

# SHAMROCK PROPERTY MANAGEMENT

1229 N. Valley Mills Drive, Waco TX 76710 phone( 254) 741-1500 fax (254) 741-1275

## CLEANING CHECKLIST

Address:

Date:

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Vacating Unit: Lock all windows and doors. Leave the garage remotes on the kitchen counter and turn keys in at the office.

Yard: Mow and trim hedges unless we provide yard care for your unit. Remove all debris.

Garage: Remove all debris and sweep out. Remove excess oil stains.

Exterior: Replace light bulbs as needed, clean globes, sweep front and back porch and wipe down exterior doors.

Stove: Clean oven and broiler pan and replace drip pans. Clean stove top.

Vent Hood: Clean residue inside and outside of hood. Wash out aluminum filter in sink.

Microwave: Clean inside and out.

Dishwasher: Clean front and inside. Remove any standing water from bottom.

Refrigerator: Remove ALL food. Clean inside and out. Defrost freezer. Clean inside and underneath crisper drawers. DO NOT USE SHARP OBJECTS.

Bathrooms: Clean sink, tub, countertops, cabinets, toilet, and floor completely. Do not use Ajax, Comet, or similar cleaners on fiberglass since they will scratch.

*Carpet/Vinyl Floors: Vacuum and mop. Carpets must be professionally cleaned as stated in your lease. PROVIDE RECEIPT TO PREVENT BEING CHARGED FOR CLEANING CARPETS.*

Baseboards: Clean and dust.

Woodwork, Cabinets, & Doors: Wash off fingerprints. Use Liquid Gold on wood stained cabinets. Wipe out cabinets and drawers.

Windows/Sills: Use Windex on inside panes and wipe down sills. Dust all blinds thoroughly.

Fireplace: Clean inside and out. Do not leave ashes or wood in fireplace. Dust off mantle.

Ceiling Fans, Lights, & Fixtures: Replace missing bulbs, dust bulbs and fixtures, and clean fan blades top and bottom.

A/C Filter: Install new filter.

Walls/Nail Holes: Remove all nails. DO NOT FILL IN HOLES. Our painter will do this. You will not be charged for nail holes.