

Cleaning Checklist

General

- Vacuum & clean all sliding door/window
- Clean light fitting, light switches, skirting boards, picture rails and ceiling fans
- Clean air-conditioner filters & outer casing/blades
- Replace all smoke alarm batteries
- Replace any light bulbs, tubes, heat lamps that have blown

Floor coverings

- Sweep & mop all non-carpeted floors
- Professionally clean all carpets throughout (if you have had pet - a copy of the invoice will be required)

Windows

- All frames, sills, tracks, screens & ledges
- Clean blinds (venetians need to be wiped slat by slat)
- Clean curtains (refer to washing instructions first)

Walls

- All marks of wall (especially to areas around light switches & door frames)
- Remove all cobwebs/insect marks/nests

Bedrooms

- All wardrobes/shelves cleaned inside & outside
- All cupboards/drawers cleaned inside & outside

Bathrooms

- All walls/tiles/mirrors mould/soap residue free
- All cupboards/drawers cleaned inside & outside
- All wardrobes/shelves cleaned inside & outside
- Toilets/bath/shower recess/shower screen clean inside & outside
- Exhaust fan blades and covers

Kitchen

- All cupboards/doors inside & outside
- Bench tops & tiles/splash back
- Stove/oven and cook top grime free
- Oven inside & outside, including griller, doors, trays, racks, glass
- Sink, drain holes, drainer and tap ware
- Exhaust fan and filter residue free
- Fridge area, dishwasher inside & outside, microwave space

Laundry

- Washing machine area
- Dryer inside & outside, lint free
- Laundry tub inside & outside
- Cabinets/shelves/drawers
- Tap ware

Verandah, decks, outdoor areas

- Sweep & hose, clean railing, glass
- Remove all cobwebs

Garage, carport, driveway

- Sweep/remove any oil residue from concrete, pavers, paths, driveways
- Empty council bins & place bins out for next collection
- Close & lock garage door if applicable

Gardens & lawns, pool

- Mow lawn, trim all edges, weed gardens, hedges trimmed & remove all rubbish
- Return pool to condition as per condition report

If furnished

- Please make sure all items are clean and are located in original rooms as per inventory list

Pets (if applicable)

- Professionally treat for fleas (a copy of tax invoice will be required)

Attention

- Please make sure all windows are closed properly when the cleaning is finished
- All utilities have been finalised in your name and mail has been re-directed
- All keys are returned to our office before close of business on the due date
- Appliance manuals (if applicable) are to be left on kitchen counter