

# IVY HALL APARTMENTS

## RECOMMENDED CLEANING PROCEDURES

### KITCHEN

Check each item:

- \_\_\_\_\_ 1.) Clean refrigerator - inside and out, shelves, crisper, under crisper, and sweep under whole unit. Clean freezer thoroughly.
- \_\_\_\_\_ 2.) Clean cabinets - inside and out. Clean under sink. Clean exhaust fan, and faucet fixtures.
- \_\_\_\_\_ 3.) Clean stove - under burners, controls, burner rings, and drip pans.
- \_\_\_\_\_ 4.) Clean oven and broiler pan (Be careful cleaner fluid does not spray or drip on floor causing vinyl damage.)
- \_\_\_\_\_ 5.) Sweep and mop kitchen floor thoroughly.
- \_\_\_\_\_ 6.) Clean and repair any damaged walls with proper drywall and spackle, then sand. Remove wallpaper/border if necessary. Repaint necessary walls using white flat paint.

### LIVING ROOM

- \_\_\_\_\_ 1.) Carpets must be thoroughly vacuumed and **steam cleaned** if dirty and stained.  
Steam Cleaning Carpet – **You can call Lance (The Home Room) 1-800-244-7071**  
Hardwood floors must be swept thoroughly and mopped using a **wood** soap.
- \_\_\_\_\_ 2.) Clean baseboards, fingerprints or other marks off switches, wall outlets, doors and walls.
- \_\_\_\_\_ 3.) Clean all vents and windowsills. Remove a/c units, clean and replace all screens.
- \_\_\_\_\_ 4.) Remove all trash and clothes hangers from all areas.
- \_\_\_\_\_ 5.) Clean and repair any damaged walls with proper drywall and spackle, then sand. Remove wallpaper/border if necessary. Repaint necessary walls using white flat paint.
- \_\_\_\_\_ 6.) Clean and replace any damaged outlet covers and switch plates and cable outlet covers.
- \_\_\_\_\_ 7.) Broken doors and knobs must be correctly repaired or replaced with new.

### BEDROOMS

- \_\_\_\_\_ 1.) Same as living room. Repeat all steps.

### BATHROOM

- \_\_\_\_\_ 1.) Scrub toilet bowl, tank, and vanity inside and out.
- \_\_\_\_\_ 2.) Clean chrome fixtures and exhaust fan.
- \_\_\_\_\_ 3.) Clean medicine cabinet – inside and out, clean mirror and lights.
- \_\_\_\_\_ 4.) Scrub tub and shower thoroughly, removing all mold and all soap scum.
- \_\_\_\_\_ 5.) Sweep and mop floor thoroughly.

\* **IF YOU HAVE NOT CLEANED YOUR CARPETS, BATHTUB, TUB SURROUND, REFRIGERATOR OR STOVE IN THE ENTIRE YEAR YOU HAVE BEEN HERE, IT WILL TAKE MORE THAN ONE TIME TO CLEAN IT!**

▶▶ FYI –

Most deductions from security deposits are for cleaning.