

(See other side for common area duties)

Apartment #

BEDROOM #4

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 and clean fan cover using a toothbrush. Clean switch plate and electrical outlet covers.
- * Using a damp rag, wash out drawers, cabinets and front of vanity (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)

Apartment # _____

BEDROOM #4

KITCHEN and REAR HALLWAY (entry to rooms 3 and 4) DUTIES

Pass Deficient

- * REMOVE ALL UNCLAIMED ITEMS (ie. Decorations, spices, bags, dishes)
- * Remove all soap, lint, trash and debris from laundry closet.
- * Clean top, sides and under lid/inside door of washer and dryer. Clean lint trap.
- * Wash inside and outside of laundry door(s), decorative panels and knob(s).
- * Clean dishwasher inside and out, especially door, use toothbrush if necessary.
- * Wash counter tops and backsplash. Use baking soda for yellow oil spots.
- * Clean sink, especially around faucet handle. Remove any hard water spots.
- * Scrub table and chairs, especially legs and back of seat, behind spindles.
- * Wash walls and ceilings in back hallway (entry to rms. 3 and 4).
- * Clean baseboards, door trim and closet doors (if applicable) in back hallway.
- * Sweep and mop floor with special attention to corners. Any scuffs, stains, etc. should be removed.
- * USING TOOTHBRUSH, clean air return register in hallway (usually just off kitchen or in utility closet door. **BW 7:** also in living room ceiling) and kitchen heat register.
- * Vacuum carpet in kitchen and rear hallway. Use whisk broom for edges if no vacuum wand.

NOTE ANY MAINTENANCE NEEDS ON THIS SHEET: