

## MOVE-OUT CLEANING INSTRUCTIONS

Conveniently organised to help Tenants receive their full security deposit.

Please complete every task below with particular attention, as they will be checked during your move-out inspection. This same list is provided to our cleaning staff. Our cleaning rate is \$50/hr. Italicised for each cleaning task (*e.g. 30 mins to 1 hour*) is the estimated amount of time a cleaner will take to complete the task. Move-out cleans typically take 10 - 14 hours for a two bedroom apartment. We suggest following the list in order and using a copy of your move-in inspection report, which you can access on the Resident Centre.

- **Clear the Premises:** Remove ALL personal belongings. Remove and dispose of ALL trash.
- **Windows:** Clean all windows (interior and exterior) and mirrors with vinegar or windex so that they are streak free. Clean window sills, tracks, slides, hardware and window trim. Vacuum window screens to remove dust. (*60 - 120+ minutes*)
- **Blinds and curtains:** dust and wipe down blinds. Clean curtains in washing machine on low heat and low spin and dry with low heat. Reinstall after cleaning. (*30 - 60 minutes*)
- **Range Hood:** Spray with a powerful degreaser or oven cleaner if required. Clean or replace filter if needed. Clean or replace light bulb if necessary. (*15 - 60 minutes*)
- **Oven:** remove elements and clean cooktop. Clean inside of oven using self clean feature (if applicable) or use oven cleaner. Do not use oven cleaner if the oven has self-clean. Please be careful not to damage the oven coatings and finishing. Vacuum and clean oven drawer. Clean behind oven. Clean all exterior surfaces, careful to not scratch the finish. Clean the grease pan underneath the burners if applicable. Use an oven cleaner on the burners to remove scorched on food. Take out oven grilles and use steel wool on them for cleaning. Replace light bulb if needed. (*1 - 3 hours if very dirty*)
- **Kitchen:** Working top down, clean above cabinets and remove oil residue. Clean all cabinet faces and handles, vacuum out and clean all cabinet drawers and shelves. Wipe down and clean countertops, backsplash and walls. Clean sink with stainless cleaner. Clean and buff faucet (behind faucet is frequently missed) with clean dry cloth. (*2 - 6 hours if very dirty*)
- **Dishwasher, Dryer and Washing Machine:** thoroughly clean both inside and outside plus door seal gasket. Vacuum any lint and clean residual soap scum. Clean out all applicable filters. (*15 - 30 minutes per appliance*)
- **Walls, Trim and Doors:** Wipe down and wash all walls, trim and doors and remove all stickers, tape, bluetack, command strips, oil, fingerprints, etc. Use magic erasers for stains. Wipe down door handles. For command strips, please pull in the direction of the arrow as tearing the adhesive off will result in costly drywall repairs. (*1.5 - 4 hours*)
- **Fridge/Freezer.** Glass clean all glass shelves, wipe down all stains. Disinfect all interior surfaces of the fridge. Replace fridge bulb if needed. Clean all exterior surfaces, careful to not scratch the finish. We recommend Blue Scotchbrite Pads. Refrigerator to be defrosted completely and washed thoroughly, both inside and outside, including racks, drawers, etc., fridge door gasket between grooves. Pull out fridge to clean floor and walls. (*1 - 2 hours*)
- **Laundry Room:** wipe down washing machine and dryer, remove lint from dryer filter, clean behind and under appliances. Clean all surfaces. Clean out dryer vent and ducts from lint. (*1 hour*)
- **Grilles:** Clean all bathroom fan grilles, furnace grilles, HRV grilles (*30 mins*)

- **Bathroom:** Scrub all surfaces of toilet, clean sink and vanity. Use a vacuum to pick up any hair. Clean shelves and drawers. Clean shower walls, tub and plumbing fixtures. Clean shower curtain and reinstall. Clean mirror so that it is streak free. Clean tile grout. Remove all calcium if applicable with CLR or similar product on plumbing fixtures. Use dry cloth to buff plumbing fixtures. *(30mins - 2+ hours)*
- **Closets:** wipe down all shelves from dust. *(15mins)*
- **Light fixtures:** Clean all light fixtures and remove all dust. Replace any bulbs that are not working with an LED equivalent. Make sure to check bulbs in your appliances. *(30 mins)*
- **Keys:** Return all keys given on move in.
- **Smoke Alarms:** Wipe down and check smoke alarm(s) to ensure that they work. Replace batteries if needed.
- **Filters:** replace or clean if applicable all filters in your Premises (furnace, range hood, HRV)
- **Yard:** Remove all pet excrement if applicable and take all your items stored outside.
- **Floors:** Vacuum and mop all floors, careful not to drench hardwood flooring if there is any. We recommend Murphy's oil soap for hardwood floors.
- **Carpet professionally cleaned:** Vacuum and carpet clean all carpets professionally. Receipts must be provided from a professional carpet cleaning service. *(1 - 2+ hours)*
- **Exterior (yard, sidewalks, etc.):** Clear all personal belongings. Mow, weed, remove snow and all other tasks required to the standards of the Yard and Snow Care Instructions (if applicable).

**FREQUENTLY MISSED AND/OR DEFICIENT AREAS:**

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| <ul style="list-style-type: none"> <li>- Behind fridge, stove and washer/dryer &amp; appliance gaskets</li> <li>- Underneath and around outside of toilet bowl</li> <li>- Oven grease pan, oven burners and oven interior</li> <li>- Dirty window coverings</li> <li>- Cabinet faces</li> <li>- On top of fridge and cabinets</li> <li>- Range Hood oil splatter</li> <li>- Calcium buildup in shower and faucets</li> <li>- Cabinet faces and handles</li> <li>- Bath Fan Grille, other grilles</li> <li>- Dirty walls and doors</li> </ul> |
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