



GET YOUR BOND BACK!

Instructions & checklist

Cleaning equipment and chemicals you will need.....

Inside

Equipment: Dustpan & broom, cloth wipes, narrow vacuum nozzle (to fit window tracks), scouring sponges, paper towel, clean towels, medium sized window squeegee, screwdriver to fit into window tracks, disposable gloves and a toothbrush, mop & mop bucket, step ladder (or ladder), vacuum cleaner, general bucket, broom and cob web remover (if required)

Chemicals: Detergent or sugar soap, all purpose spray & wipe, crème cleanser, spray disinfectant, toilet bowl, - glass, - oven & floor cleaner, insect spray (if required)

Outside

Equipment: Secateurs/pruning scissors, tree saw, outdoor broom, cobweb remover, firm hand scrubbing brush, lawn mower & edge trimmer.

Chemicals: Weed killer, driveway degreaser and outdoor insect spray.

Please Note: The equipment and chemicals listed as a guide only. Your current products may be sufficient for all cleaning tasks.

7 Days until end of Lease

Inside House

Use a step ladder or ladder to complete the following inside jobs:

- Remove and wash all light fittings, dry and replace. Check all light globes at the same time and change any blown globes
- Wipe clean all ceiling fans, air conditioners (including internal filters) & smoke alarms. Remove exhaust fans in kitchen, toilet and bathroom, wash and replace.
- Check and clean all curtains and blinds of dirt, dust and marks. Venetian blinds often need to be wiped clean slat by slat. Some curtains can be washed on a gentle cycle. If not, vacuuming may help remove dirt and dust, then wipe clean.
- Check for fly and insect spots on all on ceilings, sugar soap or mild detergent in a bucket of warm water with a sponge works well. Test a small spot to ensure it does not damage the paint.

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Instructions

7 Days until end of Lease cont...

Outside House

- Scrub driveway with a stiff broom & detergent to remove oil and tyre marks. An oil degreaser and high pressure water cleaner may be needed for stubborn stains.
- Mow lawns, prune trees and bushes, remove all weeds and spray with weed killer if necessary.
- Remove all rubbish from the yard, pay special attention to cigarette butts, bottle tops etc around gardens.
- Clean and sweep out garage, remove cobwebs, degrease floor and spray with insect spray if needed.

Handy Hint: Make sure your bin is empty and clean when keys are returned.

3 days remaining

The property should now be emptied of all personal belongings and your mail redirected to a forwarding address.

Window Cleaning

- Brush down all cobwebs outside the house before you start cleaning the windows with either a cobweb remover or a broom.
- Clean window tracks of dirt and build up by carefully running a screwdriver along the tracks to loosen the dirt. Vacuum with a narrow nozzle, then wipe clean with a damp cloth on the screwdriver blade.
- Remove flyscreens by gently placing a screwdriver under the screen, lifting up and sliding to the left or right and pulling out. Do not force screens as they can bend easily. Hose flyscreens if necessary.

Simple method to squeegee a window

- Soap up window with scourer sponge to remove all dirt and build up.
- With the window soapy & wet all over, wipe the top edge with a dry towel, this will reduce streaking.
- Slide the squeegee down the window with a firm steady pressure starting from either side.
- Dry squeegee blade after each stroke, continue until finished. Make sure each stroke slightly overlaps the last one to avoid lines.
- Dry edges and remove any remaining marks with a clean towel.
- Wipe frame and window ledge.

Handy Hint: Internal windows can be cleaned the same way, just use less water on the sponge and place a towel under the window to prevent water damage. This technique can also be used on large mirrors and shower screens.

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Instructions

2 days left, last day of cleaning

Bedroom, living areas and hallways

- Remove all cobwebs and marks on walls. The walls may need to be washed with sugar soap and a sponge. Check for any insect marks. Pay special attention to switches and door handles.
- Remove all personal hooks, posters, sticky tape etc.
- Wipe all skirting boards, doors and frames with a damp cloth.
- Vacuum all wardrobes and cupboards, wash with soapy water and dry.

Laundry

- Laundry sink often has build up of rust, calcium and soap scum, this can be removed with a crème cleanser and scourer sponge. Make sure drain is free of waste. Laundry cupboards often require the same process.
- Wipe all tap fittings and wall tiles (including the top of tiles, as they can be dusty). Scrub marks off floor with crème cleanser, especially where appliances have been.

