

Cleaning check list

Prior to the check in the property is cleaned to a professional standard and at the end of the tenancy prior to check out tenants are required to clean the property to a professional standard

The inventory will record the condition of the property at check in and check out

Summary

		yes	no
1	Empty all trash and replace trash bags		
2	Remove cobwebs, dust baseboards		
3	Dust ceiling fans and light fixtures		
4	Clean windowsills and wipe down doors		
5	Dust all furniture including bottoms and sides		
6	Clean all glass surfaces including smudges on windows		
7	Clean and disinfect bathrooms (dust light bulbs and wipe down cabinets)		
8	Sweep, Vacuum, Mop all floors		
9	Clean kitchen (including inside microwave, top of refrigerator)		
10	Defrost fridge/freezer and deep clean the oven, hob, and extractor		
11	Wipe down kitchen cabinet facings		
12	Polish all glass surfaces and stainless steel in kitchen		
13	Ensure water is flowing freely into sink, wash basin and bath and shower drains		
14	Visual inspection to check water is flowing freely into external gullies and gullies free of blockages and are not overflowing		
15	Inform agent/landlord/maintenance of any problems with external gullies		

Cleaning and disinfection generally consist of following

		yes	no
1	Pre-clean – remove excess food waste, dust, debris by sweeping, wiping, or pre-rinsing		
2	Main clean – loosen surface waste and grease using a detergent		
3	Rinse – remove loose food waste, dust, debris, grease, and detergent		
4	Disinfection – kill the bacteria with disinfectant or heat		
5	Final rinse – remove the disinfectant		
6	Drying – remove all moisture		

Specific cleaning and sanitising check list

		yes	No
1	Doors, windows, and kitchen cupboard handles		
2	Kitchen work top		
3	Appliance handles		
4	WC		
5	Bath and shower area		
6	Sinks and wash basins		

Summary of cleaning

<i>Throughout property</i>		Freezer	
dust through and polish		clean inside and out	
remove all cobwebs from ceilings		wipe door handles if sticky	
clean all spots off the walls if possible		Dishwasher	
clean mirrors and pictures		remove all grime, mildew, and food deposits	
clean top of picture frames		check filters	
light fittings and shades		Washing machine	
clean all switches		wipe down inside and out	
wipe all skirting boards		check the rubber seal	
wipe top of all doors		clean soap dispenser drawer	
wipe behind		Microwave	
wipe curtain rails		clean inside and out	
wipe fireplace and surrounding area		clean inside top of oven	
light bulbs			
ensure water is flowing freely into sink, wash basin and bath and shower drains			
<i>Windows dusting light bulbs</i>		Tumble dryer	
clean inside		wipe inside and out	
wipe down windowsills		clean dust and lint filters	
wipe doors, remove fingerprints		check handles and rubber seal	
clean top of the door		Oven	
<i>Drawers and shelves</i>		clean and degrease oven, hob, and grill	
clear out		clean grill pan and oven racks	
dust through and polish		clean the inner top of the oven	
<i>Furniture</i>		wipe clean the rubber seal	
wipe down tables		Toaster	
remove fingerprints		clean and remove any leftover crumbs	
remove cushions, Hoover inside sofa		extractor	
move beds and drawers, clean underneath		wipe clean if sticky	
move sofa, clean underneath		Miscellaneous	
<i>Carpets</i>		throw away any leftover rubbish	
vacuum through to edges		wipe rubbish bin inside and out	
move furniture for access		Bathroom	
<i>Hard floors</i>		clean taps and fittings; remove all lime scale and polish	
wash down and polish		clean soap dispenser	
•check for residual hair and dust		wipe and polish the radiator and towel rail	
Kitchen		Shower screen and tiles	
Cupboards and drawers		remove all lime scale and polish	
clear inside out		Bath, WC's, bidet, shower cubicles	
clean handles		check for hair around the drainage	
clean marks around handles		remove all lime scale	
throw away any unneeded items		polish tiles with dry cloth or paper	
Sink		Mirrors/glass	
clean		clean and polish	
descale		clean the toothbrush glass	

polish		Extractor fans	
Wall tiles		wipe clean from dust and dirt	
clean and dry		Pipe work	
Appliances		clean pipe work and plumbing behind the WC if accessible	
Fridge		Floors	
remove all grime, mildew, and food deposits		vacuumed and polished	
wipe door handles			
clean the rubber seal			

Property details

	door no	street name	post code	Date	time
1					

Cleaned by name

	first name	last name	phone number	email address
1				

Cleaned by signature

1	
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