

CLEANING CHECK LIST (check off as cleaned)

Property:
OFFICES AND RECEPTION AREA:
Wash light cover
Clean blinds
Clean baseboard heaters
Plugs & switch plates
Thermostats
Tops of all doors & door frames
Tops of counters
Clean windows
Louvered doors
Spot clean walls
Vacuum carpet
Windows
BATHROOM:
Vent fan
Light globe
Mirrors
Medicine cabinet inside & out
Vanity cupboards & drawers
Towel bars
Plug & switch plates
Sink & counter top
Toilet
Top of door & door frame
Baseboard heater & baseboard
Mop floor
Spot clean walls
Top of water heater

UNIT #	DATE:
WAREHOUSE AND MEZZANINE:	
Sweep out mezzanine	
Sweep stairs	
Utility sink	
Tops of all doors & door frames	
Back doors	
Plugs & switch plates	
Thermostats	
Spot clean walls	
Top of water heater and furnace	
Degrease/sweep/wash out concrete floor	
MISCELLANEOUS:	
Smoke Alarm	
Fire Extinguisher	
Light fixtures	
Vacuum tops of cabinets	
Clean inside all cabinets	
Clean inside all drawers	
Wash & polish outside of cabinets	
Windows	
Plugs and switch plates	
Spot clean walls	

Written 30 day notice is required along with a forwarding address: