

CLEANING CHECKLIST

The following is a basic guideline as to the standards of cleanliness required for any property Managed by Huntington West Properties, Inc. We, and the new tenants who will occupy the property after you, will sincerely appreciate any extra effort you put into making the property as attractive as possible. Thank you in advance for your effort with regard to this matter. When vacating the property ensure the following is completed:

- 1) Remove all nails, screws and picture hangers from the walls. Fill the holes with a tiny bit of spackling compound. Leave any swag hangers in the ceilings.
- 2) Wipe down any soiled walls and baseboards with appropriate cleaner
- 3) Remove any cobwebs from corners, ceilings and light fixtures.
- 4) Wipe off the inside of all windows and sills.
- 5) Wipe out the insides of all cabinets, to include kitchen, utility, linen and vanities. Remove any shelf paper not stuck to the shelves.
- 6) Oil the outside of the cabinet and vanity doors with Liquid Gold or similar product.
- 7) Wipe off all closet shelves, and ensure no hangers or articles are left in the closets.
- 8) Clean out the fireplace. No wood or ashes are to be left behind.
- 9) Clean the stove and oven thoroughly, to include range hood and grease filter and racks. Also, clean the broiler pan, drip pans and stovetop under the eyes. Most tops lift off for easy access. We inspect stoves carefully.
- 10) Clean the inside of all appliances including refrigerator, dishwasher, compactor and washers & dryers. Leave an open box of baking soda in the refrigerator.
- 11) Thoroughly clean all toilets, sinks, tubs and other fixtures with a "soft scrub" type product. Include shower walls, medicine cabinets and hardware. Leave a little pine oil in toilets.
- 12) Be sure all light sockets are filled with proper bulbs, to include the stove hood, refrigerator and all light fixtures. Use 60-watt bulbs for most inside light fixtures and 60 watt yellow "No Bugs" lights for outside light fixtures. Wipe out the inside of all light globes and covers.

- 13) Damp mop all non-carpeted floors and thoroughly vacuum all carpeted floors of stains and debris.
- 14) Remove any and all personal items from garage and shelves, and sweep down the floor. Remove grease spots with appropriate cleaning product.
- 15) Gather any personal property belonging to the owner, such as hoses, mower, sprinkler, tools, etc. and secure in garage or utility area.
- 16) Put all trash in plastic bags and place on the curb for collection or take to the dump if collection day is several days away, or place all trash in dumpsters provided.
- 17) Check the furnace filter. Wash or replace as appropriate.
- 18) Pick up all trash or debris around the grounds to include pet droppings and cigarette butts. Manicure lawn and shrubs shortly before you vacate. Give all vegetation a thorough watering, especially in the summer months.
- 19) Make note of any deficiencies or needed repairs you discover while cleaning. Give notes to our representative during your move-out inspection.