

xOff Cleaning Instructions

OVERVIEW

A full security deposit return is my best outcome and your desire. If the apartment is completely cleaned to the degree it was upon possession and there is no damage, I can return your deposits promptly.

All tenants in each apartment are jointly responsible for ensuring the return of a clean apartment. By following ALL instructions, you may be able to reduce or eliminate extra charges for cleaning that will be deducted from your security deposits.

CARPET CLEANING

Clean carpets are an important component of the sign out inspection.

To ensure the job meets our specifications, we have a preferred carpet-cleaning contractor who charges rates far below other commercially available businesses. When the cost is shared amongst roommates, it is a cost efficient and reliable approach to ensuring the best outcome; the results will meet our specifications. Contact Dana for a quote and carpet-cleaning schedule.

Alternatively, you may rent a shampooer from the local supermarkets. The estimated cost for the machine rental, shampoo and stain remover is \$90.00 plus deposit. We require a copy of the receipt to verify carpet cleaning.

Important Note: Rental machines at this time are in high demand and scheduling may be a problem. Further, this requires significant work on your part, rental, deposit and purchase of shampoo and stain remover, transportation, movement of all furniture, etc. Finally, rental machines are of inferior quality to the commercial machine used by our provider. Please note if you choose this option, we retain the right to have the carpets redone, as the do-it-yourself option does not always get the carpets sufficiently clean. This charge will be deducted from your security deposit.

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Kitchen

- Clean all stovetop elements. Remove chrome ring and tray, scour both with SOS pads and cover tray with aluminum foil. Clean all stove areas, including dials, front, sides and hood fan.
- For glass stovetops, use an approved glass stovetop scraper with a non-scratch cleaner to remove any burnt on food, clean thoroughly, rinse and shine.
- Oven: see video on how to clean an oven at www.xoff.ca/resources. Clean with Easy Off and follow instructions on can. When finished, turn on oven to burn off excess oven cleaner. When cool, wipe down white residue.
- Clean inside and outside of oven door.
- Clean oven drawer on bottom, place aluminum foil on bottom of drawer.
- Pull out stove, sweep and mop flooring. Be careful not to tear or scratch flooring.
- Remove all food from fridge. Clean out inside and outside, including racks. Defrost freezer. Move fridge to sweep and mop behind. Be careful not to tear flooring. Plug the fridge back in.
- Clean out microwave inside and out. Boil a cup of water in it and let sit for one minute to loosen cooked-on food. Use a paste of baking soda and water to remove stubborn spills. Wipe with a damp cloth.
- Clean dishwasher inside and out, including sides and tops of door.
- For furnished units, clean all other appliances, dishes, pots, pans, utensils, etc.
- For unfurnished units, remove all appliances, dishes, pots, pans, utensils, etc.
- Clean out kitchen sink with Comet so the sink shines.
- Clean out underneath kitchen sink. Discard all contents.
- Clean all food stains from walls and back splash.
- Disinfect and clean counter tops.
- Cupboards: remove all contents and clean the interior. Spray and wipe the exterior, including handle, grooves in woodwork and high touch areas.
- Remove all food.
- Dispose of all garbage.
- Clean kitchen table and chairs.
- Dust the ceiling, clean tops of shelves, walls, baseboards, window casings and sills. Clean/vacuum all cobwebs in corners and ceilings.
- Dust the ceiling fan. Since kitchen fans get greasy, spray each blade with all-purpose cleaner then clean with a microfiber cloth to remove any build-up.
- Clean exterior and interior doors, door knobs. Pay particular attention to high touch areas.
- Sweep and mop all floors and closets.
- Clean all light switches and clean all light fixtures.
- Replace all burnt out light bulbs.
- Clean windows with Windex.
- Vacuum blinds and curtains.

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Bathrooms

- Clean and disinfect toilet(s) 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.
- Clean inside of all cupboards, shelves, drawers, and medicine cabinets. Clean the outside and inside doors of cupboards, and door handles/knobs.
- Clean and disinfect counter tops.
- Clean out underneath bathroom sink.
- Clean all stains from walls.
- Clean all light switches and light fixtures.
- Replace all burnt out light bulbs.
- Clean/vacuum all cobwebs in corners and ceilings.
- Clean mirrors and windows with Windex.
- Clean/vacuum all fans and air exchanger vents.
- Vacuum blinds and curtains.
- Sweep and mop all floors and closets.
- Remove and dispose of all garbage and bathroom products.

Washer

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

Dryer

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

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Bedrooms

- Clean out all closets, remove clothes, storage containers, hangers, etc.
- Clean bookshelves, desks, bureaux (including drawers) and bed frame. Remove all contents.
- Clean baseboards and radiators.
- Clean both sides of door, handles/knobs.
- Clean all stains from walls.
- Clean all light switches and light fixtures.
- Replace all burnt out light bulbs.
- Clean/vacuum all cobwebs in corners and ceilings.
- Clean mirrors and windows with Windex.
- Clean/vacuum all fans or air exchanger vents.
- Vacuum blinds and curtains.
- Vacuum mattress.
- Vacuum carpets or sweep and mop floors, including closets.
- Shampoo carpets – move all furniture. Shampoo complete carpet area. Let dry. Replace all furniture to original location.

Living Room and Halls

- Clean out all closets, remove all garbage, clothes, footwear and hangers.
- Dust and clean all shelves, drawers, cabinets, coffee and end tables, entertainment units.
- Clean TV exterior.
- Clean doors, knobs and high touch areas.
- Clean all stains from walls.
- Clean all light switches and light fixtures.
- Replace all burnt out light bulbs.
- Clean/vacuum all cobwebs in corners and ceilings.
- Clean mirrors and windows with Windex.
- Clean/vacuum all fans and air exchanger vents.
- Vacuum blinds and curtains.
- Vacuum sofas and chairs, remove cushions and vacuum the crevasses.
- Clean all baseboards and radiators.
- Sweep and mop all floors and closets.
- Move all furniture. Shampoo complete carpet area. Let dry. Restore all furniture to original location.

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Other Cleaning Notes

- Clean all interior and exterior doors, including doorknobs and windows.
- Clean off deck and remove all garbage, personal barbeques, broken deck furniture owned by tenants.
- Remove all garbage from premise, inside and outside.
- Remove all recycling bottles from premise.
- Outside yard must be clean.
- Clean out storage bins, barns and sheds.

Other Important Notes

- Make sure you have put your disconnection notice for electricity, cable and telephone.
- Fill oil tank (48A The Heights Road and 25A Greening Drive). Provide receipt to Gerry or Dana.
- Report any damage to Gerry or Dana.
- All apartments must be inspected with at least one of the tenants and Gerry or Dana.
- The cost to remediate deficiencies will be deducted from the group's security deposit. Refunds of security deposits will be given no later than May 10, 2019, either in person, by cheque or e-transfer. In cases where part or all of the security deposit is not returned, the appropriate documentation will be filed with the Residential Tenancy Board and copies will be provided to you. You have the right to appeal directly to the Tenancy Board.

FEES FOR BRINGING YOUR APARTMENT BACK TO THE STANDARD IT WAS WHEN YOU TOOK OCCUPANCY:

- \$20.00/hour for cleaning inside the unit.
- \$15.00 per hour for cleaning the yard, sheds, barns, etc.
- \$25.00 per hour for painting plus the cost of paint
- \$40.00 per trip to the dump.