

Cleaning Guidelines for Clearing Housing

Range: Stoves must be thoroughly cleaned of all grease and food particles. This includes top burners, chrome reflectors, grease traps, porcelain enamel surfaces of range. The following must be performed on non self cleaning ranges: clean oven walls, top bottom and back. Oven may be cleaned with warm soapy water, a mild cleanser or commercial oven cleaning product. Please follow the appropriate cleaning guidelines for all self cleaning ranges (do not leave racks inside the oven when using the self cleaning feature). Oven racks, broiler tray and pan must be cleaned on all ranges. CAUTION SHOULD BE TAKEN TO INSURE THAT OVEN CLEANERS DO NOT COME IN CONTACT WITH CHROME, ENAMEL FINISHES OR FLOORS. To bring added luster to the white porcelain, after washing with warm soapy water, a glass cleaner may be used. Do not use harsh abrasive cleaners.

Refrigerators: Refrigerators must be free of all food, cleaned inside and out, defrosted and wiped dry. Food particles and mildew must be removed from rubber moldings around door. Refrigerators must be moved from wall, coils must be cleaned. Please turn controls to a low temperature and leave the refrigerator running. Remove drip pan from under the refrigerator and clean.

Dishwasher: Dishwashers must be cleaned inside and out. Dirt and mildew must be removed from any plastic or rubber surfaces. Any caked detergent must be removed. Racks and utensil baskets must be clean and rust free.

Kitchen Exhaust Fans: Grill must be free from grease and dust. Clean fan, filter, hood and chain. Clean as much duct work as safely possible. Ammonia may be used to remove grease. Do not immerse fan in water.

Cabinets and Drawers: Must be thoroughly cleaned inside and out. All shelving paper, dust and dirt must be removed. Insure that all greasy fingerprint marks are removed from the exterior of all cabinets/drawers. Towel racks must be removed.

Plumbing Fixtures: Sinks, wash basins, bathtubs, commodes, shower plumbing, soap dishes and garbage disposals must be thoroughly cleaned. Remove all non-slip decals from bathtub, and cup dispensers from wall. "Soft Scrub" is recommended for all surfaces. Avoid scouring powders if possible, they will damage fiberglass surfaces.

Light Fixtures: Must be cleaned of all dirt, grease and insects. If you have a problem reaching or removing any fixture, please contact the appropriate trouble call desk. All light bulbs should be operational upon your final inspection.

Walls, Ceilings, Doors, Woodwork, Heating Outlets and Return Grills: Must be free from dust, dirt, grease, cobwebs, and finger marks. Remove dust above doors. Louvered doors must be free of all dust, lint and grease. All nails and picture hangers must be removed. In cases where washing walls is required to remove fingerprints, crayon etc, it will be necessary to wash the entire room or wall panel so as to result in unbroken finish and color. When washing walls and woodwork, use a sponge, warm water & mild soap. Change cleaning solution and rinse water frequently. Work should proceed from corner to corner. Starting at bottom of wall, wash and rinse upward with long straight strokes. Walls and woodwork should be dried with a soft, clean cloth as work progresses. Abrasives or steel wool must not be used. Bathroom walls must be free of mildew and soap buildup. Soft scrub should be used on all fiberglass surfaces. Insure that all cleaning residue is rinsed from the walls.

Windows: Clean all interior surfaces of windows and exterior surfaces readily accessible from the ground and on the second floor where tilt-in windows are present. Window ledges and sills must be vacuumed or brushed and washed, including area between main sash and storm window. Dirt must be removed from screens by brushing or vacuuming cleaning.

Floors: Must be thoroughly cleaned to include underneath refrigerator, all corners and metal threshold strips. Old wax must be removed from all floors.

Wood Floors: Must be cleaned with damp mop and if necessary a mild cleaning solution. Use water sparingly and remove as quickly as possible. Never use ammonia or liquid wax on wood floors.

Asphalt Tile & Linoleum Floors: Can be cleaned with a wet mop and all-purpose detergent. A good liquid detergent which has ammonia will remove old wax. These floors will not be rewaxed but must be buffed.

Ceramic Tile Floors: Commercial spray bathroom cleaners or all purpose synthetic detergents may be used. Clean thoroughly including joints between tiles.

Carpeting: Carpeting must be thoroughly vacuumed and professionally shampooed including all stair areas. All carpet must be dry at final inspection.

Fireplaces: Must be free of dirt, ashes and dust.

Attics and Storage Areas: All personal items must be removed and area must be broom swept.

Basements (If Applicable): Thoroughly sweep all floor areas. Windows and window wells must be washed. Utility tubs, furnaces and hot water heaters must be cleaned.

Garages/Carports/Driveways: All personal items must be removed. Remove oil and grease spots from deck. Stains may be sprayed with commercial degreaser products and flushed with clear water. Dust and hose walls, doors, shelves and wash windows.

Exterior: All pencil, crayon and paint marks must be removed from exterior of the unit. Remove all plastic, staples and nails. Staple and nail holes must be filled in with caulking compound or putty. Wash storage room doors, posts and under eaves of house.

Fenced In Yards and Common Grounds: Rake lawn, cut and trim grass and shrubbery. Edge lawn around curb, walks, drives and foundations. Flower beds must be clean and free from weeds. Leaves and twigs should be bagged in advance of your inspection and disposed of properly. Ground and seeded areas damaged by pets must be returned to the original condition. Holes dug in the ground must be repaired and grassed areas worn down must be properly seeded and covered with straw. General area around home must be free of paper, trash and leaves. Any flowers or bushes planted must be removed upon clearing unless approved by the Community Management Office at your pre-vacancy inspection.

Garbage Cans: Garbage cans and recycle bin must be washed with soap and water and returned to the proper storage area.

Telephone/Cable: Have your telephone and cable service disconnected at least one day prior to your final inspection. Resident is responsible for returning any rented equipment to the appropriate service provider. Satellite dishes and stands must be removed and area must be free from weeds.

Change of Address: Notify the Post Office of your change of address.

Pets: Take your pets with you or arrange for their care. **DO NOT ABANDON YOUR PETS!**

Keys: Immediately upon completion of the final inspection, the Resident will be required to turn over all house and mail keys and all garage door openers. Upon completion of the inspection, Resident will no longer have access to the home.