

## **CLEANING SUPPLIES**

Below is a list of suggested cleaning supplies for cleaning. **Save time and energy by using the right cleaning products. Plain water will not work.**

- Good quality mop, broom, and dustpan
- Bathroom Cleaner - for removing soap scum & build-up on bathtubs & surrounds, use Lime-Away (turn the shower on straight hot for several minutes while working in another area, then spray down with lime-away, let sit for several minutes and then scrub away deposits & build-up). Ajax or Soft Scrub are also good products, but make sure they won't scratch the surface.
- Bathroom Cleaner - for toilets, use Clorox or Lime-Away toilet bowl cleaner. For sinks use 409 or Clorox Spray to bleach bathtub & shower floors and to whiten kitchen & bathroom sinks. For tough areas, use something with grit such as Ajax or Soft Scrub.
- Pumice Stone - use this to remove build-up that is hardened on around faucets and drains. Sometimes you will see a gray ring of build-up around drains and faucet fixtures. This must be removed and the easiest way other than lime-away setting on the build-up is to purchase a pumice stone. This will also remove rings in toilet bowls without ruining the porcelain. (found at Wal-Mart)
- Mirrors, Windows - Use glass cleaner and then wipe with newspaper or paper towel for no streaks.
- Kitchen Cleaner - Use Easy-Off for the inside of ovens that are not self cleaning. For the stovetop bowls (burner drip pans), we recommend buying new ones from the store as they are extremely difficult to clean perfectly. If you can't afford to purchase new use SOS pads to get all the black build-up off. (Usually you can find the stove bowls & rings at Home Depot, Lowe's, Wal-Mart or the Mending Shed on State St. Before you go to the store, write down the manufacturer of the stove, the sizes of the bowls -large or small, and if they are one or two pieces.)
- Microwave - If you have lots of food spattered inside, take a microwave-safe container, maybe a glass measuring cup or large microwave-safe bowl and fill it with water and put it in the microwave on high for 5 minutes. Remove the container, spray down with 409 or Fantastic and wash down; hardened on items just wipe right off.
- Dusting Furniture (wood) - Use Pledge

## **HINTS TO HELP YOUR UNIT PASS CLEANING CHECKS**

**DEEP CLEAN** - "White Glove" means no dirt, dust, build-up anywhere. For example, to clean the fridge, it means take out the shelves, drawers and wash from top to bottom, inside and out- don't forget to wipe off the top of the fridge.

**FOLLOW THE CHECKLIST** - Use the checklist at the end of this document to make sure you don't miss anything. Baseboards and air vents are probably the most often missed areas, so make sure you have everything on the list complete.

**PASS/FAIL** - Since cleaning checks work on a "pass/fail" system, there are no gray areas, it's either clean or dirty.

**CLEAN EFFECTIVELY** - When cleaning a room, start from top to bottom, leaving the floors to do last. This way you are not back-tracking and cleaning areas twice when it's not necessary.

**USE PROPER CLEANING PRODUCTS** - See the suggestions above, titled Cleaning Supplies. Call the office if you need suggestions or have a "hard-to-clean" project.

**PLAN AHEAD** - Manage your time wisely. Make sure you leave enough time to do the necessary cleaning of your unit. Start cleaning parts of your apartment at least a week before you want to move out; see what you can do in smaller increments to save time.

# ASPEN RIDGE MANAGEMENT FINAL CLEANING INSPECTION

(P=PASS; F=FAIL) Date: \_\_\_\_\_ Time: \_\_\_\_\_ Inspected by: \_\_\_\_\_

P/F  
(CIRCLE ONE)

