

JOB #1 REFRIGERATOR & MICROWAVE

COMPLETED BY: _____

- _____ Wash Front, Top & Exposed sides of fridge. (do not pull it out)
- _____ Remove all Perishable food.
- _____ Wash out inside walls of Fridge.
- _____ Wash & Dry Fridge Drawers.
- _____ Wash under Fridge Drawers.
- _____ Wash shelves inside Fridge door.
- _____ Wash metal shelves, including small lip that the rack sits on.
- _____ Wash out door seals. (top & sides) and magnetic strips
- _____ Clean Freezer & Dry out. (Frozen food can stay only if you are returning)
- _____ Wash all outlets and light switches. (face plates & top edge)
- _____ Wash down all sides on outside of microwave, including control panel, top vent & vent below microwave. (If applicable)
- _____ Wash microwave turntable.
- _____ Wash entire inside of microwave & door. (top, bottom & sides)
- _____ Clean Underneath Microwave. (if microwave is on the counter)
- _____ Wash Kitchen window, blinds, and tracks.

BED: _____ A ___ B ___ C ___ D ___ E ___ F _____ (circle which bed is yours)

- _____ Wash out your own dresser drawers
- _____ Wash all shelves in closet
- _____ Wash wall inside of closet, baseboards, & closet doors removing dust from panels and fingerprints from edges
- _____ Vacuum floor including the edges (use a broom to get into corners)
- _____ Wash baseboards removing dust and scuff marks. (Magic Eraser works Great!)
- _____ Wash all outlets and light switches (don't forget the top edge)
- _____ Wash inside of window including top and frame.
- _____ Wash out window tracks .
- _____ Wash all walls and bedroom door including frame, raised panels & edge.
- _____ Wash blinds.
- _____ Wash your own desk, inside the drawer, and the chair.

JOB #2 OVEN, STOVE, & HOOD

COMPLETED BY: _____

- _____ Wash Oven Door. (inside & out)
- _____ Wash inside walls of oven (if needed use oven cleaner on baked-on food) and Clean off all white residue.
- _____ Wash all burner rings, rid of all black and grease. (use SOS pad)
- _____ Wash stove drip pans. (remove foil and **do not replace**)
- _____ Wash out bottom drawer of oven.
- _____ Pull out bottom drawer and mop underneath it.
- _____ Pull up stove top and wash underneath it.
- _____ Pull out stove hood filter and wash with dish soap. (if applicable)
- _____ Wash stove hood and get rid of all grease. (use undiluted dish soap or 409)
- _____ Wash fire extinguisher.

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- _____ Wash all shelves in closet
- _____ Wash wall inside of closet, baseboards, & closet doors removing dust from panels and fingerprints from edges
- _____ Vacuum floor including the edges (use a broom to get into corners)
- _____ Wash baseboards removing dust and scuff marks. (Magic Eraser works Great!)
- _____ Wash all outlets and light switches (don't forget the top edge)
- _____ Wash inside of window including top and frame.
- _____ Wash out window tracks .
- _____ Wash all walls and bedroom door including frame, raised panels & edge.
- _____ Wash blinds.
- _____ Wash your own desk, inside the drawer, and the chair.

JOB #3 KITCHEN

Make sure no garbage is left outside your door and that the landing is clean in front of your apartment!

COMPLETED BY: _____

- _____ Wash down outside and inside door of dishwasher.
- _____ Wash inside of all cupboards and drawers, including lazy susan.
- _____ Wash outside of cupboards and drawers, including the knobs. Pay special attention to the panel groves and around the knobs. (If greasy & sticky, use undiluted dish soap)
- _____ Wash off all countertops. (use Clorox or Soft Scrub on stains)
- _____ Wash sinks with Soft Scrub & Dry.
- _____ Remove hard Water from Sink Fixtures and Shine them.
- _____ Wash down all baseboards. (free of dust and scuff marks)
- _____ Wash down all walls, including backsplash. (no grease/spots)
- _____ Wash stools.
- _____ Sweep & scrub kitchen floor. (use scrub brush; mop not acceptable)
- _____ Take out all garbage in apartment.
- _____ Wash inside and outside of all garbage cans in apartment.

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- _____ Wash all shelves in closet
- _____ Wash wall inside of closet, baseboards, & closet doors removing dust from panels and fingerprints from edges
- _____ Vacuum floor including the edges (use a broom to get into corners)
- _____ Wash baseboards removing dust and scuff marks. (Magic Eraser works Great!)
- _____ Wash all outlets and light switches (don't forget the top edge)
- _____ Wash inside of window including top and frame.
- _____ Wash out window tracks .
- _____ Wash all walls and bedroom door including frame, raised panels & edge.
- _____ Wash blinds.
- _____ Wash your own desk, inside the drawer, and the chair.

JOB #4 LIVING ROOM & BATHROOM 1

COMPLETED BY: _____

Living Room

- _____ Wash all walls, clean off marks and dirt.
- _____ Wash windows inside & out.
- _____ Wash out window tracks.
- _____ Wash around window edges.
- _____ Wash inside wall around window.
- _____ Wash inside and outside of closet and hallway door, including frame.
- _____ Wash inside of closet.

