

Self clean Guide Please complete and hand in on vacate date

Location	Requirement	Tenant Completed	PM Checked Acceptable	
			Y	N
Entry	Screen door			
	Door, windows, ledges, tracks, sills, door/window frames			
	Floor			
	Walls, ceiling, skirting and cornices			
	Light fittings, GPO's			
	Window/door furnishings			
Hallway	Walls, ceiling, skirting and cornices			
	Floor			
	Light fittings, GPO's			
	Storage/cupboards			
	Window/door furnishings			
Lounge	Walls, ceiling, skirting and cornices			
	Floor			
	Light fittings, GPO's			
	Storage/cupboards			
	Window/door furnishings			
	Door, windows, ledges, tracks, sills, door/window frames			
	Fans, A/C or heater filters, wall filters			
Dining	Walls, ceiling, skirting and cornices			
	Floor			
	Light fittings, GPO's			
	Storage/cupboards			
	Window/door furnishings			
	Door, windows, ledges, tracks, sills, door/window frames			
Family	Walls, ceiling, skirting and cornices			
	Floor			
	Light fittings, GPO's			
	Storage/cupboards			
	Window/door furnishings			
	Door, windows, ledges, tracks, sills, door/window frames			
	Fans, A/C or heater filters, wall filters			

Kitchen	Walls, ceiling, skirting and cornices			
	Floor			
	Light fittings, GPO's			
	Door, windows, ledges, tracks, sills, door/window frames			
	Sink, dishwasher, plugs, drain holes, install dishwasher bung (if required)			
Main Bedroom	Cupboards, draws, benches, bench tops			
	Walls, ceiling, robes/shelves, skirting and cornices			
	Floor			
	Light fittings, GPO's, A/C units/filters, fans			
Ensuite/ Bathroom	Door, windows, ledges, tracks, sills, door/window frames, mirrors			
	Vanity, plugs, drain holes, cupboard, draws, shelving			
	Walls, ceiling, skirting and cornices			
	Floor			
Bedroom 2	Light fittings, GPO's			
	Door, windows, ledges, tracks, sills, door/window frames, mirrors			
	Walls, ceiling, robes/shelves, skirting and cornices			
	Floor			
Bedroom 3	Light fittings, GPO's, A/C units/filters, fans			
	Door, windows, ledges, tracks, sills, door/window frames, mirrors			
	Walls, ceiling, robes/shelves, skirting and cornices			
	Floor			
Bedroom 4	Light fittings, GPO's, A/C units/filters, fans			
	Door, windows, ledges, tracks, sills, door/window frames, mirrors			
	Walls, ceiling, robes/shelves, skirting and cornices			
	Floor			
Bedroom 5/ Study	Light fittings, GPO's, A/C units/filters, fans			
	Door, windows, ledges, tracks, sills, door/window frames, mirrors			
	Walls, ceiling, robes/shelves, skirting and cornices			
	Floor			

Other Room	Walls, ceiling, robes/shelves, skirting and cornices			
	Floor			
	Light fittings, GPO's, A/C units/filters, fans			
	Door, windows, ledges, tracks, sills, door/window frames, mirrors			
Garage	Walls, ceiling, robes/shelves, skirting and cornices			
	Floor			
	Light fittings, GPO's			
	Doors, windows, ledges, tracks, sills, door/window frames, roller door			
External House	Walls			
	Windows, screens			
	Eaves, gutters, downpipes, stormwater drains			
	Light fittings, GPO's			
	Fencing, gates, handrails, retaining walls, stairs			
Patio/ Verandah	Walls, ceiling			
	floor/deck			
	Light fittings, GPO's, fan			
	Stairs, rails			
Garden Shed/ Storage	Walls, ceiling, roof, cornice, skirting			
	Door, windows, ledges, tracks, sills, door/window frames			
	Floor			
	Light fittings, GPO's			

Location	Requirement	Tenant Completed	PM Checked Acceptable	
			Y	N
Kitchen	Stove, cooktop, oven, rangehood, dishwasher, insinkerator (ie. All appliances)			
Ensuite/ Bathroom	Shower cubicles, baths, spas, toilets and mirrors			
External	Gutters on lowset residences, yard and gardens			
Other	Bins			

Residence Address:.....