## KITCHEN

## COMMENTS

P	F	<b>1. Oven and range</b> ○ Inside of oven is clean.	<b>Drip Pans (if needed):</b> Brand: _____ 1 piece/ 2 piece (circle one) size: _____ big, _____ small
P	F	○ Hood/stove top/outside of oven is clean (use degreaser).	
P	F	○ Stove top drip pans are clean. <b>Foil covered drip pans will Not Pass. (\$25.00 fee for dirty drip pans)</b>	
P	F	<b>2. Counters</b> are clean, including underneath microwave, toaster, etc.	
P	F	<b>3. Dishwasher</b> ○ Clean inside, including inside of door edge (lip)	
P	F	○ Outside/front of dishwasher is clean	
P	F	<b>4. Floor</b> is swept and mopped.	
P	F	<b>5. Microwave</b> ○ Inside is clean, including sides and ceiling	
P	F	○ Outside is clean	
P	F	<b>6. Kitchen table and chairs</b> ○ Table is wiped off and clean	
P	F	○ Chairs are clean, including back edge of seat by chair rails (if applicable).	
P	F	<b>7. Cabinets and Drawers</b> ○ Inside cabinets and drawers are clean	
P	F	○ Outside of cabinets and drawers are clean	
P	F	<b>8. Refrigerator and Freezer</b> ○ There is no food left in the fridge or freezer (unless renewing or transferring residents)	
P	F	○ Inside of fridge and freezer is clean, including shelves and drawers	
P	F	○ Outside of refrigerator/freezer is clean (including the top)	
P	F	<b>9. Kitchen walls/ceiling/baseboards</b> (no marks, dirt, or cobwebs) ○ Kitchen walls are clean	
P	F	○ Kitchen ceiling is clean	
P	F	○ Kitchen baseboards are clean	
P	F	<b>10. Window</b> (if applicable) ○ Window sill and tracks are clean	
P	F	○ Blinds are clean	
P	F	<b>11. Light fixture</b> ○ No burned out bulbs	
P	F	○ Light fixture cover is clean (no dust or bugs)	
P	F	○ Light switch covers are clean	
P	F	<b>12. Kitchen sink</b> is clean. No hard water buildup-especially around faucet base.	
P	F	<b>13. Pantry</b> (if applicable). Door and shelves are washed off, floor swept and mopped.	
P	F	<b>14. Air Vents</b> have been wiped down and cleaned	

**P/F LIVING ROOM/HALLWAY/ENTRY**  
(CIRCLE ONE)

**COMMENTS**

<b>P</b>	<b>F</b>	<b>1. Flooring</b> ○ Living room/entry floor is vacuumed/clean.	
<b>P</b>	<b>F</b>	○ Hall floor is vacuumed/clean.	
<b>P</b>	<b>F</b>	<b>2. Walls &amp; ceiling (no marks, tape, dirt, or cobwebs)</b> ○ Living room/entry walls are clean	
<b>P</b>	<b>F</b>	○ Hallway walls are clean	
<b>P</b>	<b>F</b>	○ Ceiling in living room, entry, and hallway is clean	
<b>P</b>	<b>F</b>	○ Shelves in closet/on walls (if applicable) are clean.	
<b>P</b>	<b>F</b>	<b>3. Doors</b> ○ Front entrance door is clean. No marks, residue, dust, etc.	
<b>P</b>	<b>F</b>	○ Hall closet/coat closet door is clean.	
<b>P</b>	<b>F</b>	<b>4. Baseboards (no marks, tape, dirt, or cobwebs)</b> ○ Living room/entry baseboards are clean.	
<b>P</b>	<b>F</b>	○ Hallway baseboards are clean.	
<b>P</b>	<b>F</b>	<b>5. Light fixture</b> ○ No burned out bulbs	
<b>P</b>	<b>F</b>	○ Light fixture cover is clean (no dust or bugs)	
<b>P</b>	<b>F</b>	○ Light switch covers are clean	
<b>P</b>	<b>F</b>	<b>6. Furniture</b> ○ TV stand/entertainment center is clean	
<b>P</b>	<b>F</b>	○ Side tables are clean	
<b>P</b>	<b>F</b>	○ Coffee table/other furniture are clean	
<b>P</b>	<b>F</b>	○ Couches are vacuumed out and clean	
<b>P</b>	<b>F</b>	<b>7. Windows</b> ○ Window sill and tracks are clean	
<b>P</b>	<b>F</b>	○ Blinds are clean	
<b>P</b>	<b>F</b>	<b>8. Front porch/entrance- personal items and garbage have been removed.</b>	
<b>P</b>	<b>F</b>	<b>9. Air Vents</b> ○ Living room/entry vents are clean.	
<b>P</b>	<b>F</b>	○ Hallway vents are clean.	

