

**SHERATON REAL ESTATE MANAGEMENT'S
RESIDENT CLEANING RESPONSIBILITIES**

ADDRESS _____

UNIT _____

MOVE-OUT DATE AND TIME _____

IMPORTANT! REVIEW THIS LIST BEFORE BEGINNING TO CLEAN!

By popular demand, the following is a guide to assist you when cleaning your unit for your move-out inspection. It is MANDATORY that a Resident Manager checks your unit before you leave so that there are no misconceptions regarding the refund of your security deposit. Please confirm your appointment at least 48 hours prior to your anticipated move-out inspection date.

KITCHEN

1. **Light Fixtures** - Turn on all lights in each room to verify that all bulbs are working. If burned out, replace with 60-watt bulb and clean the light fixture cover. Be sure to check refrigerator, microwave and oven hood and inside oven for working 40-watt (appliance) bulbs. Remove fixture and clean in soapy water, dry and reinstall.
2. **Heat Register and Vents** - Clean vents thoroughly in any wall register and ceiling or floor vents. Vacuum duct under floor vent.
3. **Blinds/Rods/Sills** - Spray soiled blinds with cleaner and wipe slats individually with soft cloth or rag. Spray and wipe down all curtain rods and windowsills.
4. **Tracks and Screens** - Pull sliding window carefully up and out of track. Remove screens from outside of windows. Spray track with cleaner and remove collected dirt and grime with screwdriver and small brush or green scrubber. Wipe up mess with rag. Scrub screen with screen brush. Wipe all edges of screen. Reinstall screens with tabs facing inside.
5. **Window/frame** - After removing window from out of track, clean both sides with window cleaner and squeegee or paper towels. Make sure there are no streaks. Clean outside of windows from the outside, unless they are on second story. Use extreme caution when windows are on the second floor. **DO NOT SIT ON WINDOWSILL!!!** If position appears dangerous, leave the outside for Sheraton's Cleaning Staff. Reinstall window, clean inside of window and put down blinds.
6. **Hood/Fan/Filter** - Remove exhaust filters from stove hood, if removable, and soak in hot soapy water. A degreaser may also be used to remove grease from hood and filter, but it leaves permanent spots on aluminum. If used, be sure to cover stovetop and any aluminum fixtures that would be subject to over-spray. Wipe clean and dry and reinstall.
7. **Stove/Pans/Oven/Racks** - Remove all racks, drip pans, broiler pan and knobs from oven and stovetop and place them in hot water. While they soak, spray inside of oven with oven cleaner. If your oven is "self-cleaning" oven cleaner is **NOT** needed and will damage the interior of the oven if used. After applying oven cleaner, scrub inside with a stainless steel scrubber. All black spots should come out with a little elbow grease. **CAREFULLY** use a razor blade for stubborn stains. After removing stains, wipe out with clean rag. Though the inside will appear clean, residue from the cleaner will dry white. By turning the oven on to "warm", the cleaner will be obvious. Wipe out a second time with the rinsed rag. **ALWAYS READ AND FOLLOW DIRECTIONS WHEN USING ANY CLEANING AGENTS AND WEAR RUBBER GLOVES.** Scrub racks and pans with stainless steel scrubber. Oven racks should come clean, stove top pans and broiler pans may need replacing if stains are too stubborn and baked in. Clean under stovetop if the stovetop lifts, clean under pans as much as possible if it does not. Dry pans and racks and reinstall. Sweep and mop floor under the appliance.
8. **Refrigerator** - If freezer is not "frost free", be sure to unplug unit several hours before cleaning to allow defrosting. Follow instructions posted inside freezer door for defrost steps. **DO NOT USE ANY SHARP OBJECTS** (i.e., knives, ice picks, and metal utensils) **TO CHIP ICE AWAY FROM INSIDE WALLS.** A puncture to the inside wall is not repairable and will mean **REPLACEMENT AT THE TENANT'S EXPENSE.** If directions are followed, defrosting and clean up will be easy. Remove all drawers and racks and set aside. With warm soapy water with disinfecting cleaner, wipe around door and all seals in refrigerator and freezer portion. Clean all crevices inside and out of the refrigerator until completely clean. Clean all drawers and racks thoroughly and dry. Wipe all excess water from inside the refrigerator and freezer. Wipe outside of refrigerator, wash or replace ice trays and wipe down vents. Don't forget the top! Sweep and mop floor under appliance. Remove any cobwebs from the back of the appliance. **Plug unit back into socket. Turn dial inside to the warmest temperature setting. DO NOT LEAVE UNPLUGGED! Turning refrigerator completely off will spoil the seal.**
9. **Microwave** - Wipe inside and out with disinfectant or degreaser. Use a green scrubber for tough stains.
10. **Dishwasher** - Remove racks, clean tracks, sides, and door inside and out. Run one cycle with unit empty and no soap to rinse inside.
11. **Cupboard** - Working top to bottom, right to left, wipe cabinets on the outside. Remove all drawers and cupboard shelves, vacuum out or wipe out all crumbs. Spray and wipe down with disinfectant cleaning spray. **DO NOT LEAVE ANYTHING BEHIND!!!**
12. **Breadboard** - Spray with disinfectant cleaner and scrub entire board then rinse and dry.
13. **Outlets/Switches** - Spray cleaner on rag and wipe¹ down all switch plates and outlet covers. If extremely dirty,

you may need to remove the plates and soak. Be careful not to drop screws. TIP: A toothbrush will be handy to get in the cracks.

