

Spring Cleaning Owner Checklist

BATHROOMS

TUB

- Remove shower curtains and liner
- Spray Tilex tile cleaner all over tub and tub walls
- Put bath rug in washing machine
- Use brush to clean grout
- Wash walls from top (ceiling) to bottom and floor of tub or shower. Rinse with cup.
- Clean in and around fixtures with a toothbrush. Rinse with cup & hot water and dry.
- Replace shower curtain and put on new liner

VANITY AND MEDICINE CABINET

- Remove all items from vanity. Clean inside and outside
- Clean inside of medicine cabinet including shelves
- Clean mirrors with glass cleaner.
- Dust light bulbs, polish light fixture and replace burned out light bulbs.
- Place soap in paper: one on tub ledge and one on sink by faucet

TOILET

- Wash outside of tank, bowl and base with Tilex.
- Scrub detail (seat hinges, base nuts and fasteners) with toothbrush and rinse
- Clean and polish all chrome including pipes

WALLS AND FLOORS

- With soft scrub, remove fingerprints, stains, spatters and crud from walls and woodwork
- Wash floor and baseboards. Replace rugs after they have been laundered.

BEDROOMS

- Wash bedspreads and blankets
- Dust with high duster all corners of the room
- Use Soft Scrub to remove marks on walls
- Clean with Windex all the baseboards, door and window frames and wood work
- Clean mirrors, picture frames with glass cleaner. Clean lamp bases
- Clean lamp bases and wipe down lamp cords all the way to the socket
- Wash windows and clean out tracks.
- Dust picture frames, light bulbs and knick-knacks. Brush all lampshades with Wisk broom.
- Dust bed frame and headboard
- Polish bedroom furniture.
- Wipe out dressers and end tables drawers with damp rag, & replace drawer liners
- Clean inside of closet. Dust racks, arrange hangers.
- Go along edge of carpet and corners with Wisk broom
- Vacuum entire room including under bed, inside closet, and ceiling

LIVING ROOM / DINING ROOM / HALLWAY

- Move furniture to the center of the room. Vacuum edges of carpets, corners and under vents.
- Wash all marks off woodwork, baseboards. Dust louver doors. Soft Scrub walls if needed.
- Dust window frames, pictures, light bulbs and knick-knacks with damp rag.
- Brush lampshades.
- Wash all windows, sliders and tracks, vinyl window blinds.
- Clean all A/C unit including knobs and make note of condition of filter.
- Polish any chrome furniture
- Clean all surfaces of furniture with appropriate cleaner. Polish all wood furniture.
- Chandeliers globes must be washed in warm sudsy water, rinse and air dry on paper towel.
- Vacuum couch & chairs completely, including cushions, underneath, top, front, and backside.
- Replace furniture and vacuum center of room as usual.
- Identify carpet condition: _____

DECK / PATIO AREA

- Clean all patio furniture. Sweep patio.
- Check condition of BBQ grates and clean out grill. Replace grate if necessary.

KITCHEN

CABINETS

- Wash all glassware, dishes, silverware, pots and pans, bakeware, utensils, etc.
- Set aside any dishes, pans or utensils that will have to be replaced.
- With a degreaser, wash all cabinets and drawers inside and out, walls, shelves, doors, etc.
- Dry and polish off spots on all silverware, cooking utensils, pots, pans, covers, and bowls.
- Complete Inventory.

STOVE

- Remove and clean outer fan filter under exhaust hood and light bulb
- Remove drip pans and clean with Brillo. Wipe out any crumbs or dust.
- Remove and clean stove switches. Clean broiler pan, things stored in drawer, clean drawer.
- Clean all surfaces on stove and polish all chrome including bottom drawer
- Read instructions before activating self-cleaning ovens. Clean oven.

REFRIGERATOR

- Wash ice trays, all shelves, bins and containers in warm soapy water only.
- Clean freezer and all surfaces of refrigerator box and doors with mild soapy water.
- Scrub rubber gaskets around doors, get deep into the grooves removing mold and mildew w/bleach
- Remove and clean grid plate near floor and clean out overflow tray.
- Clean outside top and sides. Polish all chrome surfaces.
- Pull out refrigerator from wall. Wash wall and floor behind. Push refrigerator back

COFFEE MAKER

- Disassemble and clean all parts of surface with mild detergents.
- Run carafe, filter, and lid through dishwasher. Clean counter before placing back.

MICROWAVE

- Clean entirely. Clean tray. Polish all chrome. Clean counter under microwave.

TOASTER

- Empty the inside of all crumbs, clean trap door. Polish with chrome cleaner

DISHWASHER

- Clean inside, clean soap door, remove items caught in trap

KITCHEN FLOOR

- Wash, making sure to clean kick plates and vents.
- Clean phone

COUNTER TOPS

- Wash and buff all counter surfaces with all-purpose cleaner. Use Comet cleaner on stains.
- Polish door fronts and counter tops with Jubilee.

WASHER AND DRYER

- Clean lint traps in both
- Clean all outside surfaces with degreaser, including the top of dryer.
- Clean underneath rubber gaskets in dryer.
- Clean closet area. Wash floor. Check for spider webs

MISCELLANEOUS

- Check the phone for dial tone. Make sure correct number is on the phone.
- Complete your inventory checklist.
- Remove all your personal items
- Create your Welcome Letter to tenants and print out Guidebook from your listing