

CLEANING & VACATING CHECKLIST

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 outside
- 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



MARSHALLWHITE
PROPERTY MANAGEMENT

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 work meets with our standards we recommend you use our approved tradespeople listed in this brochure 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
- 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 final readings of amenities
Please note: electricity should not be disconnected until a 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

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