

## Cleaning Checklist

Use the following checklist as a guide for cleaning prior to inspections.

### GENERAL:

- Curtains, venetians and blinds to be cleaned and dusted.
- Fly screens to be removed carefully and hosed/brushed.
- Windows, window sills and tracks to be vacuumed and cleaned.
- Doors, doorframes and tracks to be clean and undamaged.
- Marks to be removed from walls with sugar soap or similar product.
- Cobwebs to be removed from ceiling cornices and walls and property exterior.
- Light fittings to be cleaned and free from insects.
- Floors and skirtings to be washed.
- Ceiling fans to be free from dust.
- Mirrors to be cleaned and streak free.
- Exhaust fans to be removed (if possible) and washed/cleaned.
- Air vents to be dusted.
- Air Conditioner and heat Pump filters to be cleaned.
- Chimneys and Wood Heater flue must be professional cleaned prior to an exit inspection only and receipt produced.
- All blown internal/external light globes to be replaced prior to an exit inspection only.
- All inventory items to be accounted for prior to an exit inspection only and replaced if missing or damaged.

### KITCHEN

- Oven and grill to be de-greased and cleaned with oven cleaner.
- Range hood cleaned and filters de-greased.
- Cupboards cleaned inside and out.
- Sink taps cleaned and polished.
- Walls and splashbacks cleaned and de-greased.
- Benches and floors to be cleaned and washed.
- Dishwasher to be cleaned, filters washed and free from debris.
- Refrigerator to be defrosted and all surfaces to be cleaned, including shelves and drawers. Switch off at wall and leave door ajar prior to exit inspection only.

### BATHROOMS

- Shower recess to be scrubbed.
- Grouting to be free of all soap residue and mildew.
- Shower curtain to be washed and/or shower screen to be cleaned and streak free.
- Mirrors to be cleaned and streak free.
- Drawers and cupboards to be cleaned inside and out.
- Toilets to be cleaned thoroughly.

## LAUNDRY

- Washing machine and clothes dryer filter to be cleaned out.
- Clean laundry tub and plughole.
- Clean under laundry tub.
- Drawers and cupboards to be cleaned inside and out.

## EXTERIORS

- Lawns mowed and edges trimmed.
- Garden beds and gravelled areas to be weeded.
- Remove all rubbish.
- Empty and wash all council bins prior to exit inspection.
- Driveways, carports, garages and any concrete areas to be free from oil and grease stains.
- Cobwebs removed from outside eaves, awnings and garages.

## PEST CONTROLS

- If pets have been kept on the premises then the property must be professionally cleaned for control of fleas inside and out prior to an exit inspection only and receipt produced.

## CARPETS

- Carpets must be professionally cleaned prior to an exit inspection only and receipt produced.

## DAMAGE

- Any damage that occurs during the tenancy must be rectified at tenants cost.

## IMPORTANT POINTS FOR EXIT INSPECTIONS ONLY

- Contact Aurora for a final reading however electricity must remain on at the property.
- Disconnect the telephone.
- Disconnect any pay TV or Internet connections.
- Redirect mail, forms from Australia Post. Little City will not forward mail.
- Provide a forwarding address to Little City.