

# Cleaning Instructions for Residents

(These steps apply to all tenants before exiting the property)

## Kitchen

- Clean all stove top elements. Remove chrome ring and tray, scour with SOS pads and replace with aluminum foil or tray.
- Wipe down stove top and dials.
- Clean out oven with EASY OFF. Wipe down inside of oven when completed. Turn on oven to burn off excess oven cleaner. When cool, wipe down white residue.
- Clean outside of oven.
- Clean oven drawer on bottom, place aluminum foil on bottom of drawer.
- Clean out inside and outside of fridge. Defrost freezer. Remove all foods. Plug the fridge back in, do not leave it unplugged. If moving the fridge, be careful not to tear flooring.
- Clean out microwave inside and out.
- Clean all other appliances that came with the unit. Clean all dishes, pots, pans, utensils, etc.
- Wipe down inside of all cupboards to remove all food, crumbs and stains. Wipe down the outside doors of cupboards.
- Wipe down kitchen table and chairs.
- Clean out underneath kitchen sink.
- Wipe clean all food stains from walls and backsplash.
- Sweep and mop all floors and closets.
- Clean out kitchen sink with Comet so the sink shines.
- Clean all light switches and clean all light fixtures.
- Replace all burnt out light bulbs.
- Clean/vacuum all cob-webs in corners and ceilings.
- Clean windows with Windex.
- Vacuum blinds and curtains.
- Remove all food.
- Remove and dispose of all garbage.

## Bathroom

- Clean and disinfect toilet inside and out.
- Clean and disinfect bath and shower (do not use an abrasive cleaner like COMET, use a non-abrasive cleaner like VIM).
- Clean and disinfect sink(s) with non-abrasive cleaner.
- Wipe down inside of all cupboards, shelves, drawers and/or medicine cabinets. Wipe down the outside doors of cupboards.
- Wipe down and disinfect counter tops.
- Clean out underneath bathroom sink.
- Wipe clean all stains from walls.
- Sweep and mop all floors and closets.
- Clean all light switches and clean all light fixtures.
- Replace all burnt out light bulbs.
- Clean/vacuum all cobwebs in corners and ceilings.
- Clean mirrors with WINDEX.
- Clean windows with WINDEX.
- Clean/vacuum all fans or air exchanger vents.
- Vacuum blinds and curtains.
- Remove and dispose of all garbage

### **Washer**

- Wipe down washer drum and all soap dust and residue from under the lid.
- Wipe down top and all dials.
- Clean sides.

### **Dryer**

- Vacuum out lint around all seams. Clean with a damp cloth.
- Wipe down outside and all dials.

## Bedrooms

- Vacuum all carpets, baseboards and radiators.
- Shampoo all carpets
- Vacuum mattresses.
- Wipe down all shelves, drawers and/or cabinets. Wipe down the doors.
- Wipe clean all stains from walls.
- Sweep and mop all floors and closets.
- Clean all light switches and clean all light fixtures.
- Replace all burnt out light bulbs.
- Clean/vacuum all cobwebs in corners and ceilings.
- Clean mirrors with WINDEX.
- Clean windows with WINDEX.
- Clean/vacuum all fans or air exchanger vents.
- Vacuum blinds and curtains.
- Clean out bureaus, vacuum drawers and wipe clean. Remove all clothes.
- Clean out all closets, remove all garbage, clothes, and hangers. Sweep and vacuum.

## Livingroom and Halls

- Vacuum all carpets, baseboards and radiators.
- Shampoo all carpets
- Wipe down all shelves, drawers and/or cabinets. Wipe down the doors.
- Wipe clean all stains from walls.
- Sweep and mop all floors and closets.
- Clean all light switches and clean all light fixtures.
- Replace all burnt out light bulbs.
- Clean/vacuum all cobwebs in corners and ceilings.
- Clean mirrors with WINDEX.
- Clean windows with WINDEX.
- Clean/vacuum all fans or air exchanger vents.
- Vacuum blinds and curtains.
- Clean out bureaus, vacuum drawers and wipe clean. Remove all clothes.
- Clean out all closets, remove all garbage, clothes, footwear and hangers. Sweep and vacuum.
- Wipe down TV
- Wipe down chairs, coffee tables and entertainment units.
- Vacuum sofa's and chairs and vacuum the crevasses.
- Clean all glassware.

## Other Cleaning Notes

- Report any damage to Gerry Doucet.
- **A receipt needs to be provided for carpet shampooing to document this provision of the lease requirement.**
- Clean and wipe down any pictures.
- Wipe down all doors, especially around the door knobs, outside doors included.
- Clean off deck and remove all garbage.
- Remove all garbage from premise.
- Remove all recycling bottles from premise
- Make sure you have put your disconnection notice for electricity, cable and telephone.
- Outside yard should be tidy.
- Clean out storage bins, barns and sheds.
- Notify Canada Post of you change of address.
- **NOTE: 32 HIGHLAND & 48 THE HEIGHTS FILL OIL TANK AT END OF APRIL (A COPY OF THE RECEIPT FOR THE FILLED OIL TANK NEEDS TO BE GIVEN TO THE LANDLORD)**

If further cleaning is needed, I will charge the set fees per hour. All costs will be deducted from the damage deposit. Receipts issued upon request.

- \$15.00/hour for cleaning inside the unit.
- \$12.50/hour for cleaning the yard, sheds, barns, etc.
- \$40.00 per trip to the dump

**Please leave a forwarding address and instruction for Damage Deposit payout. Damage Deposits will be mailed out or given in person within 7 days of final clean up as per the terms of the signed lease.**

Any questions please contact me at 863-4476 (home) or (902)863-8585 (cell).  
Should you need some cleaning supplies, please contact me.

Thank you,

Gerry Doucet  
Owner/Landlord