

CLEANING GUIDELINES FOR TENANTS

This is the standard for cleaning required when you vacate a rental. Please note that your rental agreement requires professional carpet cleaning at the end of your tenancy. On the last day of your tenancy, we will require that all keys, Security Deposit Instructions and a copy of the carpet cleaning receipt be turned into our office before 4:30pm. If we do not receive the carpet cleaning receipt, Castle Keepers, Inc. will assume that the carpets have not been cleaned and a professional carpet cleaning service will be hired and any charge deducted from your security deposit. Rent will be accrued until the day that all keys to the property have been returned.

These guidelines are intended to help tenants recognize all the areas that need attention. If special problems such as holes in the walls, damaged doors, carpet rips, etc. exist they should be corrected.

If a landlord has to pay a cleaning person to do cleaning to return the unit to the condition you received it in (excepting normal wear and tear) you can reasonably expect to have the cleaning cost deducted from your deposit.

Dust every surface including doorframes, moldings, tops of light fixtures & light bulbs, corners, inside closets, garages, patios, fireplaces, etc. Spider webs are hard to see if cleaning is done at night or in poor light, they often hide behind doors and have dirt and hair caught in them.

Wipe clean (damp rag or sponge may be necessary) all counters, all shelves (both exposed and inside cupboards and closets), the interiors of all drawers. Wax outside of wood cabinets and drawers after grease and food, etc. are washed off. If you wax over food spills or handprints it will take a cleaning person more time to remove and result in more charges for cleaning.

Spot clean marks off washable painted surfaces such as walls, door frames, window frames. A product such as *Fantastic* or *409* is recommended for washable walls. Do not wash flat paint in rooms. Typically bathrooms and kitchens have washable paint. **DO NOT TOUCH UP UNLESS YOU ARE SURE THE PAINT IS THE CORRECT COLOR AND TYPE!!!** If you fill any holes with spackle use only a tiny fingertip amount not a spatula as this will require extra labor to sand down.

Mop ceramic or vinyl floors. A product such as Pinesol or Lysol may be used. Do not overlook insides of closets, behind and around appliances, corners.

Vacuum all carpeted surfaces including inside closets. Give special care to edges where hair and dirt collect. This should be done with special small attachment. Dust or wipe down baseboards in all rooms.

Windows and mirrors should be washed inside and out. A product such as Windex may be used. Look at the window in good sunlight to be sure they are not streaked. If you cannot get the windows streak free you might want to consider having them done by a professional.

Bathrooms need all surfaces thoroughly cleaned with bathroom cleaner. Use mildew cleaner or undiluted bleach if mildew is present. Use pumice stone for stubborn stains or hard water marks in toilet, clean under the toilet ring. Remove water spots and soap film from sink, shower (and walls of shower), tub, and glass doors. Use your hand to feel the wall after you clean to be sure the soap film is gone. Shine plumbing fixtures to get water marks off. Wash walls and door and cabinets to remove soil and hair if dirty.

Window coverings. Venetian blinds or mini blinds should be dusted carefully by hand or by using a special device available for this purpose. If there is soil that does not come off they should be washed clean. If they are really dirty consider having them professional cleaned. Plain curtains should be washed, dried and re-

hung. Clean rods and hooks while curtains are down. If drapes are not washable or have sewn pleats, they should be professionally dry cleaned. If not soiled, they may be vacuumed with upholstery attachment.

Carpet must be cleaned by a professional. Be sure to leave time for this to be done before your occupancy is ended. Professional cleaners will need to have power and water available when they work. We have a list of approved vendors for carpet cleaning. You **may not** rent a carpet cleaning machine, the terms of your lease state that they must be **professionally** cleaned.

Appliances. **Thoroughly clean range and oven.** Use oven cleaner if oven is not self-cleaning or continuous cleaning (**continuous clean stoves have a rough interior, do not use oven cleaner on these as it will ruin the finish**). Remove grease and spill residue from range top and hood. **Lift the lip on the stove top to allow access to clean around burners and underneath the stove top (most stove tops lift all the way up so that you can clean underneath).** Put a new filter in hood over the stove top or wash in very hot soapy water if necessary (or in a dishwasher). Refrigerator should be wiped totally cleaned inside and out (top also) and all food removed. Do not leave door closed if power is to be turned off. Clean broiler, microwave, or catch-pan for crumbs under the burners of some range tops

Garage. **Dust shelves, sweep, and remove cobwebs from ceilings and walls.** If oil has spilled on garage floor or driveway, use oil remover product.

Outdoors. **Unless you were provided a gardener you should** weed and mow and edge lawn, weed beds, trim bushes. Remove dead plant material and replace dead plants with live ones if applicable. Rake lawn and bed areas. Sweep sidewalks, paths, **decks, patios,** etc. Bag and dispose of the debris and cuttings, sweepings, etc.

Debris. **Remove all debris from inside and grounds, including garage.** Bag properly and put out for trash collection if applicable. If there is too much, or if trash is not collected regularly, take the debris to the dump. If you leave trash that the garbage company will not take away there will be charges for removal.

General. Any clogged drains (from hair or grease) or toilets (too much paper or feminine products) should be cleared. A professional plumber should be called if necessary. Replace any broken glass or mirrors. **Replace any burned out bulbs and check batteries in smoke detectors.**

Keys. **All keys must be returned to landlord.** There may be a charge for a missing key.
Important: All cleaning (including carpets) must be completed before keys are turned in. Once keys are turned in, an inspection is performed by Castle Keepers, Inc. and any additional cleaning deemed necessary will be professionally done and deducted from the security deposit refund. Rent will continue to be due for days prior to turning in all keys. We are here to assist you with any questions you have regarding your move out.