

Unit Deep Clean Checklist

Unit:

Completion Date: ___/___/___

Inventory of Articles Removed for Laundry

Bedspreads:

Blankets:

Bed skirts:

Mattress pads:

Pillow liners:

Pillow shams:

Couch/chair armrest slip covers:

Couch/chair cushion covers:

Throw pillow covers:

Window valances:

Curtains:

Shower liners:

Shower curtains:

Throw rugs – from kitchen/hallway/bathrooms:

Entry

- Clean tile, especially in corners
- Note condition of entryway rugs/doormats. Remove and wash/replace as necessary.

Dining room

- Vacuum all floors, including behind and under furniture and in corners
 - Mop any tile, hardwood floors
 - Dust all wood furniture, trim and baseboards then wipe down with lemon oil (dining table, chairs, buffet cabinets, etc)
 - Vacuum all cloth furniture using hand vacuum, remove pillows and vacuum underneath and in cracks
 - Clean all sides (inside too) of baseboard heaters. Wipe with rag and use handheld vacuum inside baseboard heaters.
 - Dust all pictures and clean all glass
 - Clean chandelier
 - Dust all plants and misc items
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Kitchen

- Remove and dust art/knickknacks, fake plants from above cabinets
 - Clean above cabinets
 - Clean all major appliances inside, out, top, sides and underneath as accessible – do not pull out refrigerators or oven
 - Clean oven, remove racks to clean, clean oven drawer, line with aluminum IF electric oven. **Do not put foil down inside gas ovens (no electric elements)**
 - Stove - remove heating elements from electric burners and wipe. Remove catch pans from underneath burners and clean. Line with aluminum foil
 - Clean stove top fan – remove filters and clean
 - Wipe down inside of refrigerator and freezer (empty icemaker and defrost freezer if needed)
 - Dust above refrigerator
 - Clean inside of microwave – remove glass tray to clean
 - Check dishwasher for any broken or missing parts
 - Clean all small appliances – including coffee maker, blender, toaster, toaster ovens, juicers, waffle irons, griddle, mixers, coffee grinder, can openers, etc.
 - Empty contents of all drawers and clean inside
 - Organize like items inside drawers
 - Empty all cabinets and clean inside
 - Organize like items inside cabinets
 - Inspect all cookware, dishes, glasses, silverware, utensils, etc for cleanliness. Wash any that are dirty. Bring back any cookware that is un-useable. Throw away broken glass/plates.
 - Clean all cabinets doors – inside and out
 - Clean and mop all tile floors, especially the corners
 - Clean all countertops
 - Clean underneath sink – remove all items, clean and replace. Organize items used daily to front. Throw away dirty & old sponges.
 - Scrub inside and outside of garbage can with a disinfectant
 - Wash walls of food grease/stain
 - Lemon oil wood kitchen cabinets and drawers
 - Clean telephones
 - Check rugs – inventory to be laundered if dirty
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Living Areas

- Dust ceiling fans first before dusting elsewhere, wipe blades if accessible
- Windows – clean door rail/slide, both top and bottom
- Sliding glass doors - clean door rail/slide, both top and bottom
- Vacuum all cloth furniture using hand vacuum, remove pillows and vacuum underneath and in cracks
 - Note any stains back to Mary
- Open up all sleeper sofas and vacuum inside
- Dust all electronics – TV, DVD, stereo systems, docking stations – do not move items if heavy or mess with any wiring
- Dust all pictures and clean all glass
- Dust all plants and misc items
- Dust all lamps and light fixtures – remove globe/glasses to clean
- Clean all wall sconces – inside & out
- Dust all wood/plastic blinds
- Fireplace – clean glass, mantle, hearth, clean firewood bins, empty ash bins
- Clean interior and exterior windows that are reachable
- Wipe down leather furniture with leather cleaner
- Look at all walls and clean scuff marks/stains
- Dust all wood furniture, door trim and baseboards
- Clean all door corners with rag and stick
- Clean all sides (inside too) of baseboard heaters. Wipe with rag and use handheld vacuum inside baseboard heaters.
- Vacuum all floors, including behind and under furniture and in corners. Use hand vacuum for hard to reach places, move furniture to vacuum everywhere
- Lemon oil all wood – tables, dressers, chairs, baseboard, all doors and trims, window trims & sill