**P/F LAUNDRY (if applicable)**  
(CIRCLE ONE)

**COMMENTS**

<b>P</b>	<b>F</b>	<b>1. Washer/Dryer</b> ○ Inside of washer and dryer is clean, especially around doors	
<b>P</b>	<b>F</b>	○ Outside of washer and dryer are clean.	
<b>P</b>	<b>F</b>	○ Lint has been removed from dryer.	
<b>P</b>	<b>F</b>	<b>2. Laundry floor is clean.</b>	
<b>P</b>	<b>F</b>	<b>3. Walls/ceiling/baseboards (no marks, tape, dirt, or cobwebs)</b> ○ Walls are clean	
<b>P</b>	<b>F</b>	○ Ceiling is clean	
<b>P</b>	<b>F</b>	○ Baseboards are clean	
<b>P</b>	<b>F</b>	○ Shelves (if applicable) are clean.	
<b>P</b>	<b>F</b>	<b>4. Doors</b> ○ Laundry door is clean.	
<b>P</b>	<b>F</b>	○ Furnace closet doors have been cleaned.	
<b>P</b>	<b>F</b>	<b>5. Furnace Closet - NOTHING is stored in furnace closet. There is a \$30 fine if ANYTHING is stored in the furnace closet.</b>	

P/F **BATHROOM** (location \_\_\_\_\_)

**COMMENTS**

(CIRCLE ONE)

<b>P</b>	<b>F</b>	<b>1. Bathtub, shower and surround</b>	
<b>P</b>	<b>F</b>	○ <b>Bathtub/shower floor</b> is clean; no build-up or hard water deposits.	
<b>P</b>	<b>F</b>	○ <b>Shower surround</b> is clean; no build-up or hard water deposits.	
<b>P</b>	<b>F</b>	○ <b>Faucets and shower head</b> are clean (no build-up or water deposits)	
<b>P</b>	<b>F</b>	<b>2. Toilet</b>	
<b>P</b>	<b>F</b>	○ <b>Inside toilet bowl</b> is clean; no lines or discoloration	
<b>P</b>	<b>F</b>	○ <b>Toilet seat and around seat hinges</b> is clean.	
<b>P</b>	<b>F</b>	○ <b>Outside of toilet</b> is clean, from the top to the base	
<b>P</b>	<b>F</b>	<b>3. Sink and faucet</b>	
<b>P</b>	<b>F</b>	○ <b>Sink bowl</b> is clean; no hard water or calcium build-up.	
<b>P</b>	<b>F</b>	○ <b>Faucet</b> , including the base, is clean; no hard water or calcium build-up.	
<b>P</b>	<b>F</b>	<b>4. Vanity</b>	
<b>P</b>	<b>F</b>	○ <b>Inside of cabinet and drawers</b> are clean.	
<b>P</b>	<b>F</b>	○ <b>Outside of cabinet and drawers</b> are clean.	
<b>P</b>	<b>F</b>	○ <b>Counter top</b> is clean.	
<b>P</b>	<b>F</b>	○ <b>Medicine cabinet</b> (if applicable) has been cleaned.	
<b>P</b>	<b>F</b>	<b>5. Mirror</b> is clean; no streaks.	
<b>P</b>	<b>F</b>	<b>6. Floor</b> has been swept and mopped.	
<b>P</b>	<b>F</b>	<b>7. Door-</b> inside and outside have been washed down, esp. panels.	
<b>P</b>	<b>F</b>	<b>8. Bathroom walls/ceiling/baseboards</b> (no marks, dirt, or cobwebs)	
<b>P</b>	<b>F</b>	○ <b>Bathroom walls</b> are clean	
<b>P</b>	<b>F</b>	○ <b>Bathroom ceiling</b> is clean	
<b>P</b>	<b>F</b>	○ <b>Bathroom baseboards</b> are clean	
<b>P</b>	<b>F</b>	<b>9. Light fixture</b>	
<b>P</b>	<b>F</b>	○ <b>No burned out bulbs</b>	
<b>P</b>	<b>F</b>	○ <b>Light fixture cover</b> is clean (no dust or bugs)	
<b>P</b>	<b>F</b>	○ <b>Light switch covers</b> are clean	
<b>P</b>	<b>F</b>	○ <b>Bathroom fan cover</b> (usually on ceiling) is clean	
<b>P</b>	<b>F</b>	<b>10. Windows</b> (if applicable)	
<b>P</b>	<b>F</b>	○ <b>Window sill and tracks</b> are clean	
<b>P</b>	<b>F</b>	○ <b>Blinds</b> are clean	