Contact Numbers:.....

Tenant Signature:..... **Date:**.....

Property Manager Signature:..... **Date:**.....

Detailed cleaning guide for Tenants (or their contractors)

Walls, Ceilings, Skirtings, Cornices, door frames and window frames

All internal wall surfaces, ceiling, skirtings, cornices and frames to be completely washed down to remove all traces of dirt, dust mildew and grime

Internal Floors

All internal carpeted floor areas must be professionally cleaned with the receipt to be given to the agent when your keys are handed in.

Light fittings, GPO's, Smoke Detectors, Fans and fan switches

These should be wiped over to remove all grease, grime and other matter with a dry cloth. Stubborn marks can be removed with a light spray of cleaning product on the cloth. Never spray directly on GPO's, smoke alarms or light switches. Fans should be cleaned to remove dirt, dust and mildew. All blown light bulbs are to be replaced.

Windows, Doors and screens, frames, sills including tracks, Mirrors

Windows or louvres should be cleaned to remove all dirt, dust, mildew and grime Windows are required to be cleaned internally and externally to meet the standard. Screens must also be wiped down internally and hosed as part of the external clean. Mirrors are to be cleaned with no apparent streaks remaining.

All window tracks and window sills must be cleaned to remove all traces of dirt, dust, mildew and grime.

All external facing doors must be cleaned to remove all traces of dirt, dust and mildew.

Window Furnishings

Curtains and blinds must be professionally cleaned with the receipt to be given to the agent when your keys are handed in.

Clean all Window furnishing tracks and cords accordingly.

Window and Door furnishings

Door knobs, plates and locks should be cleaned to remove all traces of dirt, dust, mildew and grime.

Bathrooms, Ensuites and Toilets

As part of your normal clean, your wet areas must be kept free of mildew, mould and any dirt or dust build up. For your final clean occasionally more than one application is required to bring it to the required standard. Allow yourself several days if your wet areas are heavily marked or stained or mildewed.

It is important to note, that as these areas are sanitary areas, the use of a quality household cleaning product is required for wiping down all surfaces including shower recess, baths/spas, floor tiles, vanities, tapware, toilet seat and lid, cisterns and bowls.

Kitchens

All appliances and associated parts (rangehood filters as listed in the checklist are to be cleaned thoroughly as directed by your property manager to remove all signs of grease, grime or carbon deposits internally or externally. All traces of cleaning product must be removed. Some appliances may require additional application of product so ensure you have left sufficient time to do so. Clean around all appliances to remove any dust or other build up as necessary.

You must also ensure that your benches, cupboards, sink, taps, plugs and plugholes have been adequately cleaned to remove all traces of dirt, grease, and grime from cupboards, door handles and other surfaces in this room.

Air-conditioner or heater filters, dryer lint collectors,

All filters within your home are required to be cleaned prior to your vacate. Most filters can be easily removed and cleaned with a damp cloth or under a tap. For air-conditioners, the entire surface, include the front grill of the appliance must be wiped clean to remove dirt, dust and mildew.

For combustion heaters, you are required to wipe externally clean and the ask and soot swept out internally. Other heaters to be wiped clean externally.

External

Garages, Carports, garden sheds, paths and driveways should be cleaned to remove any mould/mildew, oil, grease or other staining. Pressure cleaning is, at times, the best method to remove such marks. Ask your Property Manager for advice if unsure.

All cobwebs and nests must be removed from the external of the property.

Lawns and Gardens are to be maintained regularly prior to vacancy with final mow and trim no more than 2 days prior to vacate date. Gardens should be weed free, be neat and trimmed away from the gutter line on lowset properties, all leaf matter, grass clippings etc are to be removed from the property. Any damage from pets or otherwise such as dog holes are to be filled in, levelled and either turfed or seeded well before uplift date.

All rubbish is to be removed from internal and external of property

Bins are to be thoroughly cleaned and disinfected to remove all traces of dirt, food scraps, grease and grime and placed in the either the garage or garden shed.

General Cleaning Advice

Tenants are reminded to clarify any cleaning requirements with their Property Manager if unsure.

Use quality domestic cleaning products throughout the home as directed for best results. If you need further advice, please ask. We are happy to recommend cleaners for you if you would prefer.