Bathrooms

- Stick (use chopstick or toothpick) clean all corners of sink/faucets/countertops
- Remove shower liner to be washed (if fabric) and curtains, throw away mildewed plastic shower liners
- Clean tub/shower/walls – use Kaboom to remove rings/stains. Bleach tough stains. Finish with disinfectant.
- Clean shower glass doors – use Kaboom on tough soap scum. Finish with glass cleaner.
- Chrome – faucets, towel racks, TP rack, shower rod – buffed
- Vacuum and clean bathroom ceiling vent using hand vacuum
- Empty contents of all drawers and clean inside
- Empty all cabinets and clean inside
- Stick (chopstick or toothpick) clean all corners of toilet
 - Take off and wash all toilet attachments and fasteners
- Clean all cabinets doors
- Clean underneath sink
- Clean inside and outside of garbage can with a disinfectant
- Clean all mirrors and windows
- Dust vanity light fixtures – remove globe/glasses to clean
- Wipe down all baseboards and wood trim with lemon oil
- Test hair dryers to make sure it’s working
- Look at all walls and clean scuff marks/stains
- Clean all sides (inside too) of baseboard heaters. Wipe with rag and use handheld vacuum inside baseboard heaters.
- Lemon oil wood cabinet doors, baseboards, window sill
- Sweep and mop all floor, especially the corners and behind toilet

Bedrooms

- Remove bedding to be washed – take inventory – bedspread, comforters, blankets, mattress pad, bed skirt, sham
- Flip mattresses – rotate and flip
- Dust ceiling fans first before dusting elsewhere
- Windows – clean rail/slide, both top and bottom, clean inside windows
- Sliding glass doors - clean door rail/slide, both top and bottom
- Vacuum all floors, including under beds, behind and under furniture and in corners
- Vacuum all cloth furniture using hand vacuum, remove pillows and vacuum underneath and in cracks
- Clean all sides (inside too) of baseboard heaters. Wipe with rag and use handheld vacuum inside baseboard heaters.
- Dust all pictures and clean all glass/mirrors
- Dust all lamps/shades and light fixtures – remove globe/glasses to clean
- Straighten all closets and remove any non-plastic hangers – should be at least 10
- Clean telephones
- Closet – make sure there are 2 extra pillows and 1 extra blanket in every bedroom closet
- Look at all walls and clean scuff marks/stains
- Dust all wood furniture, door trim and baseboards
- Clean all door corners with rag and stick
- Lemon oil all wood – tables, dressers, chairs, baseboard, all doors and trims, window trims & sill

Other living areas

- Remove all cobwebs
- Vacuum or clean under all rugs
- Clean insides of all windows that are reachable
- Clean all picture glass and mirrors
- Dust all picture frames
- Clean all mirrors
- Dust all plants and misc items
- Set all thermostats to 60 degrees
- Straighten all closets and remove any non-plastic hangers
- Replace all burned out light bulbs
- Remove all globes on lights and clean both inside and outside
- Clean all light switches and outlets on walls
- Clean telephones
- Organize all books, games, CDs, DVDs, tapes
- Open all chests to organize
- Empty and clean humidifier
- All appliance cords should be rolled up neatly
- All towel/blanket/slipper baskets emptied and cleaned inside
- Clean all sides (inside too) of baseboard heaters. Wipe with rag and use handheld vacuum inside baseboard heaters.
- Look at all walls and clean scuff marks/stains
- Clean all door corners with rag and stick

Laundry closet/room:

- Remove cleaning supplies and other items. Clean shelves.
- Wipe down outside of washer/dryer
- Open doors and clean inside – around opening, edges, remove lint traps
- Clean sink/cabinets/floors
- Clean garbage cans inside and out.
- Clean laundry floor, use hand vacuum to vacuum behind washer/dryer

Garage/Deck/Patio

- Sweep
 - Clean grill, check grill cover
 - Wipe down garbage cans inside/out as needed
 - Organize personal belongings to edges of garage/deck/patio
 - Private hot tub cover – rinse off cover of dirt
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