

(See other side for common area duties)

Apartment #

BEDROOM #1

Name _____

Inspector use only:
___ Mattress
___ Carpet
___ Pin holes (approx. location)
___ Light bulbs
___ Drains

Please list any damages you personally claim responsibility for:

You are responsible for the cleaning jobs on this list. Please be considerate of your roommates' cleaning once it is done. Anything marked deficient on your cleaning list will be done by professional cleaners. The fee for this cleaning will be taken from your deposit. Please see the itemized cleaning deduction list for details.

BEDROOM DUTIES

Manager assessment:

Pass Deficient

- * Wipe dresser and nightstand inside and out with a damp rag.
(get all lint, clothing tags, pins, hairs, sticky spots, etc.)
- * Clean closet. Wash walls and shelves. Use Magic Eraser for scuffs. Vacuum closet floor.
- * Clean the mirrored closet doors with glass cleaner. Vacuum/sweep closet track.
- * Using wet rag, wash blinds. Clean window (inside only) and window sill.
Scrub the track with a toothbrush.
- * Wash walls, especially around bed, around light switches and doorways.
- * Clean the baseboards, door trim, light fixture, heat register and all electrical outlet covers.
- * Wash your bedroom door, inside and out using Magic Eraser for scuffs; polish door knobs.
- * Move furniture away from the walls. Vacuum edges of carpet. Use a whisk broom if no vacuum wand.
- * Vacuum room, especially behind and under furniture.

BATHROOM DUTIES

- * Remove and clean fan cover using a toothbrush. Clean switch plate and electrical outlet covers.
- * Using a wet rag, wash out drawers, cabinets and vanity front (get all hairs, dust, lint etc.)
- * Wash walls and ceiling, especially above shower and behind toilet
- * Clean toilet, including base, toilet seat hinges, and around the base.
- * Scrub shower with non-abrasive cleaner (i.e. Softscrub) remove all soap scum and hard water.
We highly recommend using a hard bristle brush and vinegar. **Don't** use Comet/AJAX as they will destroy the finish.
- * Clean mirror, toilet paper holder, towel rack, sink and shower chrome. Clean light fixture.
- * Clean sink and countertop thoroughly. Use a toothbrush around faucet handle.
- * Wash your bathroom door, inside and out; esp. edges and panels. Sanitize door knobs.
- * Clean the outside of tub. Wash baseboards. Sweep and mop floor w/special attention to corners.

(see other side for Common Area duties)

BEDROOM #1

KITCHEN DUTIES: OVEN AND CUPBOARDS

If any roommates are staying: remove items, complete cleaning duties and replace items.

Pass Deficient

* Clean inside of oven, including racks. Line bottom of oven with foil.

Self-Clean Oven- to avoid severe damage you must remove the racks before using cleaning cycle.

Non-Self clean: You must use "Oven Cleaner" and carefully follow the product directions to clean the oven sufficiently. BOTH METHODS REQUIRE YOU WIPE OUT AFTER.

* Clean stove top and under burners. (The cooktop lifts up for cleaning.)
(A glass stove top does not pop up, but you must use a glass top cleaner and scraper to clean the glass top.)

* Clean stove pans and rings.

* Clean stove drawer (or front panel) inside and out, including handle.

* Pull out stove. Clean behind it, under it, and the walls/cupboards next to it.

* Take stove control knobs off and clean.

* Scrub the front of all cupboards and drawers. Use a tooth brush in corners and edges.

* Using a wet rag, wash out inside of all cupboards and drawers.

* Remove all garbage (and food if all roommates are moving out).

NOTE ANY MAINTENANCE NEEDS ON THIS SHEET: