

## CLEANING CHECKLIST – COMPLETE THE CHECKLIST TO MAXIMISE YOUR BOND REFUND

<b>General – Throughout Property</b>	<input type="checkbox"/>	Remove all dust from skirting boards, window frames, window sills, above cupboards, picture rails, architraves.
	<input type="checkbox"/>	Vacuum then clean window & door tracks.
	<input type="checkbox"/>	Remove any personal hooks, posters, sticky tape, Blu-tak etc.
	<input type="checkbox"/>	Remove all cobwebs and marks on walls and doors. The walls may need to be washed with sugar soap or mild detergent in a bucket of water and a sponge. Pay special attention to switches & door handles.
	<input type="checkbox"/>	Clean light fittings – gently remove covers and wipe out dead insects. Change light bulbs if necessary.
	<input type="checkbox"/>	Wipe over fans and air-conditioners. Clean air-conditioner filters. Remove exhaust fan covers in the kitchen, toilet & bathroom, wash & replace.
	<input type="checkbox"/>	Clean windows, screens, frames & sills. Ensure no smudge marks are left on window glass.
	<input type="checkbox"/>	Clean curtains and blinds. Refer to agent for further instructions. Venetian blinds often need to be wiped clean slat by slat. Some curtains can be washed on a gentle cycle then ironed if necessary. Curtains must be re-hung after cleaning.
	<input type="checkbox"/>	Sweep and mop any non-carpeted floors.
	<input type="checkbox"/>	Vacuum all wardrobes and cupboards, clean wardrobe doors/mirrors, shelves & internal walls.
<input type="checkbox"/>	Replace any light bulbs that are not working.	

<b>Kitchen</b>	<input type="checkbox"/>	Clean inside & out of all cupboards and doors.
	<input type="checkbox"/>	Clean inside & outside of oven & griller, including doors, trays, racks & glass. Gently scourer if necessary to remove all marks & food build-up.
	<input type="checkbox"/>	Wash stove with soapy water, remove components & scrub until clean. Polish dry with paper towel, replace knobs & burners.
	<input type="checkbox"/>	Clean range-hood outside, exhaust & filters. Remove filters and scrub gently in hot soapy water to remove all grease build-up. Replace filters once dry.
	<input type="checkbox"/>	Clean refrigerator, microwave & dishwasher space.
	<input type="checkbox"/>	Ensure dishwasher is clean with filters & racks free of food scraps. Using eucalyptus oil on a wash cycle will eliminate odours.
	<input type="checkbox"/>	Scrub out sink, drainers and tap ware. Drain must be free of waste, polish clean with paper towel.
	<input type="checkbox"/>	Spray & wipe all bench tops and splashbacks/tiles ensuring all food marks are removed.

<b>Bathroom/Toilet</b>	<input type="checkbox"/>	Clean inside & out of all cupboards and doors. Wipe out vanity & sink. Scrub with scourer if necessary & ensure drain is hair/debris free.
	<input type="checkbox"/>	Clean exterior of shower glass with cleaner & paper towel.
	<input type="checkbox"/>	Wet & scrub entire shower with a crème cleanser and a sourer sponge especially in the corners, door frame and top of shower until no soap scum, mould or rust stains are visible. Rinse well with water. Squeegee shower glass and ensure drain is free of hair/debris. If mould is present you may need to use a mould remover.
	<input type="checkbox"/>	Scrub bath tub with a scourer sponge & crème cleanser and rinse thoroughly.
	<input type="checkbox"/>	Polish all mirrors & wall tiles with a glass cleaner and paper towel until streak free.

	<input type="checkbox"/>	Scrub & disinfect all parts of the toilet, including the fittings & cistern. Don't forget behind the toilet & pipes.
	<input type="checkbox"/>	Disinfect floors, ensure free of all hair & debris.
	<input type="checkbox"/>	If shower curtain has become heavily mouldy (during your tenancy) this will need to be replaced.
	<input type="checkbox"/>	All personal items such as toilet brushes, air freshener and toilet bowl scents must be removed.
<b>Laundry</b>	<input type="checkbox"/>	Scrub laundry sink with crème cleanser to remove rust, calcium & soap scum. Make sure drain is free of waste. Repeat process on internal of laundry cupboards.
	<input type="checkbox"/>	Wipe over tap fittings and wall tiles.
	<input type="checkbox"/>	Scrub marks off floor with crème cleanser, especially where appliances have been.
	<input type="checkbox"/>	Clean washing machine & dryer, including filters & soap dispensers.

<b>Verandah, Decks, Outdoor Areas</b>	<input type="checkbox"/>	Sweep & mop all outdoor areas. Clean railings & glass where necessary.
	<input type="checkbox"/>	Remove all cobwebs
	<input type="checkbox"/>	Dust light fittings, if necessary gently remove covers and wipe out dead insects. Change light bulbs if necessary.

<b>Garage, Carport, Driveway</b>	<input type="checkbox"/>	Clean & sweep out garage, remove cobwebs.
	<input type="checkbox"/>	Scrub driveway with a stiff broom and detergent to remove oil & tyre marks. An oil degreaser and high pressure water cleaner may be needed for stubborn stains.
	<input type="checkbox"/>	Dust light fittings, if necessary gently remove covers and wipe out dead insects. Change light bulbs if necessary.
	<input type="checkbox"/>	Make sure your council bins are empty when the keys are returned. If this is not possible, inform our agency when will be bringing it in & cleaning it after the next collection day. Ensure no rubbish/furniture is left on the footpath.

<b>Gardens, Lawns &amp; Pool</b>	<input type="checkbox"/>	Mow lawns, trim all edges, weed garden beds and ensure garden paths are free of weeds.
	<input type="checkbox"/>	Remove any rubbish from the yard, pay special attention to cigarette butts, broken glass, bottle tops and pet faeces.
	<input type="checkbox"/>	Return pool to the condition as per the pool condition report at the start of the tenancy. Supply a pool water reading – to be dated within days of the vacating date.

<b>Furnished</b>	<input type="checkbox"/>	Ensure all inventory items are clean & located in the original room as per Inventory List
	<input type="checkbox"/>	Upholstery & Soft furnishings (ie. couches, sofas, rugs etc.) must be professionally steam/dry cleaned. A receipt must be provided to the property manager.
	<input type="checkbox"/>	Linen (ie. Bedspreads, sheets, mattress protectors, towels etc.) must be professionally dry cleaned regardless of whether the linen has been used or not. A receipt must be provided to the property manager.
	<input type="checkbox"/>	Clean under/behind microwave, fridge/freezer, dishwasher, washing machine, couches & beds.
	<input type="checkbox"/>	Clean all crockery & cutlery & stack neatly in cupboards. Ensure all inventory in cupboards is clean.
	<input type="checkbox"/>	Defrost Freezer. Clean fridge/freezer inside & out.
	<input type="checkbox"/>	Clean microwave inside & out.