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Cleaning Guide

The following cleaning list is to be used as a guide when you vacate. As each property is different, there may be additional things you need to do that are not on this list, or there may be items on this list that do not apply to your property. We would like to point out that you are not charged for "ordinary wear and tear" but we do not consider dirt in any form within the scope of the definition of "ordinary wear and tear."

OVERALL

1. Spot wash walls.
2. Wash all windows inside and out (weather permitting).
3. Clean all vents – floor, ceiling, and air intake vents.
4. Vacuum carpet, wash and wax all linoleum floors.
5. Clean all light fixtures and covers.
6. Remove nails and patch nail holes and gouges in all walls/ceilings.
7. Wipe off all woodwork and doors.
8. Make sure all curtain rods are secure to walls.
9. Wash any curtains that are machine washable. Wipe/wash any mini blinds.
10. Re-hang any window coverings that are taken down.

LIVING ROOM, BEDROOMS, FAMILY ROOM

1. Clean walls; remove all nails, tacks and patch; clean fingerprints, dirt, grease, crayon marks, and all other marks from the walls.
2. Wash windows, sills, and tracks. Accessible windows are to be cleaned outside. Make sure all screens are in place and in good condition.
3. If draperies or mini-blinds are provided, make sure they are clean.
4. Clean vents.
5. Vacuum carpets, clean linoleum. Clean all metal tracks and make sure they are free from all debris.
6. Clean woodwork, doors, doorframes, screen doors, baseboards, and light switches. Repair any scratches.
7. Wipe closed shelves; remove hangers and shelf lining.
8. Clean light fixtures and covers. Replace all burned out light bulbs. Any broken globes should be replaced.
9. Tighten all loose screws, nuts, and door knobs.
10. Remove ashes from fireplace and wipe exterior area.
11. Each smoke detector must have a working battery.

KITCHEN

1. Clean walls, remove all nails, etc., and patch.

2. Wash windows and sills.
3. Clean tile, floor, baseboards, and vents.
4. Wipe cabinets and pantry, inside, outside, fronts, sides, and on top. Remove all shelf lining. Clean drawers the same. Make sure cabinets and drawers are operable.
5. Clean oven, oven walls, grills, broiler pan. Most stovetops lift up for cleaning ease under burners. Install new burner drip pans. Clean sides, top, control panel, under and behind stove.
6. Clean vent hood and filter. Make sure light bulb works.
7. Clean refrigerator including under drawers, containers. Defrost and remove all water (DO NOT USE SHARP INSTRUMENTS). Clean front, sides, behind top, and underneath. Leave plugged in and set on low. If you had ice trays when you moved in, leave them when you move out.
8. Wipe inside of dishwasher as well as front.
9. Clean counters and sink.
10. Clean light fixtures and covers.
11. Wash curtains if machine washable.

BATHROOMS

1. Clean walls, remove all nails, etc., and patch.
2. Wash windows and sills.
3. Clean floors and vents.
4. Clean medicine cabinet and mirrors (should be free of streaks). Remove any shelf lining and wipe out vanity.
5. Thoroughly clean toilet, sink, tub, shower, and tiles. Remove all soap and lime deposits and cleaning solution residue.
6. All soap dishes, handles, racks, spouts, and wallpaper should be free of dirt and stains. Polish faucets and chrome.

UTILITY AREAS

1. Remove any lint from washer/dryer area, clean floor, wash walls, and wipe off shelves.
2. Clean around water heater and furnace. Area should be free of buildup of dust and dirt.

GARAGE

1. Sweep floor and remove any oil stains.
2. Make sure sprinklers, hoses, and trashcans that were there when you moved in remain with the house.
3. Make sure garage doors are locked when vacating the property.

EXTERIOR

1. Cut grass or weeds and rake yard.
2. Remove all trash and clean up after your pets.
3. Clean oil spots off driveway.

ALL CARPETS MUST BE PROFESSIONALLY STEAM CLEANED. A receipt must be furnished for our records. All stains and heavy traffic areas must be thoroughly cleaned. We reserve the right to have the carpet re-cleaned if we feel they have not been cleaned thoroughly. We recommend ANDERSON CARPET CLEANING (Jason Robertson: 459-0283).

Make sure you turn in your keys and garage door remotes as soon as you have completed your cleaning and carpets to avoid being charged with additional days' rent.

RETURN OF SECURITY DEPOSITS: Security deposits are not to be used for rent for the last month of your lease. However, the landlord may deduct any unpaid rent from the security deposit, as well as other charges. C.R.S. 38-12-103 allows the landlord 30 days (unless the lease states a longer period of time, but not to exceed 60 days) to either: refund the deposit in full or give a written accounting as to how it or a portion of it was spent. Be sure to give your landlord a forwarding address. If you wish to dispute a deduction, do so IN WRITING. Do not verbally attack the secretary or landlord. Your disputed item may be a simple error or oversight. Give the landlord a few days to look into the matter and respond to your objection.

Thank you for renting from A Cut Above Property Management. We appreciate your cooperation. If you have any questions, please feel free to contact us. Your deposit will be returned and/or accounted for within 60 days. The better the condition of the property, the quicker your deposit can be processed.