

# *Cleaning Checklist*

This checklist may assist to maximise your Bond refund. To assist when cleaning it may be helpful to refer to a general definition of 'clean'. 'Clean' is any area or item that cannot be enhanced with a cleaning product.

## **Inside the Property**

- ☐ Walls - please clean off any dirty marks, removable scuff marks, finger or food marks etc.
- ☐ Ceilings - please remove any cobwebs.
- ☐ Ceiling mould - please clean off (particularly in wet areas and sometimes in bedrooms).
- ☐ Light fittings - clean off dust and remove any dead insects inside the fittings
- ☐ Ceiling fans - wipe fan blades and tops of fittings to remove dust build up.
- ☐ Skirting boards - wipe down with a damp cloth.
- ☐ Doorways, doors - wipe off finger marks and any other removable marks and also door frames.
- ☐ Windows - clean inside and out. Please note - nearly all modern sliding aluminium windows can be lifted and pulled out for easy cleaning. Also sills and runners (wipe out dust build up and any dead insects. A vacuum cleaner and paint brush can really help here).
- ☐ Flyscreens - brushed and dusted down. Please be aware, most modern sliding aluminium windows allow for the flyscreens to be taken off from the inside only, once the sliding part of the window has been moved first. Attempting to take them off from the outside may result in damaging them.
- ☐ Screen doors - front and back including frames - wiped clean and screen wire brushed.
- ☐ Stoves - clean stove top, control display, knobs, panels around knobs, any pull out or in-built drip trays, griller racks, trays and any inserts, oven racks, trays and oven bottom, walls and oven roof. A good oven cleaner will clean most ovens - however it is of importance that you read carefully the instructions on the product. Some cleaners can actually hinder oven surfaces (like stainless steel), and also some products have dangerous caustic fumes. Therefore, use with extreme caution!
- ☐ Kitchen range hood - clean pull out filters and framework.
- ☐ Bathroom - clean sink, mirror, cabinet, vanity unit and drawers, shower recess, glass screen and screen doors, bath and wall tiles. Please ensure both the sink and bath has a plug available.
- ☐ Toilet - clean cistern, seat, bowl inside and also outside around the base. Don't forget the skirting tiles around the toilet.
- ☐ Laundry - clean both the inside and outside of the wash tub, and underneath. Please ensure a plug is present.
- ☐ Tiling - make sure all tiling and grouting to the kitchen, toilet, bathroom and laundry areas are clean.
- ☐ Exhaust - vents and Fan Covers are to be clean of any dust and dirt.
- ☐ Air-conditioners - front vents and filters cleaned of built up dirt. Modern systems (Wall Type) - filters easily pull out and can be brushed down with a hand brush. If there is a ducted reverse cycle air-conditioner unit, the air intake filter should be cleaned. This is usually on the ceiling in the passage area.
- ☐ Air-conditioning ceiling duct vents - please clean down if dusty or dirty.
- ☐ Light Switches & Powerpoints - please clean off any dirty marks, removable scuff marks, finger or food marks etc.

- ☐ Cupboards/drawers - please clean/wash inside and out. Also doors and door frames, front and back of doors need to be cleaned.
- ☐ Curtains - wash any washable curtains and netting. If other curtains are visibly dusty or dirty, consider dry cleaning.
- ☐ Blinds - if you have venetian blinds, clean off the blind slats. Any other type of blinds should be able to be wiped down.
- ☐ Floors - floors to be mopped/washed if needed - please ensure corners and hard to get areas are also cleaned.
- ☐ Carpets - we recommend that carpets are professionally cleaned. Please be aware that using DIY carpet cleaning hire machines may initially save on cost, but in the long run may cost you a lot more as they generally do not have the power to get carpets properly clean.

## **Outside the property**

- ☐ Lawns - freshly mowed and edged (best done a couple of days before the tenant takes possession).
- ☐ Gardens - remove any weeds, any rubbish and built up leaves etc.
- ☐ Guttering - please ensure that the gutters are freshly cleaned of any dirt/silt and leaves/twigs.
- ☐ Rubbish - remove any rubbish that you have placed at the property. Be sure to check behind sheds, under shrubs and trees. This includes lawn clippings piled and compost left.
- ☐ Paths - Sweep paths and paving areas.
- ☐ Oil spillage removal - check and clean carport and garage floors, paths and driveway. If you have used a barbeque, check for any grease spots and spillages etc.
- ☐ Cigarette butts - if there are cigarette butts lying around - please pick up and remove.
- ☐ Garages and tool sheds - please remove any items from inside and behind garages and tool sheds that belong to you, including rubbish.

