

## \*\*\*CLEANING GUIDELINES\*\*\*

To get your full deposit back, your apartment should be returned as (or cleaner) as the day you moved in. Foothill's Property Management standards of cleaning may be high, and professional cleaning services cover special details that residents sometimes overlook. The following cleaning list should serve as a guide for cleaning your apartment or house should you elect to do it yourself. **Anything left undone will be charged according to cleaning service rates.**

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<u>ITEM</u>	<u>GUIDELINES</u>
Range/Oven	All surfaces, racks, burner pans & Rings must be cleaned of grease & grime. <b>All Drip pans MUST BE REPLACED or there will be a \$15.00 charge</b>
Range Hood	Clean filter, surfaces, & bulb
Refrigerator	Must be cleaned inside & out, wiped dry, <b>leave plugged in and closed</b>
Air Conditioning Return air vent	Replace or wash and change filter as applicable. <b>If the air filter is not changed or washed, there will be a \$50.00 replacement or cleaning fee</b>
Dishwasher	Clean interior & exterior surfaces
Sinks/Counters	Clean & wipe down
Cabinets	Remove all food & items, shelf paper Vacuum & wipe clean inside & out, wipe down front of cabinets to remove any grease or grime
Bathrooms	Clean all grout joints & surfaces of mildew, dirt & soap film. <b>DO NOT USE ABRASIVES ON FIBERGLASS</b> Clean baseboards, commodes, floors, lights & fans.
Vinyl & Hardwood Flrs	Mop & scrub clean. Pay special attention to dirt accumulated in grooves & edges & under Refrig & stove (careful not to tear vinyl) Use hardwood cleaner on hardwood floors.
Carpet/Floors	Vacuum clean & have carpets <b>PROFESSIONALLY CLEANED (TRUCK MOUNTED SYSTEM)</b> <b>(Receipt must be turned into office)</b>
Light bulbs & Ceiling fans	All lights should have working bulbs & globes. Clean inside and outside of globes Clean all ceiling fan blades.
Patios, decks, & Driveways	Wash down & clear of debris
Mirrors	Clean spots & smudges

Walls	Clean smudges (recommend Windex & damp cloth), wipe down spider webs, <b>DO NOT SPACKLE NAIL HOLES, UNLESS YOU REPAINT WALLS (WRITTEN PERMISSION REQUIRED)</b>
Doors/Trim & Baseboards	Wash/clean off dust & grim. <b>Approximate cost for Foothill's to have baseboards cleaned \$30.00 per room</b>
Trash	Interior & exterior
Windows & Blinds	Clean inside & out
Lawn & Shrubbery	Cut & trim & remove debris (if applicable)
Keys	Security deposit will not be processed without key return. Keys must be received by the expiration of the lease and you must leave a forwarding address. If keys are not returned, you will be charged for rekeying unit.
Furniture	Remove ALL personal furniture and belongings.
Satellite Dish	Remove dish & post from property patch or fill holes.

**If the above listed items are not completed at the time of move out or not done in a professional manner, Foothills will hire a professional cleaner and the resident will be charged.**