



Cleaning Checklist

THIS LIST IS A GUIDE AND MAY NOT BE ALL-INCLUSIVE. THE PROPERTY SHOULD BE LEFT IN A CONDITION WHERE THE NEXT TENANT CAN MOVE RIGHT IN WITHOUT ANY ADDITIONAL CLEANING. THE GOLDEN RULE IS IF IT CAN BE CLEANED, SCRUBED, MOPPED, VACUUMED, DUSTED, ETC, IT SHOULD BE DONE.

TO AVOID UNNECESSARY DEDUCTIONS FROM YOUR BOND AND EXCESS CLEANING CHARGES, WE STRONGLY RECOMMEND THAT YOU ATTEND TO THIS CHECKLIST BEFORE YOU RETURN THE KEYS AND VACATE THE PROPERTY.

Check the checkboxes with a tick when a task is completed.

- Mail. Please ensure that all your mail is re-directed to your new address.
- Utilities. Electricity, gas, telephone, etc. Please ensure all providers are advised and accounts are cancelled accordingly.

Interior (general)

- Windows/Mirrors/Glass pictures on walls. Clean (spray & wipe window cleaner is a good product for glass cleaning)
- Window sills and runners. Wipe out dust build up and any dead insects from the (a vacuum cleaner and paint brush can assist well)
- Window frames, window tracks and windowsills. Wipe clean with damp cloth
- Appliances. Clean all both inside and out
- Tiles. To be cleaned of mould, oils and residue
- Cupboards, shelves and drawers. Wipe clean with damp cloth (kitchens, bedrooms, bathroom etc)
- Doors, doorframes and light switches / power points. Wipe of any marks (please DO NOT attempt to clean the walls themselves)
- Light Fittings. Clean off dust.
- Ceiling vents and exhaust fans. Wipe clean with damp cloth
- Cobwebs. Remove from property
- Curtains. Vacuum / dust as relevant
- Venetian blinds. Dust and wipe clean
- Garbage and items that are not part of the property. Remove all and properly dispose of.
- Skirting boards to be wiped clean
- Carpets to be vacuumed and steam cleaned
- Floors to be vacuumed
- All tiles including in kitchen and bathroom to be mopped (do this last)

Bathroom(s)

- Thoroughly cleaned and any dirt and mould removed, including ceilings
- Soap scum to be removed from shower/bath tiles (use bleach)
- Tiling and grout clean (use bleach)
- Shower screens to be thoroughly cleaned (use Spray 'n' wipe)
- Clean all mirrors (use Spray 'n' wipe)
- Shower curtains to be washed
- Exhaust fan/ vents to be cleaned
- Cupboards / drawer doors to be wiped over with a soft non-abrasive sponge. (If something is sticky, make sure you scrub to remove it).
- Ensure both the sink and bath have a plug available

Toilet(s)

- Toilet bowl and pedestal to be cleaned both inside and out
- Make sure you clean under and behind toilet
- Sink and all sink fixtures to be cleaned and shine
- Exhaust fan / vents to be cleaned
- Ensure all tiling and grout is clean (use bleach). Don't forget the skirting tiles around the toilet.

Kitchen

- Cupboards / drawer doors to be wiped over with a soft non-abrasive sponge
- Remove all items from cabinets and drawers, clean all cupboards and drawers. (If something is sticky, make sure you scrub to remove it)
- Benches, wall tiles and grout to be cleaned & free of grease
- Scrub kitchen sink and clean off all counter tops including under any appliances such as microwaves.
- Oven, grill and hotplates including behind stove and surrounds of stove to be cleaned. Remove racks, broiler pan and drip pans. Soak in hot water to clean (scrub if necessary), dry well and replace. Clean/Scrub inside of oven, top of stove, elements and pan drawer. (Mr Muscle is a good product for oven cleaning. Carefully read instructions on product).
- Exhaust fans/ vents / range-hoods to be cleaned (including filters)
- Microwave to be cleaned both inside and out
- Dishwasher to be cleaned both inside and out
- Fridge/Freezer to be cleaned both inside and out. Take out all drawers and trays and wash in warm soapy water then rinse, and allow to dry. Wipe clean interior of fridge and freezer. Ensure all trays, doors, shelves are spotless. Freezer to be defrosted if necessary (Give yourself enough time to clean up the ice and excess water as it melts so it does not leak everywhere and damage the carpet).
- Gently move refrigerator out from wall and clean underneath.
- Any other appliances to be cleaned both inside and out

Laundry

- Ensure all tiling and grout is clean (use bleach)
- Remove all items from washer/dryer
- Remove lint/fluff from dryer and surrounding walls and ceiling
- Clean inside the washing machine for any soap residue
- Clean behind & under washing machine and dryer – at the very least, sweep and mop the sides if you cannot move the washer/dryer
- Clean both the inside and outside of the trough, and underneath. Please ensure a plug is present.

Exterior

- Screen Doors. Front and back including frames – wipe clean with damp cloth.
- Trees, vines or bushes intruding balcony to be trimmed
- Cobwebs should be removed
- Lawns to be freshly mowed and edged, all garden beds, pebbled and paved areas to be weeded
- Rubbish and/or built up leaves to be swept and removed. Be sure to check behind sheds, under shrubs and trees. This includes lawn clippings piled and compost left.
- Guttering. Please ensure that the gutters are freshly cleaned of any dirt/silt and leaves or twigs.
- Porch, patio and paved areas to be swept with a broom and then mopped with detergent
- Oil Spillage Removal. Check and clean carport and garage doors, paths and driveway.