

CLEANING CHECK LIST

CRP REAL ESTATE, LLC
CHARLESTON RENTAL PROPERTIES

To ensure there is no deduction from your security deposit for cleaning fees when you vacate the property, please use this as a guide to having your unit professionally cleaned upon move-out.

General:

1. Windex all windows and wipe down window sills.
2. Wipe down inside and outside of all doors.
3. Wipe off all baseboards.
4. Clean out fireplace if applicable.
5. Wipe down and touch up all walls where necessary.
6. Clean/mop all hard surface floors (hardwood, tile, vinyl etc.).
7. All carpeting is to be vacuumed and professionally cleaned after furniture is moved out.
8. All trash must be removed from the premises.
9. Clean all blinds.
10. Clean all light fixtures throughout unit and replace any burnt out bulbs.
11. Replace all air filters.
12. Eliminate/ remedy any odors of any kind.

Kitchen:

1. Clean all surfaces (ie. counter tops, stove top, sink, inside drawers and cabinets etc.) Be careful not to damage or scratch appliances when doing so.
2. Clean inside and outside of ALL appliances (including microwave).
3. Scrub kitchen floor, including under movable appliances.
 - **Refrigerator**
 - Wash inside of refrigerator.
 - Take out vegetable drawers and wash in warm water, dry, and replace.
 - Wash and dry outside of refrigerator (don't forget the top)
 - Move refrigerator out from wall and clean underneath. **DO NOT TURN OFF!**
 - Clean out freezer (empty freezer ice bin).
 - Leave Ice Maker in OFF position.

- **Stove**
 - Remove racks and broiler pan, soak in hot water to clean; dry well.
 - Clean inside of oven, top of stove, under elements, pan drawer, exhaust fan, hood.
 - Remove lower drawer and clean under stove.
 - Wash and dry outside of stove.
 - Replace element pans and drip pans if necessary.

- **Cabinets and Drawers**
 - Wipe cupboards inside and out. Remove any shelf paper.
 - Wipe out drawers with damp rag.
 - Clean sink and counter tops.

Bathroom(s):

1. Wash down tile.
2. Clean bathtub, tile around the tub, sink, door and fixtures.
3. Clean inside and outside of toilet.
4. Clean the inside of medicine cabinet (if applicable).
5. Clean mirror.
6. Scrub floor.

Exterior:

1. Sweep out garage and remove cobwebs.
2. Mow lawn and weed flower beds (if applicable).
3. Haul away all garbage and debris.
4. Garage (if applicable).