

Cleaning & Vacating Procedure

STOVE & OVEN; Move the entire unit and clean underneath, top, behind and the sides. Clean inside the oven with Easy Off on the top sides and bottom. Remove the racks and scrub those down good. Lift up the stove top from the front of the unit. You can use Easy Off on that as well. Remove all knobs and soak in soapy warm water to remove all grease and grim. If you have never cleaned your oven/stove this is going to be a pain-in-the-ass! You may need to spray everything a couple times and let it sit and soak overnight. Everything **WILL** clean up. Anything that is black and looks burned, **IT WILL COME CLEAN**. Replace any burned out light bulbs and stovetop drip pans.

STAINLESS STEEL KITCHEN SINKS; To get those sinks sparkling like they were just installed, I suggest using Bar Keeper's Friend, Comet or Soft Scrub (I personally don't like Soft Scrub that well). Use this with a Scotch Brite Scouring Pad and scrub all stainless steel, including the faucet. Rinse good to get any dried cleaning residue off.

MICROWAVE; Clean inside, top, bottom and the outside. Remove the glass turn plate and wash with soapy warm water. Replace any burned out light bulb.

REFRIGERATOR; Move the entire unit and clean underneath, top, behind and sides. Clean the insides including doors and rubber stripping on both doors. Remove drawers and clean underneath and wash drawers in soapy warm water. Replace any burned out light bulb.

DISHWASHER; Clean the outside as well as the inside of the lid, bottom and racks. I would suggest running a quick wash while empty.

WINDOWS; All of our windows are double hung, so they do fold in to clean the outside). Be sure to clean inside, outside, sills, sashes, jambs, tracks. You will need to use a vacuum to sweep out the crud in the tracks and corners and then wipe down. Windows are not hard but time consuming which is why it's **\$20 per window** if you don't do it correctly. Be sure to wipe down blinds as well.

FANS & LIGHTS; Wipe down the entire top, sides and bottom of the fan blades. The housing unit that connects the fan to the ceiling wipe that down as well. Remove the light globes and wash them in soapy warm water. There is usually bug carcasses and dust collected inside those. Replace any burned out light bulbs.

VENT & BASEBOARDS; Dust and wipe down with a damp rag. The intake vent is larger and will need wiped down as well.

WASHERS & DRYERS; Move both units and clean underneath, back, fronts, sides and tops. Wipe out the insides and lids with a damp cloth. Be sure to get all left over and dried up detergent off the washer. Remove and wash dryer lint trap and vacuum out the trap hole.

BASEBOARDS, DOORS & DOOR/WINDOW CASINGS; Be sure to use a damp wet wash cloth and wipe off the dust and cobwebs from all of the baseboards, doors and casings.

BATHROOM COUNTER, COMMODO AND SHOWER; Scrub with the same type of scouring pad that you used on the kitchen sink. I recommend using a bathroom cleaner like Scrubbing Bubbles for the vanity top, sink and inside/outside of the commode. For the shower, I use The Works. It's some powerful stuff that attacks soap scum immediately and will burn a few brain cells, but whatever. Be sure to clean the shower head and the top of the shower surround as well.

KITCHEN, BATHROOM CABINETS; Vacuum out the drawers and cupboards. Wipe down with a damp wash cloth the fronts, sides, edges and inside the cabinets, drawers and doors.

LIGHT BULBS AND BATTERIES; The last day is when you should double check to make sure all light bulbs work and the batteries in the smoke detectors are working. For those of you that have gas, check your carbon monoxide batteries as well. Don't forget to check the bulbs on your front and/or back porch.

FLOORS; These should be done last as you are making your way out the door, literally. Depending on your floor material be sure to vacuum, mope and scrub to get everything clean. Carpets should be shampooed before you leave.

IMPORTANT!! PLEASE READ AND FOLLOW

please follow the instructions to insure prompt return of your deposit ledger

Please provide us with a **LEGAL SIZED** self-addressed stamped envelope (the address where you want your deposit sent). Contact all electric, cable and internet companies to pay all final bills and cancel your service.

Leave all keys and parking pass(es) on the kitchen counter, lock the door behind you and call/email us once you have completely vacated the premises

Please contact the office at **740-594-4441** once you have vacated the rental. Deposit Ledgers are sent out no later than 30 days from when the lease expires.