

Property Cleaning Schedule

Front Door			
Item	Action required	Precautions	Complete
Door Frame	Remove any dust, finger marks and scuff marks from top and sides of door frame inside and out.		<input type="checkbox"/>
Door	Remove any dust, finger marks and scuff marks from all door panels inside and out. Polish all door fixings (handles, letterbox flap etc) inside and out.		<input type="checkbox"/>
Door Fixings	Remove any dust, finger marks/grubby marks from all glazing to door frame and / or door inside and out, ensure any glass is left smear free.		<input type="checkbox"/>

Storage Cupboard / Fuse Box Cupboard / Water Tank Cupboard			
Item	Action required	Precautions	Complete
Door & Frame	Remove any dust, finger marks and scuff marks from top and sides of door frame inside and out. Remove any dust, finger marks and scuff marks from all door panels inside and out. Polish all door fixings (handles etc) inside and out.		<input type="checkbox"/>
Interior	Remove any cobwebs from corners of ceilings and walls Remove dust/grubby finger marks /scuff marks from all fixtures & fittings i.e. water tank/sockets & switches/fuse box Remove dust/grubby marks/scuff marks from skirting in base of cupboard Vacuum/liquid clean carpet/flooring if necessary		<input type="checkbox"/>
	Remove all unwanted rubbish items and tidy items stored in cupboard	Check the inventory check-in report for what items were found in cupboard at check-in and replace them for check-out	<input type="checkbox"/>

Gardens / Balcony / Exterior			
Item	Action required	Precautions	Complete
	Sweep any concrete/decked/paved/patio/path areas, remove any green moss caused by general weathering and remove any unwanted rubbish items.	If you are leaving any rubbish items to be collected by the council, please ensure these items will definitely be collected. You may be held responsible to dispose of any items not taken. Please check your tenancy agreement for who is responsible for the upkeep of the garden/exterior areas.	<input type="checkbox"/>
	Cut any grass lawn areas to tidy and look neat		<input type="checkbox"/>
	Cut and trim all shrub/plant/flower bed areas to tidy and look neat.		<input type="checkbox"/>
	Ensure any exterior light fittings are in working order, replace bulbs where necessary		<input type="checkbox"/>
	Ensure all garden furniture is neat and tidy		<input type="checkbox"/>
	Tidy and sweep out shed/garage, remove any unwanted rubbish items/ensure all items in storage are as noted on the check-in report		<input type="checkbox"/>