P/F **BATHROOM** (location \_\_\_\_\_)**COMMENTS**

(CIRCLE ONE)

<b>P</b>	<b>F</b>	<b>1. Bathtub, shower and surround</b>	
<b>P</b>	<b>F</b>	○ Bathtub/shower floor is clean; no build-up or hard water deposits.	
<b>P</b>	<b>F</b>	○ Shower surround is clean; no build-up or hard water deposits.	
<b>P</b>	<b>F</b>	○ Faucets and shower head are clean (no build-up or water deposits)	
<b>P</b>	<b>F</b>	<b>2. Toilet</b>	
<b>P</b>	<b>F</b>	○ Inside toilet bowl is clean; no lines or discoloration	
<b>P</b>	<b>F</b>	○ Toilet seat and around seat hinges is clean.	
<b>P</b>	<b>F</b>	○ Outside of toilet is clean, from the top to the base	
<b>P</b>	<b>F</b>	<b>3. Sink and faucet</b>	
<b>P</b>	<b>F</b>	○ Sink bowl is clean; no hard water or calcium build-up.	
<b>P</b>	<b>F</b>	○ Faucet, including the base, is clean; no hard water or calcium build-up.	
<b>P</b>	<b>F</b>	<b>4. Vanity</b>	
<b>P</b>	<b>F</b>	○ Inside of cabinet and drawers are clean.	
<b>P</b>	<b>F</b>	○ Outside of cabinet and drawers are clean.	
<b>P</b>	<b>F</b>	○ Counter top is clean.	
<b>P</b>	<b>F</b>	○ Medicine cabinet (if applicable) has been cleaned.	
<b>P</b>	<b>F</b>	<b>5. Mirror is clean; no streaks.</b>	
<b>P</b>	<b>F</b>	<b>6. Floor has been swept and mopped.</b>	
<b>P</b>	<b>F</b>	<b>7. Door- inside and outside have been washed down, esp. panels.</b>	
<b>P</b>	<b>F</b>	<b>8. Bathroom walls/ceiling/baseboards (no marks, dirt, or cobwebs)</b>	
<b>P</b>	<b>F</b>	○ Bathroom walls are clean	
<b>P</b>	<b>F</b>	○ Bathroom ceiling is clean	
<b>P</b>	<b>F</b>	○ Bathroom baseboards are clean	
<b>P</b>	<b>F</b>	<b>9. Light fixture</b>	
<b>P</b>	<b>F</b>	○ No burned out bulbs	
<b>P</b>	<b>F</b>	○ Light fixture cover is clean (no dust or bugs)	
<b>P</b>	<b>F</b>	○ Light switch covers are clean	
<b>P</b>	<b>F</b>	○ Bathroom fan cover (usually on ceiling) is clean	
<b>P</b>	<b>F</b>	<b>10. Windows (if applicable)</b>	
<b>P</b>	<b>F</b>	○ Window sill and tracks are clean	
<b>P</b>	<b>F</b>	○ Blinds are clean	

P/F (CIRCLE ONE)		Name: _____ BEDROOM location _____	COMMENTS
P	F	1. Bedroom is empty of all personal items and garbage.	
P	F	2. Light fixture	
P	F	o No burned out bulbs	
P	F	o Light fixture cover is clean (no dust or bugs)	
P	F	o Light switch covers are clean	
P	F	3. Walls/ceiling/baseboards (no marks, tape, dirt, or cobwebs)	
P	F	o Walls are clean	
P	F	o Ceiling is clean	
P	F	o Baseboards are clean	
P	F	o Shelves in closet/on walls (if applicable) are clean.	
P	F	4. Doors	
P	F	o Bedroom door is clean (including panels)	
P	F	o Closet doors are clean	
P	F	5. Windows	
P	F	o Window sill and tracks are clean	
P	F	o Blinds are clean	
P	F	6. Furniture	
P	F	o Desk is dusted. Drawers are wiped out.	
P	F	o Bed is clean.	
P	F	o Dresser is dusted. Drawers are wiped out.	
P	F	7. Floor, including corners, is vacuumed.	

