

BCPM CLEANING CHECK LIST

This checklist is for your convenience. To ensure there is no deduction from your security deposit for cleaning fees please use this as a guide to cleaning your unit upon move-out.

General:

1. Windex all windows and wipe down window sills.
2. Wipe down inside and outside of all doors.
3. Wipe off all baseboards.
4. Clean out fireplace if applicable.
5. Wipe down walls where necessary.
6. Clean/mop all hard surface floors (hardwood, tile, vinyl etc.).
7. All carpeting is to be vacuumed and professionally shampooed after furniture is moved out. * Please see pet addendum if applicable.
8. All trash must be removed from the premises.
9. Clean all blinds.
10. Clean all light fixtures throughout unit and replace any burnt out bulbs.
11. Replace all air filters.

Kitchen:

1. Clean all surfaces (ie. counter tops, stove top, sink)
2. Clean inside and out of dishwasher and range hood.
3. Clean out microwave.
4. Scrub kitchen floor, including under the movable appliances.

Refrigerator:

1. Wash inside of refrigerator.
2. Take out vegetable drawers and wash in warm water, dry and replace.
3. Wash and dry outside of refrigerator (don't forget the top).
4. Move refrigerator out from wall and clean underneath. DO NOT TURN OFF!
5. Clean out freezer.
6. Leave Ice Maker in OFF position.

Stove:

1. Remove racks and broiler pan, soak in hot water to clean, dry well.
2. Clean inside of oven, top of stove, under elements, pan drawer, exhaust fan, hood.
3. Remove lower drawer and clean under stove.
4. Wash and dry outside of stove.

5. Replace element pans if necessary.

Cabinets and Drawers:

1. Wipe cupboards inside and out. Remove any shelf paper.
2. Wipe out drawers with damp rag.
3. Clean sink and counter tops.

Bathroom(s):

1. Wash down tile.
2. Clean bathtub, tile around the tub, sink, door and fixtures.
3. Clean inside and outside of toilet.
4. Clean the inside of medicine cabinet (if applicable).
5. Clean mirror.
6. Scrub floor.

Exterior:

1. Sweep out garage and remove cobwebs.
2. Mow lawn and weed flower beds if applicable.
3. Haul away all garbage