASHER

- 1. INTERIOR
 - a. Clean interior by running wash cycle with ½ cup vinegar
 - b. Wash rubber door seal with a mild soap & rinse
 - c. Wash interior door with mild soap & rinse, pay special attention to the inside ledge
- 2. EXTERIOR
 - a. Wash exterior with a grease cutting soap, rinse and shine with window cleaner

IV. COUNTER TOPS

- 1. Clean counters with a non-abrasive cleaner to remove stains (don't forget backlash)

V. CABINETS AND DRAWERS

- 1. Wash exterior with a grease cutting soap & rinse
- 2. Thoroughly wipe out all drawers and shelves (no hair and crumbs etc.)
- 3. Polish exterior with wood polish
- 4. Remove any child safety door latches

VI. FLOORS

- 1. Wash floor & base boards with grease cutting soap, using a hard-bristled brush & rinse. Pay special attention to the edges and corners

NOTE: PERGO Type floors; wash with a white vinegar solution (1-gallon water, 2 cup white vinegar, ½ cup isopropyl alcohol). WOOD floors: Wash with Murphy soap solution or white vinegar and water.

VII. SINK & FAUCET

1. Scrub sink with Comet/Ajax rinse & shine all parts with window cleaner, use bleach on white porcelain sinks to remove stains
2. Run disposal until it runs clear
3. Replace Hot or Cold markers if they are missing
4. Clean faucet AND behind faucet with a grease cutting soap, you'll need a toothbrush to properly clean around the handles and metal edges. Rinse & shine with window cleaner.

BATHROOMS

I. BATHTUBS

1. Special instructions may be applicable if you have a tub that has been re-surfaced
2. Clean with Soft scrub for fiberglass tubs, or a scrubbie (3M pad) for porcelain tubs, use bleach to remove stains
3. Scrub the shower tile enclosure with Comet/Ajax, rinse well. Run your hand over it to make sure there is no remaining scum
4. Use Bleach or Tilex on the grout and caulking (a toothbrush works well here)
5. Clean all sides of the faucet, spout and shower head, rinse well and shine with window cleaner
6. Clean the drain of any debris and pour some bleach down to disinfect

II. SINKS

1. Follow the same instructions as shown above for bathtubs
2. Replace Hot or Cold markers if they are missing

III. TOILETS

1. Clean the exterior with a sanitizing cleaner
2. Clean the interior with a sanitizing cleaner, flush and add ½ cup of bleach in toilet and let stand
3. Thoroughly clean around the toilet lid screws and caps and base of toilet (use toothbrush)

IV. CABINETS

1. Wash exterior with a mild soap & rinse
2. Thoroughly wipe out shelves and drawers
3. Polish exterior with a wood polish

V. MIRRORS

1. Clean & shine with window cleaner (no streaks)

VI. FLOORS

1. Wash floors and baseboards with a grease cutting soap & rinse. Pay attention to edges & corners

COMMON AREAS THOUGHOUT THE PROPERTY

I. LIGHT FIXTURES & RELATED

1. Wash all globes/covers with a grease cutting soap, rinse & shine with window cleaner
2. Thoroughly clean all switch plate covers and outlet covers. If cracked, replace them
3. Wipe top and bottom of all blades of ceiling fans

DON'T FORGET THE EXTERIOR LIGHT BY THE FRONT & BACK ENTRY & GARAGE

II. HEATERS/VENTS & RELATED

1. Electric or Hot water heat: wipe down all base boards with soap & water
2. Gas heat – Remove all the vents, soak in warm soapy water, rinse & vacuum the heat duct hole and replace
3. Wipe top of thermostat
4. Clean all cold air returns – usually soap & water and a toothbrush will suffice

III. FIREPLACES

1. Sweep out all ashes, clean fireplace utensils and wipe down the hearth & mantel
2. clean screens & glass door with glass cleaner – if heavily soiled might need steel wool