P/F (CIRCLE ONE)		Name: _____ BEDROOM location _____	COMMENTS
P	F	1. Bedroom is empty of all personal items and garbage.	
P	F	2. Light fixture	
P	F	o No burned out bulbs	
P	F	o Light fixture cover is clean (no dust or bugs)	
P	F	o Light switch covers are clean	
P	F	3. Walls/ceiling/baseboards (no marks, tape, dirt, or cobwebs)	
P	F	o Walls are clean	
P	F	o Ceiling is clean	
P	F	o Baseboards are clean	
P	F	o Shelves in closet/on walls (if applicable) are clean.	
P	F	4. Doors	
P	F	o Bedroom door is clean (including panels)	
P	F	o Closet doors are clean	
P	F	5. Windows	
P	F	o Window sill and tracks are clean	
P	F	o Blinds are clean	
P	F	6. Furniture	
P	F	o Desk is dusted. Drawers are wiped out.	
P	F	o Bed is clean.	
P	F	o Dresser is dusted. Drawers are wiped out.	
P	F	7. Floor, including corners, is vacuumed.	

P/F (CIRCLE ONE)		Name: _____ BEDROOM location _____	COMMENTS
P	F	1. Bedroom is <b>empty</b> of all personal items and garbage.	
P	F	2. <b>Light fixture</b>	
P	F	○ No burned out <b>bulbs</b>	
P	F	○ Light fixture <b>cover</b> is clean (no dust or bugs)	
P	F	○ <b>Light switch</b> covers are clean	
P	F	3. <b>Walls/ceiling/baseboards</b> (no marks, tape, dirt, or cobwebs)	
P	F	○ <b>Walls</b> are clean	
P	F	○ <b>Ceiling</b> is clean	
P	F	○ <b>Baseboards</b> are clean	
P	F	○ <b>Shelves</b> in closet/on walls (if applicable) are clean.	
P	F	4. <b>Doors</b>	
P	F	○ <b>Bedroom door</b> is clean (including panels)	
P	F	○ <b>Closet doors</b> are clean	
P	F	5. <b>Windows</b>	
P	F	○ Window <b>sill and tracks</b> are clean	
P	F	○ <b>Blinds</b> are clean	
P	F	6. <b>Furniture</b>	
P	F	○ <b>Desk</b> is dusted. Drawers are wiped out.	
P	F	○ <b>Bed</b> is clean.	
P	F	○ <b>Dresser</b> is dusted. Drawers are wiped out.	
P	F	7. <b>Floor</b> , including corners, is vacuumed.	

P/F (CIRCLE ONE)		Name: _____ BEDROOM location _____	COMMENTS
P	F	1. Bedroom is <b>empty</b> of all personal items and garbage.	
P	F	2. <b>Light fixture</b>	
P	F	○ No burned out <b>bulbs</b>	
P	F	○ Light fixture <b>cover</b> is clean (no dust or bugs)	
P	F	○ <b>Light switch</b> covers are clean	
P	F	3. <b>Walls/ceiling/baseboards</b> (no marks, tape, dirt, or cobwebs)	
P	F	○ <b>Walls</b> are clean	
P	F	○ <b>Ceiling</b> is clean	
P	F	○ <b>Baseboards</b> are clean	
P	F	○ <b>Shelves</b> in closet/on walls (if applicable) are clean.	
P	F	4. <b>Doors</b>	
P	F	○ <b>Bedroom door</b> is clean (including panels)	
P	F	○ <b>Closet doors</b> are clean	
P	F	5. <b>Windows</b>	
P	F	○ Window <b>sill and tracks</b> are clean	
P	F	○ <b>Blinds</b> are clean	
P	F	6. <b>Furniture</b>	
P	F	○ <b>Desk</b> is dusted. Drawers are wiped out.	
P	F	○ <b>Bed</b> is clean.	
P	F	○ <b>Dresser</b> is dusted. Drawers are wiped out.	
P	F	7. <b>Floor</b> , including corners, is vacuumed.	