



## Bosley Properties, LLC

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# Move Out Cleaning Checklist

## **KITCHEN:**

- REFRIGERATOR: Disassemble, clean reassemble. Move unit and clean behind, top and floor beneath
- OVEN/RANGE: Clean. If unit is self-cleaning DO NOT use oven cleaner. Remove drawer and clean floor under range
- CABINETS: Wipe out shelves and inside & outside of cabinets & drawers.
- DISHWASHER: Purchase dishwasher cleaner, follow package directions. Wipe inside & outside of door.
- WINDOWS: Clean glass, wipe down windowsill & inside tracks.
- LIGHTFIXTURES: Clean (inside globes & outside of fixture)
- MISC: Wash walls, floor trim, door trim and interior doors. No fingerprints, food stains, scuff marks etc. should be present. Vents should be removed (if able) & vacuumed inside & out. Replace missing or burnt bulbs.

## **LIVINGROOM, FAMILY ROOM, DINING ROOM, HALLWAYS:**

- WINDOWS: Clean glass, wipe down windowsill, clean inside tracks.
- LIGHTFIXTURES: Clean (inside globes & outside of fixture)
- MISC: Wash walls, floor trim, door trim and interior doors. No fingerprints, food stains, scuff marks ect should be present. Vents should be removed (if able) & vacuumed inside & out. Replace missing or burnt bulbs.

## **BEDROOMS:**

- WINDOWS: Clean glass, wipe down windowsill, clean inside tracks.
- LIGHTFIXTURES: Clean (inside globes & outside of fixture)
- CLOSETS: Wipe out shelves, interior walls, inside and outside of doors.
- MISC: Wash walls, floor trim, door trim and interior doors. No fingerprints, food stains, scuff marks ect should be present. Vents should be removed (if able) & vacuumed inside & out. Replace missing or burnt bulbs.

## **BATHROOMS:**

- TOILET: Clean inside and outside (all crevasses) and around base
- TUB/SHOWER: Clean
- FLOOR: Clean, including baseboards and/or mopboards
- CABINETS: Wipe out shelves and inside & outside of cabinets & drawers. Clean mirrors.
- LIGHTFIXTURES: Clean (inside globes & outside of fixture). If a fan is present vacuum grates (disassemble and soak if necessary)
- MISC: Wash walls, floor trim, door trim and interior doors. No fingerprints, food stains, scuff marks ect should be present. Vents should be removed (if able) & vacuumed inside & out. Replace missing or burnt bulbs.

## **LAUNDRY ROOM:**

- FLOOR: Clean, including baseboards and/or mopboards
- CABINETS: Wipe out shelves and inside & outside of cabinets & drawers
- WINDOWS: Clean glass, wipe down windowsill.
- MISC: Wash walls, floor trim, door trim and interior doors. No fingerprints, food stains, scuff marks ect should be present. Clean or replace dryer vents. Replace missing or burnt light bulbs.

## **FLOORING:**

- CARPET: Professional carpet cleaning is required by truck mounted system (receipt as proof)
- WOOD: Dust-mop/Sweep and mop (steam mopping preferred)
- LINOLEUM: Swept and mopped (steam mopping preferred)

## **OUTDOORS:**

- STORAGE AREAS: All personal belongings removed, swept
- LAWN: Rake, mow, remove weeds from flower beds. All pet droppings cleaned, raked and mowed. Anything damaged by pet or otherwise repaired.

I acknowledge receipt and understanding and completion of the above checklist. If additional cleaning is need the cost of services will be due upon demand.

Resident: \_\_\_\_\_ Date: \_\_\_\_\_