

Inca Villa Apartments

FINAL CLEANING INSPECTION

This list is not all inclusive, please clean everything. A cleaning service will be sent at your expense if not complete.

Clean Stove

___ Clean oven. You may use the self-clean function—if you do, make sure to remove the racks first. Self-clean does not ensure a full clean; you may still need to wipe out or scrub the interior afterward. The self-clean cycle takes several hours, so please plan accordingly.

___ Clean and re-foil drip pans, and wipe beneath them and the stove top cavity.

___ Clean stove top, including knobs and control panel.

___ Clean the front of the oven, oven door, and handle.

___ Clean drawer at bottom of oven (inside and out).

___ Clean stove hood, underside, light cover, and filter.

___ Clean backsplash and wall behind/around stove.

Dishwasher

___ Clean dishwasher seal and outside of dishwasher

Laundry Room

___ Remove any soap or clothes you've left in the laundry room

Kitchen & Dining Area Floors & Walls

___ Sweep the floor thoroughly to make sure to get the corners

___ Scrub baseboards

___ Clean the walls especially behind the table

___ Scrub grout lines and mop floor well.

___ Clean switch plates and plug plates

___ Clean windows and window tracks

___ Clean blinds with wet rag and wipe with dry rag-microfiber

Living Room

___ Wipe down walls- remove any cobwebs from ceiling & walls

___ Clean blinds, window, and window sills.

___ Clean heater vents and vents registers

___ Vacuum carpet thoroughly, especially around baseboards once furniture is removed

___ Clean around light switch plates/plug plates

___ Clean tops & sides of baseboards

___ Clean sinks and sink drains & around plugs

Entryway & Exterior

___ Clean the front door inside and out .

___ Clean front door jams, knobs, and locks.

___ Sweep cobwebs and dust off of exterior windows of entry.

___ Sweep exterior balcony in front of apartment

___ Sweep/vacuum outdoor door mat

___ Wash Exterior Windows, where able. Do not remove screens.

___ Clean mirror in hallway (if applicable)

___ Clean front and back of hallway door

___ Clean all door jams, knobs etc.

___ Remove any items from closets except vacuum

___ Vacuum out hall closet, including the front and back of door

___ Vacuum utility closet, clean front and back of door

Clean Fridge

___ Remove all food. If all roommates are moving out, the fridge and freezer must be completely emptied.

___ Wipe all interior surfaces: shelves, walls, ceiling, floor, and underneath shelf areas.

___ Clean rubber seals around fridge and freezer doors.

___ Clean exterior of fridge and freezer, including doors, handles, vent cover, top, sides, and back.

___ Move fridge and clean floor behind and underneath

Microwave

___ Clean microwave inside/out with cleaner

___ Clean tray – don't forget the inside top of microwave

Kitchen Cabinets

___ Clean cabinet shelves and drawers (inside/out)

___ Clean drawer faces and cabinet doors with wet rag then

___ Clean kitchen countertop

___ Clean backsplash behind countertops

___ Clean the underside of upper cabinets

___ If all roommates move, all cabinets must be emptied.

___ Take out all trash and clean trash cabinet inside and out

Sink

___ Clean hard water deposits around sinks, etc.

___ Clean sink & drain plugs, polish chrome – use comet.

___ Clean the cabinet under the sink.

___ Clean out garbage disposal.

Bathroom

___ Clean shower surfaces- remove soap scum & hard water

___ Clean shower floor pan thoroughly- no grey

___ Clean all water deposits & faucets/knobs/chrome/etc.

___ Clean all mildew off of the shower walls, ceiling, caulking

___ Clean all surfaces of shower inside/out with cleaner

___ Clean all walls, doors, and jams in bathroom & vanity area

___ Clean out bathroom cabinets and wipe out

___ Wash down the ceiling and wipe clean the fan cover

___ Clean bathroom mirrors

___ Clean vanity light fixture/replace bulbs if necessary

___ Clean medicine cabinets inside/out including shelves

___ Sweep, mop, and baseboards

___ Clean around toilet where floor & toilet meet

___ Clean towel racks, toilet paper holder

___ Clean Toilet inside and outside

___ Wash down all walls especially the wall next to toilet

Bedroom

___ Clean Windows/Window sills, Window tracks

___ Clean blinds with wet rag and wipe with dry rag

___ Vacuum entire floor – once furniture is removed

___ Clean out all trash

___ Completely clean out closet

___ Wipe out closet shelves/vacuum floor

___ Light fixture (replace bulbs if needed)

___ **Wash down all walls** and baseboards