

# GARDEN CITY PROPERTY MANAGEMENT

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## Move Out Cleaning Check List:

### **Carpets / Hardwood Floors-**

- Professionally clean all carpets
- Professionally strip and re-wax hardwoods

### **Kitchen -**

Refrigerator: wipe inside and out, top, door handles, door seals, defrost freezer

- Stove: clean oven, under range top, bottom drawer, exhaust fan, wipe down outside
- Cabinets/Drawers: wipe out crumbs, clean outside of cabinets, around knobs
- Counters/Sink: wipe down, back splash
- Flooring: sweep and mop, baseboards, clean under cabinets
- Light fixtures, light switch covers, outlet covers
- Windows, ledges, tracks, blinds, drape rods
- Heating vents, baseboard heaters

### **Living room -**

- Light fixtures, light switch covers, outlet covers
- Windows, ledges, tracks, blinds, drape rods
- Heating vents, baseboard heaters, fireplace
- Doors, closet doors and shelves
- Entry Lino: sweep and mop

### **Bedrooms -**

- Light fixtures, light switch covers, outlet covers
- Windows, ledges, tracks, blinds, drape rods
- Heating vents, baseboard heaters
- Doors, closet doors and shelves

### **Bathrooms -**

Shower/Tub: clean tub, shower wall, faucet, drain, soap dish, curtain rod

- Toilet: inside and out, toilet base
- Cabinets/Drawers: wipe out, clean outside of cabinets, around knobs
- Counters/Sink: wipe down, back splash
- Medicine cabinet: mirror, clean inside - shelves, inside of door
- Flooring: sweep and mop, baseboards, clean under cabinets
- Light fixtures, light switch covers, outlet covers
- Windows, ledges, tracks, blinds, drape rods
- Heating vents, baseboard heaters

### **Laundry Area -**

- Light fixtures, light switch covers, outlet covers
- Windows, ledges, tracks, blinds, drape rods
- Heating vents, baseboard heaters
- Doors and shelves
- Washer & Dryer: wipe down

### **Other -**

- Replace burned out light bulbs
- Sweep out - garage, carport, storage, basement
- Sweep - entry walkways, sidewalks, stairwells
- If you are responsible for yard care, yard should be mowed, trimmed, and green