

CLEANING INSTRUCTIONS

In preparing to leave your apartment, please pay particular attention to the following cleaning areas, as they will be checked during your move-out inspection.

Kitchen

1. Refrigerator to be defrosted completely and washed thoroughly, both inside and outside, including racks, drawers, etc., fridge rubber seal cleaned between grooves. Pull out fridge to clean floor and walls.
2. Stove - oven, top, control panel, hood, oven racks, sides, burner pans, rings and drawer thoroughly cleaned.
3. Pull out stove to clean the floor under the stove.
4. Inside cupboards, drawers, cupboard doors should be thoroughly washed.
5. Sink, taps, drain and strainer to be cleaned.
6. Floor washed with floor cleaning agent.
7. Clean dishwasher both inside and outside plus door seal gasket.

Living Room and Bedrooms

1. Window ledges washed free of dust and dirt.
2. Balcony cleaned and swept off.
3. Heater ledges washed free of dust and dirt.
4. Closet shelves cleaned and washed.
5. Carpets vacuumed, shampooed and sanitized. **(Portable rental units may not do an adequate job. Please contact your Resident Manager. Receipt must be provided at time of inspection.)**

Bathroom

1. Tub, tiles and grout thoroughly cleaned, free of soap residue and mildew.
2. Toilet scrubbed thoroughly inside and out.
3. Cupboards and cabinets washed out.
4. Mirrors polished, sink & taps cleaned. All scale build-up removed from taps and surrounding areas.
5. Floor washed with floor cleaning agent.
6. All water splashes washed and cleaned.

Miscellaneous

1. Storage rooms left clean and washed.
2. All windows and patio doors cleaned inside and out. All blinds, tracks and curtain rods free of dust.
3. All closets empty and cleaned, including shelves.
4. Walls and baseboards washed thoroughly, clean and free of marks and stains.
5. Wash light covers and replace burnt-out light bulbs.
6. Dust tops of all door and window casings.
7. Clean all doors of any dirt, stains or marks.
8. Check smoke detector, replace batteries as needed.
9. All items should be removed from patio, cleaned and free of debris.
10. For condominium projects, arrange for any special move out requirements in advance, such as elevator bookings, move out fees or any other applicable condominium rules. Fines issued will be charged back to the tenant.

You are reminded that in accordance with your Lease Agreement you are required to vacate the premises by **12:00** noon on the last day of your tenancy. Please contact your Resident Manager in order to set-up a final move-out inspection on or before the last day of the month.

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Any cleaning that should be required in your unit upon vacating will be charged to you at the prevailing hourly rate of \$50.00 an hour.

Carpets and drapes will be cleaned professionally and charged to you if not already done. Receipts must be provided.

If you have any questions regarding the above, please feel free to contact your Resident Manager or the office.

Office – 403-237-8600

Areas that are often overlooked during cleaning are:

- Underneath the drip pans on the stove;
- All cupboards and closet shelves;
- The floor and walls behind the stove and refrigerator;
- The refrigerator insulation liner;
- The exterior and interior of all cabinet doors;
- Light fixtures and bulb replacement; and
- Dirt in corners - especially kitchen and bathroom.