



PROPERTY MANAGEMENT

## **Cleaning Guidelines**

We have produced this list in response to feedback from tenants for guidance on cleaning. Whilst we have tried to be as thorough as possible we cannot include every single aspect of the cleaning required or the list would be enormous. This document is intended to convey the depth of cleaning required and also to help highlight areas which are often forgotten about and missed. The main thing which we would like to get over is that cleaning takes a long time and you should allow plenty of time to complete the job thoroughly.

### **General**

All items of furniture and equipment must be returned to their original position as per the inventory.

All items not on inventory should be disposed of

All windows should be washed inside and out

All curtains should be laundered or dry cleaned as required

Venetian blind slats should be washed

All cornices and coving should be dusted with a broom

Light fitting/shades should be cleaned and dud bulbs replaced as necessary

All walls should be wiped to remove any marks especially around light switches, in kitchens from cooking or near bins and high traffic areas such as hall ways

All woodwork, skirtings and doors should be washed down

The exterior of the front door should be washed down and any steps leading to the property should be swept and washed (main door only)

All sockets and switches should be wiped over

All floor coverings should be vacuumed/mopped as required

All mirrors and glass should be clean and smear free

All bins should be empty and clean

All drains should be running freely and have been treated with drain cleaner prior to check out

## **Bedrooms**

Ensure all beds and furniture are moved and the floor area and skirting beneath and behind are clean

Ensure the mattress is clean and stain free - Supply a new mattress protector

Ensure the interior of drawers, wardrobes and all other furniture is wiped down and clean from dust and hair

All curtains should be laundered or dry cleaned as required

## **Kitchens**

All cutlery, crockery and cooking equipment should be washed and clean, regardless if this was used during your tenancy. All damaged and broken items should be reported prior to check out

All kitchen cupboard doors and units must be cleaned inside and out and be grease free

All excess rubbish must be removed from the property including take away menus and carrier bags

All worktops must be washed down

Splash back areas should be scrubbed to remove any grease build up or food splashes

Washing machine should be run on a cycle using a suitable cleaning product for example Dr oeteker, soap dispensing tray should be cleaned, door left open and seal dry and clean

Oven and hob cleaned to a professional standard including oven shelves and grill pan

Extractor hood cleaned to remove all grease and filter replaced

All fridges and freezers should be defrosted, switched off and clean inside and out. Doors should be wedged open to avoid a smell building up in the appliance

All food including condiments and spices must be removed from the property

Dishwasher should be cleaned thoroughly including filters and the seals around the door and run on a cycle with a suitable cleaning product

Tumble dryer should be washed down and all lint traps cleaned and water reservoirs emptied

Waste disposal units should be clear of any food debris

Kettles should be clean inside and out and descaled if required

Toaster must be clean on the outside and crumb free on the inside and the crumb tray washed

Microwaves should be cleaned thoroughly inside and out, taking care to remember the roof of the inside

Ironing board covers should be washed or replaced as required

Any other kitchen appliance should be cleaned inside and out and ready for use

## **Lounge**

Vacuum sofas remembering to lift seat cushions and vacuum the frame

Small stains on sofas should be carefully treated with a stain remover or the sofa cleaned as required

Launder washable seat covering as required

Move all furniture and clean skirtings behind and flooring beneath

Small marks on carpets and rugs should be treated with a stain remover and the entire carpet shampooed to a professional standard

Ensure any remote controls are present and clean

All furniture must be clean inside and out and polished as necessary with care taken to use suitable products

## **Bathroom**

Ensure bathroom suite is clean and streak free inside and out

Ensure all hair is removed from hair traps in baths and shower trays

Launder or replace shower curtain as required

Clean shower head

Clean grouting and tiles to remove any discolouration and ensure tiles are streak free

Clean the base of all taps and around plugholes to remove any soap scum build up

Toilet bowl must be cleaned including the u bend and under the rim and also the exterior should be washed down

Toilet seat including fixings must be thoroughly cleaned

Any exposed pipework should be washed down including behind the toilet bowl

Sink pedestal must be washed down and care taken to clean behind these

Shower screen and cubicle doors must be residue and smear free and seal should be cleaned with bleach to remove any mouldy build up

Seals scrubbed with bleach

Toilet brushes should be discarded

## **Gardens, Driveways and Outbuildings**

Gardens must be maintained to a high standard, grass cut, edges trimmed, shrubs and bushes tidy and hedges trimmed

All areas must be weed free including paths, driveways and around the walls of the house and outbuildings

Sheds, garages and outbuildings must be swept and free of any items not on inventory

All gardening equipment must be left in good working order and be clear of any grass, soil or other debris and left neatly with cables tidy