## Cleaning Checklist

### Kitchen

**Stovetop**
- Remove the elements and the drip pans. Wipe down all the surfaces. Put elements and drip pans back.
- Lift off the knobs and clean under them.

**Hood Fan**
- Wash inside and outside of hood. Remove any built-up grease.
- Check the filter. The white plastic tab should be facing out.

**Refrigerator**
- Wash all the shelves and clean out the freezer.
- Remove and clean the drawers.
- Wipe the area under the drawers.
- Carefully pull out the fridge and clean behind it.

**Cabinets/Drawers**
- Clean all the shelves and clean out all the drawers.
- Clean the garbage and recycling bins.

**Countertop/Sink**
- Use cleaning products to ensure these are clean.

**Microwave**
- Clean inside and out.
- Remove rotating tray. Clean it and the space underneath it.
- Wash shelf (top and bottom).

### Bathroom

**Vanity**
- Use glass cleaner to clean the mirror surface.
- Open the mirror and clean the shelves in the cabinet.
- Clean sink and cabinets.

**Shower**
- Use cleaning products to scrub the shower. Remove scaling on the walls and floor.
- Clean the faucet.
- Ensure that the original shower curtain is installed.

**Toilet**
- Clean the inside and outside of the toilet.
- Clean the toilet seat.
- Clean the floor around the toilet.

### Bedroom

**Bed**
- Remove and clean the drawers
- Clean under the bed.
- Lift and clean the frame under the mattress.
- Wash the mattress.

**Desk & Drawers**
- Clean out the drawers.
- Wipe down all the desk surfaces.
- Dust.
- Wipe down the windowsill and close the window.
- Wash the top of the radiator.
- Wipe down closet organizer.
- Clean any other areas where dust might collect.

### All Areas

**Floors**
- Vacuum and wash the floors in the entire unit. Usually the kitchen and the washroom need the most attention, but do the bedroom as well.

**Walls & Doors**
- Carefully remove all decorations, tape, posters, etc.
- Clean the walls where necessary. Areas like the kitchen and bathroom may need more attention.
- Clean all doors and door jambs on both sides.

**Furniture**
- Wipe down tables and chairs.
- Make sure you have the right number of furnishings in your suite and that they're returned to their original layout.

### Please note the following list of the most common issues found in move-out suite inspections:

1. Kitchen sink isn’t scrubbed.
2. Inside and outside of microwave, including the shelf it sits on, isn’t clean.
3. Under-bed drawers aren’t emptied and washed.
4. The floor under the bed isn’t emptied, cleaned, and washed (remove the drawers to do this).
5. The shower isn’t scrubbed.
6. The radiator isn’t clean.
7. The fume hood isn’t clean.