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## Cleaning Checklist

Capital First Management asks that all residents leave their unit in the same condition it was when first moving in. Good housekeeping habits can usually accomplish this. Sometimes, however, things are overlooked. Therefore, Capital First would like you to double-check the following items to be sure they're in tip-top condition. Check the items as you go along.

### All Areas

- Closets: Clean closet shelves and closet floors.
- Dust/cobwebs: Remove from walls, ceilings, corners, baseboards, doors, etc.
- Light fixtures: Dust, remove and clean. Replace burned out bulbs
- Light switches and door knobs: Remove fingerprints.
- Vacuum: baseboards/wood work, remove dirt from all corner and crevices (edge vacuum).
- Walls: Wash walls as needed.
- Windows: Remove screens as able. Wash windows inside & out. Return screens after washing. Clean tracks, frames, and sills. Wash & dry fixtures/blinds, glass in and out. Clean window coverings.

### Bathrooms (Clean all of the following items)

- Baseboards, ceilings, doors, walls etc.: Clean and dust.
- Bathtub/shower: Scrub and remove mold, mildew and soap scum (including doors and tracks).
- Door knobs, light switches and walls: Remove fingerprints. Wash walls as needed.
- Drawers/Shelves: Remove all debris and wipe clean.
- Faucets: Remove accumulated dirt/scum from facets and handles.
- Fixtures, mirrors, towel holders: Clean
- Floors: Scrub and mop (be sure to clean behind and around toilet).
- Heater/air vents: Vacuum
- Light fixtures: Clean and replace any burned out bulbs.
- Sinks/Toilets: Disinfect, clean inside and out.

### Kitchen

- Cabinets/Drawers/Shelves: Remove all crumbs and debris. Wipe clean inside and out. Clean tops, if applicable.
- Counter Tops: Wipe clean.
- Dishwasher: Wipe out, being sure to remove water spots, soap and rust stains.
- Sinks: Scrub (remove stains, grease etc.)
- Floor: Scrub floor, baseboards/cove base including under refrigerator (if on wheels) and stove. If refrigerator is not on wheels, remove kick plate and vacuum underneath.
- Fridge: Wash down outside including top and sides, defrost freezer, scrub and disinfect shelves (most are removable).
- Stove: Wipe front, sides and top of stove. Clean built-up grime from burners and grease catcher. Replace burner pans. Remove drawer and clean under stove. Wash hood inside and out including filter to hood vent.
- Walls: Wipe clean above sink and counter, around stove, fan above stove and other areas where dirt/grease tends to accumulate. If refrigerator is on wheels, move and wash walls behind refrigerator.

### Yard

- Clean and remove all trash, toys, belongings, debris etc. from yard area and parking.
- Remove dust and cobwebs from siding, overhang inside and out.
- Remove hooks, ropes and pots (all parts) of hanging plants.
- Scour/clean any stains caused by cookout grills rusting patio furniture, etc. Remove any grease.
- Sweep the garage, clean any stains or grease/oil.
- Sweep the patio area, if applicable.