



## J & L Moore

### Property Management, LLC.

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#### CLEANING INSTRUCTIONS

THE FOLLOWING IS A CLEANING LIST FOR ALL TENANTS UPON VACATING

### 1. KITCHEN

#### a. Refrigerator:

- i. Defrost freezer if needed. DO NOT use sharp tools to pry ice off.
- ii. Wash inside of refrigerator with warm water and baking soda. Clean door gasket.
- iii. Take out shelves and drawers and wash in warm water, dry and replace. Clean under lower drawers.
- iv. Wash and dry outside of refrigerator
- v. Move refrigerator from wall and clean underneath. DO NOT TURN OFF!
- vi. Sweep down cobs on walls, ceiling
- vii. Replace light with an appliance bulb, if necessary.
- viii. Leave ice trays empty and clean, if provided at move-in.

#### b. STOVE:

- i. Remove racks and broiler pan, soak in hot water & clean & dry well.
- ii. Clean inside of oven, top of stove, knobs, under elements, under burner pans and drawer.
- iii. Wash and dry outside of stove.
- iv. Replace oven light with appliance bulb if burned out.
- v. Replace burner pans.
- vi. Move stove out and clean wall and floor.
- vii. Clean interior & exterior of microwave, if applicable.

#### c. CABINETS & DRAWERS:

- i. Wash cupboards inside and out.
- ii. Wipe out drawers with damp rag.
- iii. Clean sink, baskets and counter tops well.
- iv. Make sure garbage disposal is empty and clean.

#### d. MISCELLANEOUS IN AND NEAR KITCHEN:

- i. Wash all light fixtures and make sure all light bulbs are functioning.
- ii. Ceiling fans in warm water and soap. Clean switch plates.

- iii. Clean inside and out of dishwasher, to include inside seal.
- iv. Wash range hood and clean filter. Change appliance bulb, if necessary.
- v. Clean sink & fixtures.
- vi. Wash windows, blinds, screens and clean sills & tracks. Wipe down any rods, if applicable.
- vii. Scrub kitchen floor, including under movable appliances, and baseboards.

### 2. LIVING ROOM/REC ROOM/DINING ROOM:

- a. Wash windows, sills and clean tracks.
- b. Clean light fixtures and make sure all light bulbs are functioning
- c. Ceiling fans and switch plates.
- d. Sweep down cobs.
- e. Clean out fireplace(s), wash screen and doors. Clean mantle, hearth & surround.
- f. Clean baseboards.
- g. Clean drapes/blinds and wipe down rods, if applicable.

### 3. BEDROOMS:

- a. Sweep down cobs.
- b. Wash all light fixtures and make sure all light bulbs are functioning.
- c. Ceiling fans in warm water and soap. Clean switch plates.
- d. Wash windows, clean sills and tracks.
- e. Clean baseboards.

### 4. BATHROOMS:

- a. Clean bathtub and enclosure/tile around tub. Clean glass doors & tracks. If a shower curtain was provided at move in, provide a new liner.
- b. Clean sink & fixtures.
- c. Clean inside and outside of toilet.
- d. Scrub floor, baseboards, and behind toilet.
- e. Clean inside of medicine cabinet.

- f. Wash mirror.
- g. Clean windows, sills and tracks.
- h. Clean fan.
- i. Clean vanity inside and out, to include drawers.
- j. Wipe T/P holder and towel rods.
- k. Clean lights and switch plates.

**5. UTILITY ROOM:**

- a. Sweep down cobs.
- b. Clean and dry inside and outside of washer & dryer, if applicable. Clean lint trap.
- c. Pull out washer/dryer and clean floor.
- d. Wash windows, clean sills and tracks. Wipe down rods, if applicable.
- e. Scrub floor, including baseboards.
- f. Clean lights and switch plates.
- g. Clean vent fan.
- h. Clean cupboards/cabinets/shelves inside & out.

**6. GROUNDS AND LANDSCAPING:**

- a. All trash, yard debris, and personal items must be removed from the property. If trash collection is not scheduled for the day you vacate, please make arrangements ahead of time to have the bulk items removed prior to that date.
- b. All flower and shrub beds must be clean and free of weeds, leaves and debris. Be advised, we do not consider leaves and debris as mulch.
- c. All grass must be cut and free of debris.
- d. All walkways, patios and porches must be swept and free of debris.
- e. All new oil stains must be removed from the garage and/or driveway. There are a number of products available to accomplish this.
- f. The garage must be swept clean.
- g. All animal waste must be removed.
- h. All holes in lawn must be filled with soil.

**7. ENTIRE PROPERTY/GARAGE/MISCELLANEOUS:**

- a. All floors need to be cleaned, wax floors as necessary.
- b. As per Oregon Residential Landlord Tenant law, the Owner/Agent may deduct the cost of carpet cleaning from your deposit if it does not appear to be professionally cleaned. If you hired a professional carpet cleaning service before delivering possession back to the Owner/Agent you must provide a receipt from the company. Owner/Agent reserves the right to re-clean if deemed necessary. We suggest contacting Owner/Agent for vendors.
- c. If carpet is damaged by a pet, and we are able to remove the stains and odor from the carpet, pad and sub-floor, the actual cost of the process will be charged to your security deposit. If the carpet is torn,

shredded, or if stains and odor cannot be removed, the full replacement cost of the carpet will be charged, regardless of when the carpet was installed.

- d. All ceilings and walls.
- e. All Plumbing fixtures.
- f. Replace furnace filter.
- g. Wash inside and outside of front & back doors.
- h. Clean tracks of sliding doors.
- i. Replace ALL burned out bulbs
- j. Wash ALL doors, especially around knobs.
- k. Clean ALL floor vents out.
- l. Make sure all smoke alarms work. REPLACE ANY BATTERIES THAT DON'T WORK.
- m. Replace any screens damaged or lost during tenancy.
- n. Clean around and on top of hot water tank.
- o. All blinds need to be dusted & washed, if necessary. All curtains need to be washed, ironed & re-hung. Drapes must be dusted.
- p. Clean all exterior light globes.
- q. Dust baseboards.
- r. All utilities must remain on and in your name until the final day of your lease unless otherwise authorized and all final utilities bills paid in full.

**All keys/openers returned**

**A forwarding address provided to owner/agent**

**Property need to be returned in as good of condition as when received – ordinary wear and tear will be taken into account.**