

(See other side for common area duties)

Apartment # _____

BEDROOM #2

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.
- * Clean the mirrored closet doors with glass cleaner. Vacuum/sweep closet track.
- * Using wet rag, wash blinds. Clean window (inside only) and sill. Use toothbrush for track.
- * 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 fan cover and clean with 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; especially edges and decorative 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 cleaning duties)

Form 4P2

Apartment # _____

BEDROOM #2

Inspector use only:
____ Carpet
____ Broken Sofa
____ Pin Holes

LIVING ROOM AND FRONT HALL (entry to rm. 1 and 2) DUTIES

	<u>Pass</u>	<u>Deficient</u>
* Remove cobwebs on ceiling and wash ceiling splatters/spots in LR and front hallway.	<input type="checkbox"/>	<input type="checkbox"/>
* Wash walls in LR and front hallway. Clean outlet covers, switch plates and door frames.	<input type="checkbox"/>	<input type="checkbox"/>
* Clean base boards in Living Room and front hallway.	<input type="checkbox"/>	<input type="checkbox"/>
* Remove couch/loveseat cushions and clean underneath. Clean upholstery, if needed.	<input type="checkbox"/>	<input type="checkbox"/>
* Using wet rag, wash blinds. Clean inside of window.	<input type="checkbox"/>	<input type="checkbox"/>
* Clean window sill. Scrub window tracks with toothbrush.	<input type="checkbox"/>	<input type="checkbox"/>
* Wash coat closet shelf and walls (if applicable). Clean closet door, inside and out with special attention to edges and decorative panels. Wash door knob.	<input type="checkbox"/>	<input type="checkbox"/>
* Clean doorbell cover and button. Clean molding around all doors, <u>especially the top</u> .	<input type="checkbox"/>	<input type="checkbox"/>
* Clean front door inside and out, remove scuff marks, tape, any residues from tape etc. Magic eraser works extremely well to remove scuffs etc. <u>Do not remove</u> management's Command clip on the exterior.	<input type="checkbox"/>	<input type="checkbox"/>
* Clean small table in living room and end tables.	<input type="checkbox"/>	<input type="checkbox"/>
* Clean heat register.	<input type="checkbox"/>	<input type="checkbox"/>
* Clean furnace room, removing personal articles and any debris and wash door(s).	<input type="checkbox"/>	<input type="checkbox"/>
* Move furniture and vacuum carpet edges. Use whisk broom if no vacuum wand.	<input type="checkbox"/>	<input type="checkbox"/>
* Vacuum all carpet (including hallways), especially behind furniture and inside the closet.	<input type="checkbox"/>	<input type="checkbox"/>

NOTE ANY MAINTENANCE NEEDS ON THIS SHEET: