

## CLEANING AND VACATING CHECKLIST

Please ensure that the following items are attended to before the final inspection of your property:

### **Kitchen:**

- Hotplates, oven, grill, exhaust fans & filters
- Cupboards and drawers (inside & out)
- Bench top, sink and tiling
- Dishwasher & filter

### **Bathroom:**

- Shower recess and screens
- Bath, vanity, grouting, exhaust fan
- Toilet cistern, seat and lid
- Wash down walls/ceilings, free of mildew

### **Walls, Ceilings and Doors:**

- All marks removed
- (recommend Sugar Soap)
- Doors and frames wiped over
- Cobwebs removed from cornices
- Skirting boards dusted
- Vents, ducts and light switches wiped down

### **Windows:**

- Windows cleaned inside and out
- Sills wiped down, free of dust

### **Drapes and Blinds:**

- Material drapes/blinds, washed/dry cleaned (if needed)
- Venetian/Plantation slats wiped over

### **Light Fittings:**

- Fittings washed and dusted
- Replace any blown light globes

### **Fireplaces:**

- Open fire places to be swept and wiped out

**Smoke Detector:**

- Replace smoke detector batteries

**Floor Coverings:**

- Hard floors to be swept, mopped & polished
- Carpets to be professionally steam/dry cleaned and any stains removed. Important

*Note:* To assure the quality of the works meets with our standards we recommend you use our approved tradespeople (ask property manager for list) so that further cleaners are not employed at your cost if the quality of clean is deemed unsatisfactory by our office.

**Garden:**

- Lawns mowed and edged
- Garden beds weeded
- Shrubs and trees pruned back (professional gardener)
- Paving weeded and washed down

**External:**

- Balcony swept and washed down
- Garage/Carport swept and washed down
- Removal of any oil stains from concrete
- Cobwebs removed from external fittings
- Garden waste removed & rubbish removed
- Bins emptied and deodorised

**Mail:**

- Re-direct mail to new address

**Utilities:**

- Organise for the final readings of amenities  
Please note: electricity should not be disconnected until Final Inspection has been undertaken by our office.

**Periodic Payment:**

- Cancel any periodic payments with your bank

**Pools:**

- Pool water and chemical level is correct
- Pool skimmer basket is empty of debris and all equipment is in place

**NOTE: Rent will be charged until the keys, remotes have been returned to our office.**