

(See other side for common area duties)

Apartment #

BEDROOM #3

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

BATHROOM DUTIES

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

BEDROOM #3

KITCHEN DUTIES

Pass Deficient

- * REMOVE ALL GARBAGE (AND FOOD if all roommates are moving out)
- * Scrub inside of fridge and freezer (shelves, crisper, sides, door shelves)
If roommates are staying, you must move the food, clean then replace food.
- * Clean the fridge seals and hinges with a tooth brush. Wash fridge handle, especially the underside. May need Magic Eraser to scrub out gray marks.
- * Pull out fridge and wash sides and top.
If there is water and ice dispenser through the door do not move the refrigerator.
- * Clean behind and under fridge, dust coils at the back, and clean grill at bottom.
- * Wash inside and outside of the microwave. Move and clean underneath.
- * Wash ceiling and walls, especially around and including switches, outlet covers and doors.
- * Clean front of trash compactor and wash out inside (if applicable).
- * Clean out pantry (if applicable). Wash shelves, walls, baseboards and floor.
If roommates are staying, you must move the items, clean then replace the items.
- * Wash inside and outside of pantry door especially edges, decorative panels and door knob.

NOTE ANY MAINTENANCE NEEDS ON THIS SHEET: