



# **LEPMAN PROPERTIES**

## **Move-Out Cleaning Checklist**

### **KITCHEN/DINING ROOM:**

#### **Refrigerator:**

- ✓ Move refrigerator away from wall
- ✓ Remove grease and grime off wall behind refrigerator
- ✓ Scrub and mop floor where refrigerator normally stands
- ✓ Clean side of refrigerator
- ✓ Move refrigerator back in place
- ✓ Defrost freezer and clean
- ✓ Remove and clean all shelves and crispers
- ✓ Clean inside of refrigerator before replacing shelves and crisper

#### **Stove:**

- ✓ Remove grease and grime off wall and cabinet sides around and behind stove
- ✓ Move stove away from wall
- ✓ Scrub, mop and wax floor where stove normally stands
- ✓ Move stove back in place
- ✓ Remove grease and grime off range hood
- ✓ Clean range top, front and doors
- ✓ Remove grease and grime from oven, including racks and broiler

#### **Cupboards and Drawers:**

- ✓ Remove all food/debris particles from all surfaces
- ✓ Wash and rinse all shelves and drawers
- ✓ Clean all cabinet doors and drawer fronts inside and outside

#### **Dishwasher:**

- ✓ Clean inside and outside, including door edges

#### **Light fixtures:**

- ✓ Remove light fixtures, clean, replace burnt out bulbs and put fixtures back in place

#### **Baseboards:**

- ✓ Wash and rinse

#### **Work areas and under sink:**

- ✓ Clean under sink, making sure it is debris and grease free
- ✓ Clean countertops and sink

**Floors:**

- ✓ Scrub and mop all vinyl floors

**BATHROOM:**

- ✓ Remove soap scum and stains from tub, tub fixtures and shower rod
- ✓ Clean and shine wall tile around tub areas
- ✓ Scour sink and soap holder
- ✓ Clean vanity cabinet inside and out, including doors
- ✓ Clean inside and outside of medicine cabinet and cabinet door (including mirror)
- ✓ Disinfect, scrub and remove stains from inside and outside of toilet
- ✓ Clean linen closet/shelves and both sides of door
- ✓ Remove light fixture(s), clean, replace burnt out bulbs and put back in place
- ✓ Scrub and mop bathroom floor, making sure to remove dirt

**BEDROOMS/HALLWAYS/LIVING ROOM:**

- ✓ Clean windowsills, frames, tracks, casings, and both sides of glass
- ✓ Clean closet shelves, rods, tracks, casings, and both sides of doors
- ✓ Clean both sides of all doors, including casings
- ✓ Remove light fixtures, clean, replace burnt out bulbs, and replace light fixture
- ✓ Vacuum all carpets
- ✓ Wash all baseboards
- ✓ Scrub, and mop all vinyl or tiled areas.

**UTILITIES and POST OFFICE:**

- ✓ Call all utilities and notify of move-out date
- ✓ Make certain all utility payments are current. Remember you are responsible for all utility payments until the time you return the keys to the office.
- ✓ Notify the Post Office and Lepman Properties of your forwarding address