14. **Counters** - Spray down with cleaner and wipe thoroughly.
15. **Sink** - Spray with cleaner and scrub fixtures with a green scrubber, pumice stone, or a silver scrubber to remove all soap scum and water spots. Remove faucet handles to clean, if possible. **DO NOT USE SILVER SCRUBBER IN PORCELAIN SINK BASINS!** Scrub basin with cleanser including drain area. Check garbage disposal, and then run it with cold water to rinse out. TIP: Running lemon juice through the garbage disposal will help disinfect it and make it smell fresh. Rinse all fixtures and dry thoroughly.
16. **Deweb** - Remove all cobwebs from walls and ceilings with a "Webster". TIP: A broom with a towel wrapped around the top will work just as well.
17. **Floor** - Sweep entire floor. Apply concentrated cleaner to tough areas and saturate baseboards. Scrub floor with floor scrubber and wipe behind you as you go until entire floor is clean. You may want to go over floor with a mop after scrubbing to remove any minor dirt. TIP: **DO NOT USE FLOOR WAX** (i.e. Mop & Glo, FUTURE, etc.) **TO CLEAN FLOORS!** These are not appropriate cleaning products for initial floor cleanings. Use a disinfectant all-purpose cleaner (i.e. Lysol, Spic & Span, Mr. Clean, etc.). Waxes will only mask the dirt, not remove it.

BATHROOMS-APPLY BATHROOM CLEANER TO SHOWER STALL, DOORS, TUB AND TOILET PRIOR TO INITIAL CLEANING TO ALLOW PENETRATION.

18. **Light Fixtures** - Remove covers carefully to clean. Replace any burned out bulbs with 60-watt bulbs.
19. **Exhaust Fan/Vents** - Remove to clean if possible, otherwise, spray and wipe thoroughly. Be sure to clean between each vent slat.
20. **Heat Register** - Clean same as vents.
21. **Window/Frame/Sill** - See KITCHEN
22. **Track/Screen** - See KITCHEN
23. **Shower/Tub/Fixtures** - TIP: Start at top and work down. Wear rubber gloves when using strong cleaner. Silver scrubbers work great on soap scum, but **DO NOT USE ON PORCELAIN!** Hot water is most effective in helping to break down soap. Work on a small area at a time and rinse after each area has been cleaned. Remove faucet handles to clean if possible. Otherwise, scrub soap scum and spray with cleaner to remove streaks.
24. **Shower Door/Track** - Start from top and work down. A silver scrubber works well on doors and tracks. Use the same technique as for tub and fixtures above. A narrow brush may be needed to remove scum in the tracks and in cracks. **DO NOT USE OIL OR WAXY POLISH IN SHOWER!!** This causes tub to be slick and could be a potential hazard. Be sure to rinse all residue from doors and tracks and wipe dry.
25. **Toilet** - Scrub inside and out. Work small crevices around the base with a narrow brush and bathroom cleaner. Scrub inside of bowl with pumice stone to remove stains until clean. Wipe completely clean with rag and cleaner, including supply fixtures in the back. TIP: Scrubbing around the floor at the base of the toilet while cleaning the toilet saves time. Flush bowl clean.
26. **Mirror/Medicine Cabinet** - Wipe inside cabinets completely. Remove any shelves and clean. Clean door tracks. Clean mirror thoroughly.
27. **Cabinets/Drawers** - Work top to bottom, left to right. Wipe out or vacuum out drawers and shelves and wipe out with cleaner. Do not leave anything in drawers or cabinets.
28. **Switches/Outlets** - See KITCHEN
29. **Towel/Paper Holder** - Spray with cleaner and wipe down.
30. **Door/Hardware** - Spray with cleaner and wipe down.
31. **Sink** - See KITCHEN
32. **Counter** - Spray and wipe down with cleaner.
33. **Deweb** - See KITCHEN
34. **Floor** - See KITCHEN -- Don't forget to clean behind the toilet.