Toilets

- Clean and disinfect all parts of the toilet, including fittings and cistern. Don't forget behind toilet and pipes. Using a spray disinfectant, paper towel and disposable gloves is a safe and hygienic way to clean a toilet.
- Scrub inside of the bowl with toilet bowl cleaner and a toilet brush.
- Clean all wall tiles with spray disinfectant and a cloth. Wash any dirty walls.

Handy Hint: All personal items such as toilet brushes; air freshener and toilet bowl scents must be removed. Even if they would be useful to the next tenant.

Kitchen Cleaning

- Remove all components of oven, range hood and stove, including the knobs if they come off. Soak in hot soapy water for as long as necessary (overnight if possible). Scrub with a firm scourer until clean.
- Clean oven as per oven cleaner directions, pay special attention to the glass. Replace oven components. If an upright stove, pull out and clean both sides of the stove and the floor underneath.
- Wash stove with soapy water, to remove all marks and food build up. Polish dry with paper towel. Replace knobs and burners.
- Wipe and polish range hood including the underneath section, replace filters.
- Dishwasher including filters and racks must be free of all food scraps.

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Instructions

Kitchen Cleaning cont...

Handy Hint

- Using eucalyptus oil on a wash cycle will help eliminate odours.
- Vacuum out all cupboards, then wash with soapy water inside and out, especially around door handles, dry with a clean towel.
- Scrub out sink, drain must be free of waste, polish clean with paper towel.
- Spray and wipe all bench tops and wall tiles, polish to a nice shine.
- Scrub any food marks off flooring, ready for a final mop.

Bathroom

- Vacuum entire bathroom to remove any hair and foreign objects before you start cleaning.
- Wet and scrub entire shower with crème cleanser and a scourer sponge especially in the corners, door frame and top of shower until no soap scum, mould or rust stains are visible. Rinse with water. Squeegee shower glass, then dry and polish with paper towel. Make sure drain is hair free.
- Clean exterior of shower with glass cleaner and paper towel.

Handy Hint

- If mould is present you may need mould remover, a toothbrush is useful to get into the grout and tight areas.
- Scrub bath tub with scourer sponge and crème cleanser and rinse thoroughly.
- Wipe out vanity and sink, scrub with scourer if necessary to remove build up and any rust marks, ensure drain is hair free.
- Polish mirror and wall tiles with a glass cleaner and paper towel until streak free.

Floors

- Vacuum entire house ready for carpet cleaner, sweep hard floors and mop. Make sure no hair or debris is left on flooring. Sweep verandas and patio's.

1 day until keys are returned

- If you haven't already done so, your heating should be professionally serviced/ cleaned as per your lease agreement
- On this day carpets should be professionally cleaned. Do a final walk through with your checklist to ensure the property is in the correct handover state.

GET YOUR BOND BACK!



Checklist

Cleaning Checklist (please tick)

	Y	N	N/A
01 Mail forwarded to new address	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02 Water, gas, electricity and telephone accounts cancelled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03 All rubbish removed from the property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04 Driveway free of leaves, dirt and marks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05 Lawns mowed, trees/shrubs pruned, weeds removed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06 House and garage free of cobwebs inside and out	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07 Garage empty and swept clean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08 Window tracks, frames and glass clean inside & out	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09 Flyscreens free of dirt, dust and cobwebs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10 Blinds, verticals and curtains clean and free of dust	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 Fans, air conditioners, smoke alarms clean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12 All lights working throughout property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13 Light fittings and switches clean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14 All walls and ceiling free of marks and insect spots	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15 All doors including front door and door frames clean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16 All cupboards and wardrobes empty and clean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17 Kitchen including oven and range hood clean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18 Bathroom, shower and vanity clean and hair free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19 Toilet clean, sanitised and hair free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20 Laundry clean, sink free of rust and foreign material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21 All hard floors mopped and free of debris	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22 Patio's and veranda's swept and tidy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23 All personal items removed from the property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24 Carpets professionally cleaned with receipt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24 Property fumigated with receipt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25 Heater professionally cleaned/serviced with receipt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25 All property keys returned to the Real Estate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Y= Yes N=No N/A= Not Applicable



Anthony Trees

If you have any questions please
contact us on (02) 9858 4422