

## 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

	yes	no
Inform agent/landlord/maintenance of any further work required		
choosing yes to indicate the cleaning is completed to a high professional standard		

## Cleaning and disinfection check list

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

## Specific cleaning and sanitising check list

	yes	No
Handle of doors, windows, appliance, kitchen cupboards		
Kitchen work top and cupboards		
Internal and external surfaces of appliances		
WC		
Bath and shower area		
Sinks and wash basins		
Flush out gullies and drains		
Check water flowing freely into sink, wash basin, bath, shower drains and external drains		

## Summary cleaning check list

### Throughout property

	yes	no		yes	no
<b>Walls and ceiling</b>			<b>Furniture</b>		
Dust and remove cobwebs			Wipe clean hard surfaces		
remove significant dirt marks			Vacuum clean fabric surfaces		
Clean mirrors			<b>Carpets</b>		
Clean light fittings and shades			Vacuum clean		
Clean switches			<b>Hard floors</b>		
Clean skirting boards			Vacuum clean		
<b>Windows and doors</b>			Mop clean		
Clean inside of glass			<b>Rubbish and bins</b>		
Window frame and sills			Bag up overflowing rubbish		
Top of the door			Keep bags next to bins		
Wipe all handles			Clean inside and outside of bins		
<b>Drawers and shelves</b>			<b>Smoke and carbon monoxide alarm</b>		
Wipe inside and outside			Vacuum clean		

## Bathroom

	yes	no		yes	no
<b>Internal surfaces</b>			<b>Mirrors and glass</b>		
<i>Dust and remove cobwebs</i>			Wipe clean		
<i>remove significant dirt marks</i>			<b>Floors</b>		
clean shower screens			<i>Vacuum clean</i>		
Clear out drain gully			<i>Mop clean</i>		
Wipe clean handles			<b>extractor</b>		
Wipe clean radiators			Vacuum clean		
<b>Work tops</b>			<b>Cupboards and drawers</b>		
Wipe clean			Wipe inside and outside		
<b>Wall tiles</b>			<b>Sinks, WC, and sanitary ware</b>		
Clean grout lines			Remove scaling		
Wipe clean			Wipe clean		

## Kitchen

	yes	no		yes	no
<b>Internal surfaces</b>			<b>Mirrors and glass</b>		
<i>Dust and remove cobwebs</i>			Wipe clean		
<i>remove significant dirt marks</i>			<b>Floors</b>		
clean shower screens			<i>Vacuum clean</i>		
Clear out drain gully			<i>Mop clean</i>		
Wipe clean handles			<b>extractor</b>		
Wipe clean radiators			Vacuum clean		
<b>Work tops</b>			<b>Cupboards and drawers</b>		
Wipe clean			Wipe inside and outside		
<b>Wall tiles</b>			<b>Sinks, WC, and sanitary ware</b>		
Clean grout lines			Remove scaling		
Wipe clean			Wipe clean		

## Appliances

	yes	no		yes	no
<b>Fridge/ Freezer</b>			<b>Tumble dryer (if applicable)</b>		
remove grime and debris			remove grime and debris		
clean the rubber seal			clean the rubber seal		
clean inside and out			clean inside and out		
Wipe clean handles			Wipe clean handles		
Defrost if applicable			Empty water collector		
Vacuum clean the back			check and clean filters		
<b>Cooker Oven</b>			<b>Toaster</b>		
remove grime and debris			remove grime and debris		
clean the rubber seal			clean and clear the tray		
clean inside and out			clean inside and out		
Wipe clean handles			Wipe clean handles		
<b>Washer dryer</b>			<b>extractor</b>		
remove grime and debris			Remove oil and grease		
clean the rubber seal			Vacuum clean		
clean inside and out			Wipe clean		
Wipe clean handles			<b>Dishwasher</b>		

clean soap dispenser drawer			remove grime and debris		
check and clean filters			clean the rubber seal		
<b>Microwave</b>			clean inside and out		
remove grime and debris			Wipe clean handles		
clean the rubber seal			clean the rubber seal		
clean inside and out			clean soap dispenser drawer		
Wipe clean handles			check and clean filters		

## Gardens

	yes	no		yes	no
Clean hard floor areas			Remove rubbish and bag up		

## 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	
---	--

Updated September 2021