LIVING ROOM/DINING ROOM

35. **AC/Heater** - Clean each vent slat thoroughly. A fine broom or rag sprayed with cleaner works well. Wipe down thermostat.
36. **Blinds/Rods/Pulls** - See KITCHEN
37. **Window/Frame/Sill** - See KITCHEN

38. **Track/Screen** - See KITCHEN
39. **Doors/Hardware** - Wipe door and hardware with cleaner to remove dirt and prints. Also wipe around threshold of door and jamb. On sliding patio doors, be sure to clean out tracks. Spray and wipe down entire patio door. Wipe a second time with dry rag or paper towel to remove streaks.
40. **Outlets/Switches** - See KITCHEN
41. **Fireplace/Screen** - Remove COLD ashes from fireplace and place them in bag (MAKE SURE THERE ARE NO LIVE EMBERS) for disposal. DO NOT DUMP HOT ASHES INTO DUMPSTER OR GARBAGE CAN!!! Vacuum out excess ash, then mop or wipe down hearth. Brush screens and wipe all accessories.
42. **Ceiling Fan/Fixtures** - Dust off top and underneath of blades. Remove any webs and wipe with damp rag. Remove light fixture, if applicable, and clean.
43. **Doorbell** - Make sure it works, wipe outside button and inside fixture free of dust. Notify manager if doorbell does not work.
44. **Deweb** - See KITCHEN
45. **Carpets/Entry Floor** - Pick up all miscellaneous debris and vacuum thoroughly (resident only). Sweep entry floor, if applicable, and clean as detailed in KITCHEN section. Wipe down all baseboards.
46. **Heat Register and Vents** - Clean vents thoroughly in any wall register and ceiling or floor vents. Vacuum duct under floor vent.

HALLWAY

47. **Smoke Detector** - Press button to check operation. (Resident responsible for operational smoke detector. Replace battery if needed.) Wipe cover clean.
48. **Return/Filter/Shaft** - Clean vent slats with damp rag.
49. **Closet** - Wipe out closet shelves, hanger rod, door, and tracks. Sweep or vacuum and deweb water heater closet and/or laundry closet (if applicable).
50. **Stairs/Railing** - Wipe railings top, bottom, and between banister.
51. **Deweb** - See KITCHEN
52. **Carpets** - (Resident Only) Vacuum stairs thoroughly.

BEDROOMS

53. **Light Fixtures** - See KITCHEN
54. **Ceiling Fan/Fixtures** - See LIVING ROOM.
55. **Closet** - See HALLWAY
56. **Windows/Frame/Sill** - See KITCHEN
57. **Track/Screen** - See KITCHEN
58. **Blinds/Rods/Pull** - See KITCHEN
59. **Outlets/Switches** - See KITCHEN
60. **Deweb** - See KITCHEN
61. **Heat Register and Vents** - Clean vents thoroughly in any wall register and ceiling or floor vents. Vacuum duct under floor vent.

GARAGE/CARPORT/STORAGE

62. **Light Fixtures** - See KITCHEN
63. **Washer & Dryer/Hookups** - Wipe down outside of units. Wipe down inside of units. Pick up any softener sheets and miscellaneous items around sides and back of units. Sweep floor and mop under the appliances.
64. **Water Heater/Heater Closet** - Vacuum/sweep around and wipe down.
65. **Door/Hardware** - See LIVING ROOM
66. **Deweb** - Sweep down all webs from the ceiling and from walls throughout.

OUTSIDE ENTRY

67. **Light Fixtures** - See KITCHEN
68. **Doors/Hardware** - See LIVING ROOM
69. **Porch/Patio** - Sweep porch and remove any items left.
70. **Deweb** - Sweep down all webs from awnings, around door, light fixtures, and around windows.

GENERAL STATEMENTS

71. All refuse and personal belongings must be removed from the premises.
72. Large items, such as furniture, tires, etc., should not be placed in the dumpster or around the dumpster area. You will be charged for each item left.
73. Any alterations, additions, or minor upgrades, such as toothbrush holders, contact paper, mirrors, stickers, wallpaper, etc., must be removed before move-out.
74. All light bulbs must be working with 60-watt bulbs, in regular fixtures, or 40-watt appliance bulbs in appliances. You will be charged for each burned out bulb.

DO NOT remove transformers on cable TV. You will be charged if missing.

Turn in all keys (mail and entry) TOGETHER. You may be subject to a rekey charge if all the keys issued to you at move-in are not turned in at move-out.

Please provide your forwarding address for your manager prior to your move-out inspection. Your total refundable deposit and an itemized list of charges will be sent out to your forwarding address no later than 21 days from the date of your move-out or your lease end date, whichever is later.

Carpet cleaning is the resident's responsibility. The carpets must be professionally cleaned before the move-out inspection date, and a receipt of completion must be provided for the manager to verify the cleaning. Receipts for "Rug Doctors" and similar carpet cleaning machines will not be accepted. SHERATON RESERVES THE RIGHT TO DETERMINE IF THE CARPETS HAVE BEEN CLEANED CORRECTLY. If preferred, the carpets can be cleaned by Sheraton and cost deducted directly from the security deposit.

Deweb all walls and ceilings, porches and patios, light fixtures and outside awnings.