

ROUTINE INSPECTION CLEANING CHECK LIST

Please use the following check list to ensure that these items are attended:

COMMON AREA

1. Free clutter, food debris from bench top and put away dishes from sink.
2. Always keep the kitchen sink top "DRY" & Clean.
3. Floor is to be swept/vacuumed and mopped.
4. Carpets to be vacuumed and professionally cleaned (if applicable).
5. Wipe over pantry shelves and kitchen cupboards surface.
6. Range hood filters/ kitchen exhaust to be free from grease and dirt.
7. Remove Scuff / Grubby marks on doors, walls and light switches.
8. Light fittings to be dusted, with insect spots washed off if necessary. Ceiling fan blades to be cleaned (if applicable).
9. Inside fridge/oven/microwave are to be cleaned and free from grease/ sauce stain.
10. Remove lint from dryer and mop laundry floor.
11. All air-conditioning vent/ air vent are to be free from dust.
12. Oven, grill, drip trays and hot plates to be cleaned. Oven surrounds and control panel also to be cleaned.
13. Replace new foil on stove top – remove grease and clean splash back tiles.
14. Remove all empty card boxes into storage/ store room.
15. Windows to be cleaned. Fly screens to be dusted down.
16. Dust window sills, tracks and skirting boards.

IN YOUR ROOM

1. Walls door, light switches are to be cleaned-superficial hand & foot marks etc removed
2. Remove dust off tracks, skirting boards and window sills
3. Carpets to be vacuumed thoroughly -including under bed and desk.
4. Hard floors to be swept/vacuumed and mopped.
5. Clean desk surfaces and all drawers (if applicable).
6. Cobwebs removed from internal walls/cornices
7. Dust off light fittings, with insect spots washed off if necessary. ceiling fan blades to be cleaned (if applicable)

BATHROOM

1. Shower area, basin, bath tub and wall mirror to be cleaned thoroughly
2. Vanity top keep dry & cleaned & cosmetics/washing products to be stored in cupboard.
3. Shower recess tiles, grout joints between the tiles to be scrubbed, shower screen to be properly cleaned, free from soap scum and water marks.
4. Toilets including seat set and pedestal to be cleaned.
5. Floor waste pipe outlet grates to be cleaned in bathroom/ toilet areas.
6. Ensure shower curtain is clean.
7. Exhaust fan to be free from dust and vent cover is clean.
8. Mildew/mould on ceiling or walls must be removed and cleaned.

GENERAL

1. Replace any blown light globe/bulb in common area/room/bathroom.
2. Dispose all rubbish into wheelie bin.
3. Remove any cigarette butts from garden beds, lawn, front porch or backyard.
4. Remove all junk mails around the mailbox.
5. Veranda, patios, garage, carport, and driveway paving to be swept.
6. Oil stains to be removed from the paving or concrete driveway (we recommend that you use a drip tray if your car leaks oil).
7. Cobwebs to be removed from eaves, carports and sheds.
8. Please note that it is unacceptable to keep unlicensed vehicles and/or car bodies on the premises.

NOTE: Professional cleaner will be organised at your cost, should the property is found to be un-acceptable by the inspector (Professional Cleaning charges \$45 per hour). Negative remarks for your tenancy will be recorded on system should you fail to present the property in an acceptable condition during routine inspection.