NOTE: remove all firewood from the property

IV. CLOSETS

1. Wipe down all shelves and rods – leave no loose debris or dust

V. WINDOWS

1. Thoroughly wash all mini blinds/verticals – We prefer you call a professional Blind Cleaning Company (see approved list on last page) to avoid damage from taking the blinds down. You should be able to run your finger all the way across and get a clean sweep
2. If your curtains have pet hair or have marks from greasy/dirty hands or excessive traffic (sliding door) it is your responsibility to have them cleaned or replaced with equal quality and color
3. Clean & shine all interior & exterior sides of windows and their tracks
4. Clean interior and exterior of sliding glass doors and tracks and front storm doors
5. Wash all window ledges, and polish with wood polish if applicable
6. We strongly recommend you hire our vendor the cost is quite reasonable

VI. DOORS INCLUDING LOUVERED DOORS

1. Wash all doors, both sides including entry doors to house and garage with a mild soap, with special attention to the areas near the door knobs, rinse & shine with a wood polish
2. Clean all thresholds

VII. WOODWORK

1. Wash all woodwork, mantel, banisters, railing and baseboards with grease cutting soap, rinse & polish with wood polish if applicable

VIII. CHROME

1. Shine all chrome: sinks, towel bars, faucets, appliance handles, paper towel and toilet paper holder, etc. with window cleaner or special chrome cleaner

IX. LIGHTS

1. Replace all burned out bulbs throughout the property, (don't forget exterior) including fluorescent in the kitchen, over and refrigerator bulbs. Be extra careful when removing plastic deflectors or lens cover. ONLY replace burned out bulbs with correct size and wattage

X. WALLS

1. Wipe down all walls using special attention to the kitchen area
2. Remove all cobwebs throughout
3. Do not attempt to fill holes. you may be billed back for improper repairs

4. Re-glue any wallpaper coming up with wallpaper glue only
5. Wipe top of doorbell chime

XI. UTILITY ROOM

1. Clean interior and exterior of washer and dryer and filters
2. All other cleaning regarding floors, windows, lights apply as above

XII. GARAGE

1. Sweep out garage thoroughly. If your car has been dripping excessive fluids in the garage or driveway, wet the area, cover with powdered laundry soap, and let set for 2 hours and try to scrub up with an old broom. You may also try cat litter, but you must stand on it and grind side to side as if you're doing the twist.
2. Don't forget the windows and cobwebs in here
3. Do not remove items that go with the house; i.e. paint etc.

XIII. PATIO/DECK

1. Sweep off patio areas and/or deck
2. Remove any grease that might have spilled from grills with de-greaser
3. Remove all outdoor furniture, pots, etc. if they belong to you

XIV. DOORSTOPS

1. Replace all broken/bent/missing doorstops

XV. CARPET

1. Thoroughly vacuum throughout including all edges (DO NOT TRY TO REMOVE STAINS YOURSELF OR USE A PRODUCT THAT HAS A BLEACH BASE OR OXYCLEAN BASE)
2. Use professional carpet cleaning company, spot treat and deodorize if necessary. Some stains can be corrected by repairing (see extra pieces on site or have company use closet piece if possible). If you have pets ALL pet hair must be removed from carpet or additional cleaning may be required.

NOTE: YOU MUST HIRE A TRUCK MOUNTED HOT WATER EXTRACTION PROFESSIONAL CARPET CLEANING COMPANY. WE CAN DEDUCT THE COST FROM YOUR SECURITY DEPOSIT WITH A MINIMUM OF 10 DAY NOTICE. IF YOU USE YOUR OWN COMPANY AND THEY DO NOT PROPERLY CLEAN THE CARPET WE WILL HIRE OUR VENDOR TO CORRECT. KEEP YOUR RECEIPT AS PROOF OF SERVICE.

XVI. YARDS

1. Day of vacating; the yard must be freshly mowed and raked and free of pet feces. The shrubs must be trimmed neatly. Flowerbed and rock areas must be weeded and the grounds policed for trash. (if property has an owner paid gardener, then disregard)
2. Window wells free of debris
3. Hoses disconnected from the spigot
4. Remove all pet toys, "mess" and hose down rock areas with vinegar/water mixture to eliminate urine odors.
5. Plug burn marks, dropping seed just prior to move out will not be considered a corrective measure. You must dig out burned area and apply dirt and seed weeks prior. We need to see regrowth.

