

### **Cleaning Guidelines**

**Range:** Stoves must be thoroughly cleaned of all grease and food particles. This includes top burners, chrome reflectors, grease traps, porcelain enamel surfaces of range. The following will be performed on non self cleaning ranges: clean oven walls, top, bottom and back. Oven may be cleaned with warm soapy water, a mild cleanser or commercial oven cleaning product. Please follow the appropriate cleaning guidelines for all self cleaning ranges (do not leave racks inside the oven when using the self cleaning feature) Oven racks, broiler tray and pan must be cleaned on all ranges. CAUTION SHOULD BE TAKEN TO INSURE THAT OVEN CLEANERS DO NOT COME IN CONTACT WITH CHROME, ENAMEL FINISHES OR FLOORS. To bring added luster to the white porcelain, after washing with warm soapy water, a glass cleaner may be used. Do not use harsh abrasive cleaners.

**Refrigerators:** Refrigerators must be free of all food, cleaned inside and out, defrosted and wiped dry. Food particles and mildew must be removed from rubber moldings around door. Refrigerators must be moved from wall. Coils must be cleaned. Turn controls to a low temperature and leave refrigerator running. Remove drip pan from under refrigerator and clean.

**Dishwasher:** Dishwashers must be cleaned inside and out. Dirt and mildew must be removed from any plastic or rubber surfaces. Any caked detergent must be removed. Racks and utensil baskets must be clean and rust free.

**Kitchen Exhaust Fans:** Grill must be free from grease and dust. Clean fan, filter, hood and chain. Clean as much of duct work as is safely possible. Ammonia may be used to remove grease. Do not immerse fan in water.

**Cabinets and Drawers:** Must be thoroughly cleaned inside and out. All shelving paper, dust and dirt must be removed. Insure that all greasy fingerprint marks are removed from the exterior of all cabinets/drawers. Towel racks must be removed.

**Plumbing Fixtures:** Sinks, wash basins, bathtubs, commodes, shower plumbing, soap dishes and garbage disposals must be thoroughly cleaned. Remove all non-slip decals from bathtub, and cup dispensers from wall. Soft scrub is recommended for all surfaces. Avoid scouring powders if possible, they will damage fiberglass surfaces.

**Light Fixtures:** Will be cleaned of all dirt, grease and insects. If you have a problem reaching or removing any fixture, please contact the service request desk. All light bulbs should be operational upon final inspection.

**Walls, Ceilings, Doors, Woodwork, Heating Outlets and Return Grills:** Must be free from dust, dirt, grease, cobwebs and fingermarks. Remove dust from above doors. Louvered doors must be free of all dust, lint and grease. All nails and picture hangers must be removed. In cases where washing of walls is required to remove fingerprints, crayon marks, etc., it will be necessary to wash the entire room or entire wall panel so as to result in unbroken finish and color. When washing walls and woodwork, use sponge, warm water, mild soap. Change cleaning solution and rinse water frequently. Work should proceed from

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## **Communities**

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corner to corner. Starting at bottom of wall, wash and rinse upward with long straight strokes. Walls and wood work should be dried with a soft, clean cloth as work progresses. Abrasives or steel wool will not be used. Bathroom walls will be free of mildew and soap buildup. Soft scrub should be used on all fiberglass surfaces. Ensure that all cleaning residue is rinsed from the walls.

**Windows:** Clean all interior surfaces of windows and exterior surfaces readily accessible from the ground and on the second floor where tilt in windows are present. Window ledges and sills must be vacuumed or brushed and washed, including area between main sash and storm window. Dirt must be removed from screens by brushing or vacuum cleaning.

**Venetian Blinds, Shades and Mini Blinds:** Must be free from dust, dirt, grease and fingermarks. Blinds, shades and mini blinds may be washed with sponge dampened in mild cleaning solution, rinsed with sponge and clear water and dried with soft cloth.

**Floors:** Must be thoroughly cleaned to include underneath refrigerator, all corners and metal threshold strips. Old wax must be removed from all floors.

**Wood Floors:** Must be cleaned with damp mop and if necessary mild cleaning solution. Use water sparingly and remove as quickly as possible. Never use ammonia or liquid wax on wood floors.

**Asphalt Tile and Linoleum Floors:** Can be cleaned with a wet mop and all-purpose detergent. A good liquid detergent which has an ammonia content will remove old wax. These floors will not be rewaxed but must be buffed.

**Ceramic Tile Floors:** Commercial spray bathroom cleaners or all purpose synthetic detergents may be used. Clean thoroughly including joints between tiles.

**Carpet:** Carpet must be thoroughly vacuumed, and shampooed including all stair areas. All carpet must be dry at final inspection.

**Fireplaces:** Must be free of dirt, ashes and dust.

**Attics and Storage Areas:** All personal items must be removed and area will be broom swept.

**Basements (If Applicable):** Thoroughly sweep all floor areas. Windows and window wells must be washed. Utility tubs, furnaces, and hot water heaters must be cleaned.

**Garages/Carports/Driveways:** All personal items will be removed. Remove oil and grease spots from deck. Stains may be sprayed with commercial degreaser products and flushed with clear water. Dust and hose walls, doors, framing shelves and wash windows.

**Exterior:** All pencil, crayon and paint marks must be removed from the exterior of the unit. Remove all plastic, staples and nails. Staple and nail holes must be filled in with caulking compound or putty. Wash porches, exterior walls as instructed, wash storage room doors, posts and under eaves of house.

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**Fenced Yards and Common Grounds:** Rake lawn, cut and trim grass and shrubbery. Edge lawn around curb, walks, drives and foundations. Flower beds will be clean and free from weeds. Leaves and twigs should be bagged in advance of your inspection and disposed of on trash day. Ground and seeded areas damaged by pets will be returned to the original condition. Holes dug in the ground must be repaired and grassed areas worn down must be properly seeded. General area around home will be free of paper, trash and leaves. Any flowers or bushes planted must be removed upon checkout unless cleared with the Community Management Office at your pre-vacancy inspection.

**Garbage Cans:** Garbage cans and recyclable bucket must be washed with soap and water and returned to proper storage area.

**NOTE:** Have telephone and cable service disconnected at least one day prior to final inspection. Notify Post Office of change of address. Take pets with you or make arrangements for their care. **DO NOT ABANDON PETS.**

**NOTE:** Immediately upon completion of the final inspection, the occupant will be required to turn over keys. The occupant will no longer have access to the home.