Bathroom #1

- _____ Scrub all shower walls. (try Magic Bubbles tub cleaner w/lime green foam handle)
_____ Scrub tub; remove all mildew and soap build-up (try Lime-Away)
- _____ Scrub fixtures and remove hard water. (try Barkeepers Friend/Walmart)
- _____ Wash inside & outside of toilet. (Including Toilet bowl rim, seat hinges, and the bolts. Also clean the sides and top of the tank that holds the water)
- _____ Spray walls/ceilings with Clorox to rid all mold and mildew.
- _____ Sweep and scrub floor.
- _____ Wash and scrub base boards.
- _____ Wash down inside and outside of door and ledges on door.
- _____ Wash down walls. (including wall behind toilet)
- _____ Wash all light switches & outlets. (face plates & top edges)
- _____ Wash toilet paper holder.

BED: _____ A _____ B _____ C _____ D _____ E _____ F _____ (circle which bed is yours)

- _____ Wash out your own dresser drawers.
- _____ Wash all shelves in closet.
- _____ Wash wall inside of closet, baseboards, & closet doors removing dust from panels and fingerprints from edges.
- _____ Vacuum floor including the edges. (use a broom to get into corners)
- _____ Wash baseboards removing dust and scuff marks. (Magic Eraser works Great!)
- _____ Wash all outlets and light switches (don't forget the top edge)
- _____ Wash inside of window including top and frame.
- _____ Wash out window tracks .
- _____ Wash all walls and bedroom door including frame, raised panels & edge.
- _____ Wash blinds.
- _____ Wash your own desk, inside the drawer, and the chair.

JOB #5 LIVING ROOM & BATHROOM 2

COMPLETED BY: _____

Living Room

- _____ Wash all baseboards.
- _____ Wash all blinds.
- _____ Clean inside of couches and under cushions. (A vacuum with a hose is available for checkout)
- _____ Wash all light switches and outlets
- _____ Wash both sides of front door, and edge make sure it is clear of tape or marks.
- _____ Wash TV, Stand and VCR or DVD.

Bathroom #2

- _____ Scrub all shower walls (try magic bubbles tub cleaner w/lime green foam handle)
- _____ Scrub all shower walls. (try Magic Bubbles tub cleaner w/lime green foam handle)
_____ Scrub tub; remove all mildew and soap build-up (try Lime-Away)
- _____ Scrub fixtures and remove hard water. (try Barkeepers Friend/Walmart)
- _____ Wash inside & outside of toilet. (Including Toilet bowl rim, seat hinges, and the bolts. Also clean the sides and top of the tank that holds the water)
- _____ Spray walls/ceilings with Clorox to rid all mold and mildew.
- _____ Sweep and scrub floor.
- _____ Wash and scrub base boards.
- _____ Wash down inside and outside of door and ledges on door.
- _____ Wash down walls. (including wall behind toilet)
- _____ Wash all light switches & outlets. (face plates & top edges)
- _____ Wash toilet paper holder.

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- _____ Wash out your own dresser drawers
- _____ Wash all shelves in closet
- _____ Wash wall inside of closet, baseboards, & closet doors removing dust from panels and fingerprints from edges
- _____ Vacuum floor including the edges (use a broom to get into corners)
- _____ Wash baseboards removing dust and scuff marks. (Magic Eraser works Great!)
- _____ Wash all outlets and light switches (don't forget the top edge)
- _____ Wash inside of window including top and frame.
- _____ Wash out window tracks .
- _____ Wash all walls and bedroom door including frame, raised panels & edge.
- _____ Wash blinds.
- _____ Wash your own desk, inside the drawer, and the chair.

JOB #6 VANITY AND HALLWAY

COMPLETED BY: _____

- _____ Wash mirrors. (no streaks)
- _____ Wash both sinks, including the sink fixtures. All hard water must be scrubbed away.
(try Barkeepers friend for Chrome at Wal-Mart)
- _____ Wash all the way around where the sink meets the countertop.
- _____ Wash off all countertops. (clean vanity stains with Soft Scrub)
- _____ Wash cabinets under sinks.
- _____ Wash all light switches & outlets. (face plates & top edges)
- _____ Wash out all drawers. (no hair left inside)
- _____ Wash outside of cabinets and drawers, including the knobs. Pay special attention to the panel groves and around the knobs. (If greasy & sticky, use undiluted dish soap)
- _____ Scrub all baseboards, clean off hairspray, dirt, and scuff marks.
- _____ Wash down all walls.
- _____ Vacuum and/or scrub floors.
- _____ Wash Storage Closet walls and vacuum floor.
- _____ Take out all garbage in bathroom area.
- _____ Wash window inside AND out.
- _____ Wash window tracks.
- _____ Wash all blinds.

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- _____ Vacuum floor including the edges (use a broom to get into corners)
- _____ Wash baseboards removing dust and scuff marks. (Magic Eraser works Great!)
- _____ Wash all outlets and light switches (don't forget the top edge)
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- _____ Wash all walls and bedroom door including frame, raised panels & edge.
- _____ Wash blinds.
- _____ Wash your own desk, inside the drawer, and the chair.