

Cleaning Checklist on Vacating

As this is a general list for all vacating tenants, not all facilities mentioned will be applicable to every property.

CARPET CLEANING - Important information

If carpets were clean at the commencement of your tenancy, you are required to leave them in the same condition.

Please note, our office recommends the use of professional STEAM cleaners. Dry cleaning of carpets or self-cleaning, using hire machines from supermarkets etc, do not clean carpets as effectively and may result in carpets requiring re-cleaning.

SMOKE ALARMS & LIGHTS

- Replace batteries in all smoke alarms
- Ensure all light globes are working

1. GENERAL CLEANING

- Wash and sweep all hard floors
- Professionally clean carpets
- Clean walls and skirting boards
- Clean doors and woodwork
- Clean windows, window sills & window tracks
- Clean curtains and/or blinds
- Clean light fittings
- Clean air conditioner vents

2. KITCHEN

- Clean top of stove, including spill trays and splash back
- Clean oven including shelves
- Clean grill and tray
- Clean exhaust fan and range hood
- Wipe front of cupboards
- Wipe out cupboards and drawers
- Clean sink and bench tops
- Wash and sweep hard floors
- Clean walls and skirting boards
- Clean doors and woodwork
- Clean windows, window sills & window tracks
- Clean curtains and/or blinds
- Clean light fittings
- Clean air conditioner vents

3. BATHROOM

- Clean bath
- Clean shower recess to remove mould and soap buildup
- Clean shower screen or wash shower curtain
- Clean mirror
- Wipe front of cupboards
- Wipe out cupboards and drawers
- Clean hand basin
- Wash and sweep hard floors
- Clean walls and skirting boards
- Clean doors and woodwork
- Clean windows, window sills & window tracks
- Clean curtains and/or blinds
- Clean exhaust fan
- Clean light fittings
- Clean air conditioner vents

4. TOILET

- Clean toilet bowl
- Clean toilet seat and cover
- Clean cistern
- Wash and sweep hard floors
- Clean walls and skirting boards
- Clean doors and woodwork
- Clean windows, window sills & window tracks
- Clean curtains and/or blinds
- Clean light fittings

5. LOUNGE, DINING AND HALLWAYS

- Wash and sweep hard floors
- Vacuum and clean carpets
- Clean walls and skirting boards
- Clean doors and woodwork
- Clean windows, window sills & window tracks
- Clean curtains and/or blinds
- Clean light fittings
- Clean air conditioner vents or wall air conditioner pads

6. BEDROOMS

- Clean mirror
- Wipe front of cupboards
- Wipe out cupboards and drawers
- Wash and sweep hard floors
- Clean walls and skirting boards
- Clean doors and woodwork
- Clean windows, window sills & window tracks
- Clean curtains and/or blinds
- Clean light fittings
- Clean air conditioner vents

7. LAUNDRY

- Clean laundry tub
- Clean inside and out of washing machine
- Clean inside and out of clothes dryer
- Clean lint filter in clothes dryer
- Wipe front of cupboards
- Wipe out cupboards and drawers
- Wash and sweep hard floors

- Clean walls and skirting boards
- Clean doors and woodwork
- Clean windows, window sills & window tracks
- Clean curtains and/or blinds
- Clean light fittings

8. OUTSIDE

- Sweep verandahs and pathways
- Clean windows and fly screens
- Mow lawns, trim edges and tidy garden
- Remove cobwebs from eaves and guttering
- Remove any rubbish
- Clean and empty garden shed
- Clean and empty garage
- Check that garage and driveway are free from oil and grease stains
- Where pets have been permitted, check that the garden and yard are free from animal droppings

9. POOL

- Clean pool and filter
- Check that all pool equipment is in good condition and working order

10. FINALLY

- Where applicable, check that all items on the inventory have been accounted for.
- Check that all cupboards and drawers are empty
- Check shed and garage
- Check letterbox
- Lock all windows
- Lock all doors
- Return **ALL** keys to agent. (Rent is payable until all keys are returned to our office.)
- Arrange disconnection of electricity, telephone & gas supply
- Arrange for the redirection of mail to your new address