XVII. SCREENS

1. All screens must be in place and undamaged. This has become a typical charge for security deposits. If they are damaged, it is in your best interest to have them re-screened or re-framed prior to vacating the property

XVIII. OTHER

1. Replace batteries in all smoke and carbon monoxide detectors.
2. Remove all personal items from property i.e. hangers, cleaning supplies etc.
3. Replace furnace filter
4. Turn washing machine connection ALL the way off
5. Pet Owners- ALL pet hair is to be removed, wipe all walls, baseboards etc. to thoroughly remove pet hair throughout the unit.
6. Satellite Dishes and their wires must be removed from the property. Patch and repair holes inside and out. If left behind there is a minimum charge of \$250

WE USE THE ABOVE AS OUR GUIDE FOR THE FINAL VIDEO OF YOUR PROPERTY

XVIII. PAINTING: Please see the following paragraph taken from the CA Dept. of Consumer Affairs:

“Generally, minor marks or nicks in walls are the landlord's responsibility as normal wear and tear (for example, worn paint caused by a sofa against the wall). Therefore, you will not be charged for such marks or nicks. However, a large number of holes in the walls or ceiling that require filling with plaster, or that otherwise require patching and repainting, could justify withholding the cost of repainting from your security deposit. In this situation, deducting for painting would be more likely to be proper if the rental unit had been painted recently, and less likely to be proper if the rental unit needed repainting anyway. Generally, large marks or paint gouges are the tenant's responsibility.”

If painting is required, we strongly recommend you hire a professional. If you choose to repaint yourselves, we recommend you do not “Touch Up” the walls. “Touch up’s” are very hard to do correctly. Even when the same paint is used, often the touch up’s flash (this is because paint fades over time). This is usually worse because the touch ups now stand out. If a certain area has damage above normal wear and tear, we ask that you paint the whole wall after properly filling the nail holes. If areas damaged above normal wear and tear and not painted correctly, we will hire a painter fix them. Determining the amount, we deduct from your security deposit for repainting, when repainting is necessary, is based on the length of your stay in the rental unit:

Length of Stay Deduction:

Less than 6 months	Full cost
6 months to 1 year	2/3 the cost
1 year and one day to 2 years	1/3 the cost
2 years and one day to 3 years	¼ the cost
3 years and a day +	No charge to tenant

Please follow the checklist carefully. 5th Avenue Property Management is billed \$40/hour plus supplies for maintenance (repairs) and \$25/hour for cleaning minimum. The cracked switch plate or light bulb that would cost you less than \$1.00 to replace will now cost you that plus the cost of the surface call \$41.00

APPROXIMATE COST OF CLEANING & CARPET CLEANING

	Cleaning	Carpet Cleaning
800 Sq' 1 Bed/1 Bath:	\$200	\$150
1000 Sq' 2 Bed/2Bath	\$300	\$225
1500 Sq' 3 Bed/2 Bath	\$350	\$250
2000 Sq' 3 Bed/2 ½ Bath	\$400	\$350
2500 Sq' 4 Bed/3 Bath	\$475	\$450
3000 Sq' 4 Bed/3 Bath	\$550	\$575

APPROVED VENDOR LIST- Please hire in this order for best results

MSG Painting	Brenna	(619) 540-8731	msgpainting.brenna@gmail.com
Handyman	Peter Murray	(760) 803-1639	castlepete1#cox.net
Ultra-Bright Carpet Cleaning	Joe Carafa	(760) 729-2490	josephcarafa@gmail.com
Sparkle Window Cleaning	Greg	(760) 420-5634	Sparklewindowcleaningsd@gmail.com

***Call the office for cleaning referrals

Please make sure to forward your receipt to our office for proof, thank you.

We can assist with coordinating your turn over cleaning with a vacant property please contact our office for details. We are happy to pay our preferred vendors out of your security deposit if your rent is current and you have no outstanding charges due on your account.