

## **MOVE OUT CLEANING GUIDE**

**Note: All leases end at 11:00 AM on July 29<sup>th</sup>, unless you have renewed your lease.**

We each have a different opinion as to what “clean” means; the Winkler Organization standard is “VERY CLEAN.” Your cleaning is expected to be up to our standards; if there are charges, you will be assessed accordingly.

To aide in the refund of your Security Deposit, replace burned out light bulbs with proper wattage bulbs, missing or broken door stops, screens, proper drip pans under stove eyes, smoke detectors, towel bars, toilet paper spools, and shower rods. All of these can be purchased at Lowe’s far cheaper than we can have our maintenance staff replace them.

### **Kitchen**

#### ***Refrigerator***

1. Clean all food out of Refrigerator and **leave it running.**
2. Clean outside and inside of refrigerator and freezer
3. Remove any stickers that you may have put on the refrigerator, other appliances, cabinets, etc.
4. Remove drawers and clean under them, then put them back
5. Move out refrigerator and clean behind it (be careful not to tear the floor)
6. Clean refrigerator drip pans which us behind the front grill at bottom

***Note: Any broken parts in refrigerator such as clips, racks, drawers, shelves, are expensive to replace because they have to be special ordered.***

#### ***Cabinets***

1. Empty and clean out all cabinet drawers and tops of cabinets
2. Clean counter/bar tops and remove any stains, if possible

#### ***Stove***

1. Clean stove, including under stove burners, control knobs, stove top and back splash (if entire stove top lifts up, clean underneath this as well)
2. Glass top stove tops must be cleaned with appropriate glass stove top cleaner
3. Clean stove rings, drip pans (if applicable) and replace if necessary
4. Move out stove and clean behind (be careful not to tear floor)

5. Clean oven, racks and doors (remember to clean both sides of oven rack)
6. Clean both top and inside of stove hood, plus the filter and bulbs
7. Make sure oven cleaner residue is not left in stove and that stove is not greasy. After cleaning, turn oven on for a few minutes – if oven turns white, there is still residue from the cleaner. You will need to rinse with plain water again after oven has cooled down.
8. Remember to pull out and clean under bottom drawer of stove (or access panel)

### **General Kitchen**

1. Clean fire extinguisher, as well as bracket, and leave it in the bracket
2. Sweep and mop vinyl or tile floor, and make sure it is clean (clean tile grout with grout brush)
3. Clean sink and drain pipes under the sink
4. Replace (with proper wattage) burned out or missing light bulbs (check inside refrigerator, stove, hood, over sink, etc.)
5. Clean dishwasher and microwave oven, if provided
6. Clean light fixtures
7. Make sure windows, window sills and screens are clean
8. Clean baseboards, window sills and heat ducts
9. Remove any cobwebs
10. Remove any nails, tape or stickups from walls and mirrors

### **Living Room, Dining Room, and Family Room**

1. Clean baseboards and baseboard heaters
2. Dust and clean furniture, vacuum and shampoo upholstered furniture, remove any lint from upholstered furniture. Clean under seat cushions, and dust inside of any cabinets. Clean underneath bottoms of sofas and chairs.
3. Replace (with proper wattage) any burned out or missing light bulbs and clean/replace any broken fixtures
4. Clean windows, sills and screens
5. Remove any cobwebs
6. Remove any nails, tape or stickups from walls (be careful not to tear sheetrock)
7. Clean ceiling fan, globe, and blades, and carefully dust or vacuum the ceiling around fan if dirty (do not damage ceiling texture)
8. Vacuum carpets and make sure all trash is removed.

### **Hallways & Stairways**

1. Vacuum carpets and spot clean if necessary
2. Clean baseboards
3. Replace (with proper wattage) burned out or missing light bulbs and clean/replace any broken fixtures
4. Make sure smoke alarm is hooked up properly and is working
5. Remove any nails, tape, or stickups from walls or mirrors (be careful not to tear sheetrock)
6. Empty hall closets and clean shelves

## **Bedrooms**

1. Vacuum carpets well and spot clean if necessary
2. Clean baseboards, window sills, and baseboard heaters
3. Replace (with proper wattage) burned out or missing light bulbs and clean/replace any broken fixtures
4. Dust and clean inside and outside of furniture and clean any mirrors. Remove any stickers, etc.
5. Move beds and furniture out from walls, dust and clean furniture including all drawers
6. Clean the underside of all furniture
7. Clean windows, sills and screens
8. Remove any cobwebs
9. Remove any nails, tape, or stickups from walls, mirrors and windows (be careful not to tear sheetrock)
10. Make sure closets are cleaned out and clean shelves inside closet

## **Bathroom**

1. Clean tub/shower enclosure, sink and counter top. Remove all mold, mildew and soap scum. (If you have a fiberglass shower/tub please use Soft Scrub type cleaners and not the abrasive ones.)
2. Clean around top of tub/shower enclosure
3. Clean toilet bowls and lids (Remove anything that colors toilet water) Clean toilet tank and around base of toilet
4. Clean shower head and all faucets
5. Clean medicine cabinets, mirrors, and shelves
6. Remove your shower curtain and rings.
7. Reminder: The curtain rod is ours. If you have broken and/or replaced the rod with a different style or color than originally installed by the Winkler Organization, you will be charged for a proper style and color replacement
8. Replace (with appropriate wattage) burned out or missing bulbs, and clean both ceiling and medicine cabinet light fixtures
9. Clean floors and baseboards
10. Clean heater grills, vents and fan grill in ceiling

## **Laundry Room**

1. Clean washer inside, outside, control knobs and behind
2. Clean dryer inside, outside and carefully clean lint filter
3. Clean fire extinguisher and leave in bracket
4. Clean shelving inside closet

## Other Items

1. Remove all trash
2. Please carry all trash, bottles, etc. to dumpster. Do not leave any GARBAGE in the dwelling or outside the door or on the decks. Stack cinder blocks beside the dumpster outside.
3. Sweep, mop, or vacuum entire unit, depending on what may be needed
4. Clean decks, patios, porch stoops and front porch area – clean off exterior doors
5. Clean outside light fixtures and make sure they have proper wattage light bulbs that are working
6. Make sure all closets are cleaned out
7. Clean top of hot water heater & pan
8. If a washer/dryer is furnished, make sure the washer and dryer are clean inside and out and the lint is removed from the dryer filter. Clean behind washer/dryer
9. If your dwelling has a fireplace, make sure all ashes and wood are cleaned out and any glass doors are cleaned
10. Wood floors: If your dwelling has wood floors, clean them with appropriate cleaner
11. Clean tile grout with grout brush
12. **Wilcox Warehouse Units:** be sure to carefully clean tops of ductwork pipes
13. If decking requires pressure cleaning from use of a grill or excessive smoking, additional charges will be applied

## CHARGES

Charges will be assessed for damages that have occurred, or any clean up expenses incurred during your stay in the apartment. The total charges will be divided evenly by the number of tenants if it is a joint lease, and will be deducted from your deposit. Individual Leases are handled per bedroom, and jointly for the commons area. We will gladly recommend ways to save on repairs or replacements. Again, our aim is to help you in the return of your Security Deposit.

## VACATING AND CHECKING OUT

**Check out time is 11:00 AM on July 29<sup>th</sup>.** *This means that you must be moved out and have your keys turned in to the landlord's office by that time. Anyone remaining after the end of the lease will be heavily fined. If you have questions, call us at 828-262-3431 or drop by the office.*

Thank you for choosing us for your housing. We hope your stay was a pleasant one!

Winkler Organization Staff