

Ritter Park Properties, LLC Cleaning Checklist

This is a checklist that will be followed upon apartment inspection. All cleaning listed below is required.

General Cleaning

- **Walls**

All nails and thumbtacks need to be removed from all wall surfaces. Remove dirt and smudge marks from walls, doors, light-switch plates and surrounding areas with an all-purpose cleanser. Clean all baseboards around floors.

- **Windows**

Replace blinds or curtain rods if they have any damage or if you have removed them. If not, they need to be thoroughly cleaned with no dust remaining. Clean the inside of all windows with window-cleanser. Be sure to clean the tracks and windowsills for all windows. Mold should be removed with a cloth soaked in diluted bleach.

- **Ceiling Fans** --- Wipe all blades and light fixture.

- **Patios** --- Remove all your belongings and sweep & mop clean.

- **Carpets**

Carpets are required to be commercially cleaned by a **licensed, bonded carpet cleaning company** that guarantees its work. **A receipt from the carpet cleaning company needs to be turned into the apartment manager along with your keys.** Make sure that you vacuum thoroughly; being sure to get the dirt that may be in the corners or near the baseboards prior to carpet cleaning company arrival. This is per your lease agreement. Stanley Steamer or Sammy Steamer are local companies. Call if you need assistance finding their number.

- **Hardwood Floors**

Sweep, mop floor and use a wood floor polish & cleaner. This will gently clean, polish and protect the apartment's hardwood floors in one easy application. Ensure to remove dirt, grime, and waxy buildup and scuff marks. Also wipe down the wood trim. Clean all fireplace mantles and fireplaces. **924 11th Ave Rear, 941 11th Ave., 1005 8th St., and 921 10th Street Floors are laminate floors that cannot be covered with a large amount of water. These floors can be cleaned blue Windex and a sponge or mop.**

Kitchen

- **Stove & Oven**

Apply an oven-cleanser the night before you clean. Use a sponge or scouring pad to clean out the inside of the oven. Remember to clean racks as well as the inside of the oven door. Clean the outside of the oven with an appropriate cleanser. Lift up the stove top area and clean around the burners. Don't forget to clean the stove

hood and the screen on the fan.

- **Refrigerator**

Remove all contents. Defrost and clean thoroughly with an all-purpose cleanser and water. Remember to clean behind and under the refrigerator, the grill area on the back of the unit, and the top. When you are finished, prop the doors open to avoid mildew.

- **Floors**

Sweep and mop with an appropriate cleanser. You may need to use a non-abrasive scouring pad to get any tough spots. Also, strip and wax kitchen floor.

- **General**

Remove everything from cabinets and counters. Wipe them down with soap and water. Wipe down the baseboards. All fees associated with removing personal belongings will be charged to tenant.

Bathroom

- **Shower & Tub**

Scrub all fixtures with cleansers. Scouring pads are best for shower doors and tile sidings. Make sure all soap scum is gone from the tub/shower. Don't forget to clean the shower-door tracks.

- **General**

Clean the mirror, wipe out the medicine cabinet, drawers and cupboards with soap and water. **Scrub the toilet bowl as well as the outside of the toilet, including the base. Clean the floors thoroughly by sweeping and mopping.** Wipe down baseboards and windowsills. Remember to get at tough spots with an abrasive cleaning pad. Wash all light covers and replace. Also, strip and wax bathroom floor.

Ritter Park Properties, LLC strongly recommends that you hire a professional cleaning company to clean your apartment after you have moved out if you are unable to spend at least 8 hours cleaning this property.

This is the best way to avoid conflicts over your security deposit. Be forewarned, however, that you should clean your apartment as thoroughly as possible, as cleaning companies charge on the amount of cleaning that they have to do. If you choose to do the cleaning yourselves, it's best to have a cleaning company perform a "spot clean" to ensure that everything is immaculate.

You should get the names of three cleaning companies from the owner or manager and then call these companies for estimates. Make sure that the company you choose is bonded, and guarantees their work. If the owner or manager is dissatisfied with the cleanliness of your apartment, you can call the cleaning company and have them finish the job to meet the expectations of the owner or manager. It is therefore critical that the company you choose guarantees its work. Be sure to let the owner or manager know the name of the company you've chosen. You should also give the owner or manager a copy of your receipt to enable them to follow up in the event that you won't be present at the time the cleaning is completed.