## **If you have a pet**

- ☐ Pet droppings - please remove from gardens, lawns and any out of the way areas. Please dispose of in the bin - please do not bury them.
- ☐ Dog urine - remove/clean where your pet may habitually urinate (Base of walls, verandah posts etc.)
- ☐ Dog stains - to outside walls. Check where your dog regularly lies down, there might be 'tell tale signs' on walls etc.
- ☐ Dog/Cat claw damage - check screen doors, flyscreens and curtains. Please replace the screen wire if required.
- ☐ Dog chew damage - please ensure watering systems are free of dog chew damage and are repaired accordingly.
- ☐ Pet hair - please ensure any visible pet hair inside is removed. Fumigation - if your lease stipulates fumigation, please ensure this is arranged.

## *Cleaning Tips*

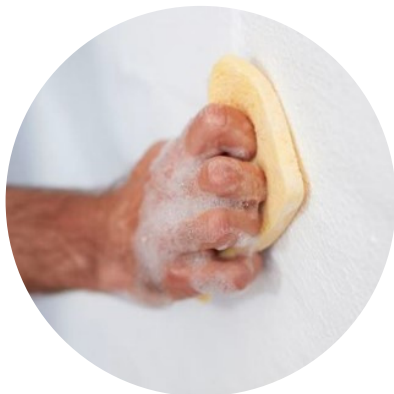


### **Window Tracks**

All you need is bi-card soda, vinegar and a toothbrush. Simply cover your tracks with bi-carb soda, add a little vinegar and leave for a few minutes. Next, grab your toothbrush and scrub, working the gunk into the middle. Remove with a paper towel. Finish by wiping the surface with an old cloth.

### **Rangehood Filters**

Carefully remove (don't worry most just pop out). Run through the dishwasher on a hot cycle & allow to dry. If you don't have a dishwasher fill the sink with boiling water, dishwashing detergent and 1/4 cup of baking soda. Soak for 10 minutes, give them a scrub and air dry.



### **Dirty Walls**

First cover the floor (towel or sheet will do). Now brush the wall with clean broom (you don't want to make it dirtier) to remove dust and cobwebs. Now scrub the wall with light soapy water using a sponge. If there is a stubborn stain use a magic eraser - be careful not to scrub too hard (you don't want to scrub the paint away). Now wipe down with a clean rag.



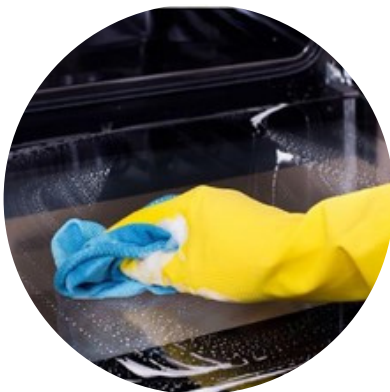
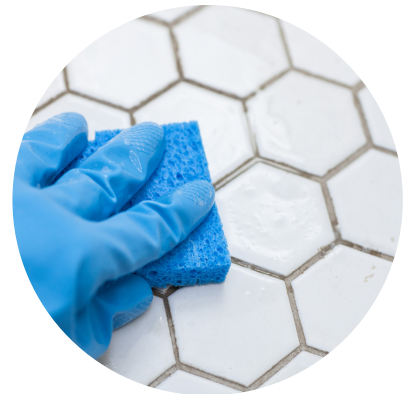
### Shower Screen

All you need is bi-carb sode, white vinegar and micro-fibre cloths. Dampen the cloth, spray neat vinegar onto the glass, dip the cloth in a small amount of bi-carb soda and apply in circular motions (it will fizz, just keep going until the fizzing stops). Rinse the shower screen with warm water. Finish off with a glass micro-fibre cloth,

### Grout on Tiles

With warm water, stiff bristle brush and a bit of elbow grease is best. Other options are to make a paste from bi-carb soda and water, spread this over the grout then spritz with a half water/vinegar solution let it stand for 30 mins before wiping off.

For deep rooted grime, bleach may be the only answer. Be careful and only use on white grout!



### How to Clean your Oven

Start with cold over turned off and remove all shelving and removable parts, take these off to soak in hot soapy water or oven cleaner. Now spray oven cleaner inside the oven and use a toothbrush dipped in oven cleaner for corners and hard to reach places. Don't forget the outside just use a micro-fibre cloth on the glass and around the knobs.