

CLEANING GUIDE

Please note before reading:

This is a general informative guide to cleaning your rental unit (some items may not apply). Before cleaning, please read these instructions. If you have any questions please do not hesitate to call JDR Real Estate Services, Inc. at (805) 781-3595. Electricity, via PG&E, must be left in your name until after the move-out inspection is completed.

1. CEILING AND WALLS: Remove all spots, cobwebs and dust from ceilings. Clean fingerprints, dirt and any other markings off walls. **Dust and wash ALL baseboards.**
2. WINDOWS, DRAPES, and MINI-BLINDS: Wash interior and exterior surface of windows and window sills. X-14® cleaner, or a half and half solution of water and bleach, are recommended for mildew removal in window sills. Drapes are to be dry cleaned, if soiled. Clean dust or grime off top edge of drapery rods. Mini-blinds should be dusted thoroughly and all spots removed.
3. DOORS AND CLOSET DOORS: Clean fingerprints, grease, dirt and markings off all doors, front and back. Clean out closet door runners.
4. ELECTRICAL FIXTURES: Most light fixture covers can be removed. Clean out dust and bugs, then reinstall. Clean outside of non-removable fixtures. **Wipe down switch plates.** Replace burned out heat lamps in bathroom, and regular bulbs in ceiling fixtures.
5. KITCHEN:
 - a. Refrigerator: Disconnect and defrost. Remove and wash all trays, shelves, and drawers. Clean interior and replace trays, shelves, and drawers. Clean the exterior front, back, and sides. Clean wall area behind the refrigerator, and the floor underneath the refrigerator. Be careful to slide refrigerator slowly so you do not tear, or scratch, the flooring. Clean rubber seals around both doors. Clean drip [an underneath the refrigerator. This tray should pop out from the front or back of the unit. **Leave doors open to air out.**
 - b. Range: Clean top of stove and drip pans under the burners. If you cannot clean the drip pans sufficiently, please replace with new ones. Lift up top of range and clean out debris and grease from under burners. **Do not use oven cleaners on the outside or top of stove.** Clean oven walls, racks, and door. Be careful not to damage heating elements. Be sure all traces of oven cleaner are removed from the inside of the oven. Remove broiler pan and clean. Also clean the area that the broiler pan fits into. Most knobs should slide off. Soak them in water with soap for a couple of hours for easy cleaning. Wipe down front and sides of the outside.
 - c. Vent Fan and Stove Hood: Clean vent screen by soaking in grease cutting solution or laundry detergent. Clean grease and grime out of stove hood and fan area. **Replace bulb if needed.**
 - d. Cabinets: Remove all items from shelves and wipe down thoroughly. Empty all contents from drawers and thoroughly wipe out. Clean counter tops and underneath any ledges. **Tighten all loose handles.** Scrub both sides of the cutting board with warm water and soap. Wipe down front and sides of cabinets and drawers.
 - e. Floors: Sweep thoroughly, then remove old wax, stains, and dirt. Scrape out and/or scrub any buildup in crevices with the flooring meets the cabinets, walls, and carpet. **A good quality floor stripper and approximately one hour of time is usually required to properly strip and clean a kitchen and bathroom floor.**

- f. Sink: Remove all stains, rust, and grease. To whiten the sink, lay paper towels on the bottom of the sink and saturate with bleach. Let it sit for one hour and rinse out. Clean faucets and chrome, and area under the sink. This includes pipes and disposal.
 - g. Walls: Kitchen walls, especially near the range, sink, and trash cans, may have an accumulation of grease, soap spots, and food. **These areas need to be cleaned thoroughly.**
6. BATHROOM:
- a. Sink: Remove all marks, stains, and soap accumulations on sink and around faucets. Clean chrome faucets and the area under the sink.
 - b. Bathtub: Remove all marks stains, and soap accumulations. Clean chrome faucets, towels bars, and soap holder. Mildewed caulking should be scraped off with a putty knife so we may re-caulk. Scrub shower doors. It helps to remove the doors and clean them standing in the tub. This also allows access to the bottom shower door rail for cleaning. Wash all cleaner film from walls, tub, and shower doors.
 - c. Vent fan: Remove cover and wipe down.
 - d. Toilets: Remove stains, clean exterior, **especially all around the base.**
 - e. Medicine Cabinet: Remove all items, wash shelves and interior of cabinet. Wipe down mirror.
 - f. Walls: Scrub all walls. Mildew may be removed with X-14® cleaner, or a half and half solution of water and bleach. If you have used hairspray during your tenancy, the walls in the bathroom must be thoroughly scrubbed to remove hairspray residue.
 - g. Floors: Sweep thoroughly, then remove old wax, stains, and dirt.
7. WATER HEATER CLOSETS: Sweep, dust, and wash shelves.
8. PATIOS: Remove all trash and weeds. Sweep patio clean.
9. CABLE TV: Cables and transformers are to be left in tact. If your rental unit came with a cable box, you must leave this in the apartment.
10. SMOKE DETECTORS: Must be left in working order. If needed, replace with a 9-volt battery.
11. CARPET CLEANING: It is the tenant's responsibility to have carpets **professionally** cleaned, since they were received in a professionally cleaned condition. Tenants are not allowed to use rented carpet cleaning machines, or personal vacuum style carpet cleaning machines. It is our suggestion you leave the carpet cleaning for us to have done. If you choose to leave the carpets for us to clean we will only charge you as much as we were charged. Please use a reputable local company if you choose to have the carpets cleaned yourself. Please call JDR Real Estate Services, Inc. for a list of recommended carpet cleaners, and provide proof of cleaning prior to check out.
12. FURNITURE (Lee Arms Tenants): Tighten any loose legs on tables or desks. Clean all debris out from under couch cushions. Dust out all desk and dresser drawers.
13. HOLES IN WALLS: **IMPORTANT!** Please **do not** patch any nail, pin, or staple holes in walls. We will patch and fill these holes at no charge. If you do patch them and leave multiple white spots on the walls, we will need to paint and will charge accordingly.
14. **PLEASE DO NOT TAKE SINK STOPPERS OR ICE TRAYS. THESE ITEMS BELONG WITH THE PROPERTY.**