Living Areas – Living Rooms / Reception / Dining Room / Entrance Hall / Bedroom(s) / Study			
Item	Action required	Precautions	Complete
Door & Frame	Remove any dust, finger marks and scuff marks from top and sides of door frame inside and out. Remove any dust, finger marks and scuff marks from all door panels inside and out. Polish all door fixings (handles etc) inside and out.		<input type="checkbox"/>
Ceiling	Remove any cobwebs from ceiling and coving		<input type="checkbox"/>
Walls	Remove any dust, grubby/finger marks, splash marks, scuff marks, blu-tac marks from walls	Consult with Property Agent/ Landlord before washing painted walls – check it will not smear the paint on the walls – particularly where trade paint has been used – it may be better to leave any marks rather than make the condition of the walls worse by trying to clean them!	<input type="checkbox"/>
Woodwork	Remove any dust, grubby/finger marks, splash marks; scuff marks from all woodwork i.e. door frames, internal doors, picture/ dado rails and skirting. Ensure skirting is cleaned behind furniture items where possible.		<input type="checkbox"/>
Flooring	Clean wood/laminate and vinyl flooring using the correct cleaning products. Make sure floors are dried smear free with a dry cloth. Ensure the floor is clean below and behind furniture items where possible.	Consult with Property Agent/Landlord if in any doubt – be careful not to wet wood/laminate flooring too much as this can damage floor panels causing expansion/shrinkage.	<input type="checkbox"/>
Carpets	Clean/vacuum carpet to remove any dust, stains and/or spot marks. Ensure the carpet is clean below and behind furniture items where possible.	Check your tenancy agreement and inventory check-in to see if you are required to have carpets professionally/liquid cleaned. Consult with Property Agent/Landlord if necessary.	<input type="checkbox"/>
Windows	Remove any dust, grubby/finger marks, splash marks, scuff marks from all window frames and glazing, ensure glass is left smear free and any handles/fittings are polished.	Check your tenancy agreement to see if you are required to clean the exterior of windows. Consult with Property Agent/Landlord if necessary.	<input type="checkbox"/>
Lighting	Remove any dust from light fittings, lamps and light shades. Replace light bulbs where necessary.	Be careful when replacing ceiling inset spot light bulbs not to damage the ceiling around the light fitting. If you are unsure how to replace the bulb then consult with Property Agent/ Landlord before trying.	<input type="checkbox"/>
Fixtures & Fittings	Remove dust/grubby finger marks from all socket/light switch plates.		<input type="checkbox"/>
	Remove dust/grubby finger marks/scuff marks from all wall fixtures i.e. radiators, electric heaters, entry phone handsets, shelving, curtain poles.		<input type="checkbox"/>
Furnishings	Remove dust/grubby finger marks/scuff marks from all furnishings i.e. tables, side units, shelving & cupboard units		<input type="checkbox"/>
	Remove dust, grubby marks from all upholstery i.e. bed mattresses, sofa beds, sofa, armchairs and chair seat cushions.	Upholstery may require professional liquid/steam cleaning to remove stains and spot marks. Please check your tenancy agreement and inventory check-in report and consult with Property Agent/Landlord.	<input type="checkbox"/>
	Remove dust/grubby marks from all soft furnishings i.e. scatter cushions, throws etc	Again this may require professional cleaning to remove stains and spot marks. Please check your tenancy agreement and inventory check-in report and consult with Property Agent/Landlord	<input type="checkbox"/>
	Remove dust/grubby finger marks/scuff marks from all small furnishings i.e. mirrors, picture frames, ornaments and vases. Polish and dry wipe mirrors and glazed pictures to leave smear free.		<input type="checkbox"/>
Bed Linen	Clean (freshly launder) all bed linen items and leave neatly folded in wardrobe or on a bed	Check your tenancy agreement to see if you are required to dry clean bed linen items. Consult your Property Agent/Landlord if unsure.	<input type="checkbox"/>
Curtains & Blinds	Remove dust/grubby marks/scuff marks from all curtains and window blinds	If curtains or blinds are dusty only then these can be vacuumed/ wiped clean on-site. For more stubborn stains or spot marks curtains may require dry cleaning off-site. Please check your tenancy agreement/inventory check-in report and consult with Property Agent/Landlord	<input type="checkbox"/>

Kitchen			
Item	Action required	Precautions	Complete
Door & Frame	Remove any dust, finger marks and scuff marks from top and sides of door frame inside and out. Remove any dust, finger marks and scuff marks from all door panels inside and out. Polish all door fixings (handles etc) inside and out.		<input type="checkbox"/>
Ceiling	Remove any cobwebs from ceiling and coving		<input type="checkbox"/>
Walls	Remove any dust, grubby/finger marks, splash marks, scuff marks, blu-tac marks from walls Polish and wipe clean all tiled walls removing any lime-scale, grease, dust, grubby marks. Dry wipe to remove any smear marks. Remove any mould to the mastic sealant in corners and to edges of walls and to the grouting	Consult with Property Agent/ Landlord before washing painted walls – check it will not smear the paint on the walls – particularly where trade paint has been used – it may be better to leave any marks rather than make the condition of the walls worse by trying to clean them!	<input type="checkbox"/>
Woodwork	Remove any dust, grubby/finger marks, splash marks; scuff marks from all woodwork i.e. door frames, internal doors, picture/ dado rails and skirting. Ensure skirting is cleaned behind furniture items where possible.		<input type="checkbox"/>
Flooring	Clean wood/laminate and vinyl flooring using the correct cleaning products. Make sure floors are dried smear free with a dry cloth. Ensure the floor is clean below and behind furniture items where possible.	Consult with Property Agent/Landlord if in any doubt – be careful not to wet wood/laminate flooring too much as this can damage floor panels causing expansion/shrinkage.	<input type="checkbox"/>
Carpets	Clean/vacuum carpet to remove any dust, stains and/or spot marks. Ensure the carpet is clean below and behind furniture items where possible.	Check your tenancy agreement and inventory check-in to see if you are required to have carpets professionally/liquid cleaned. Consult with Property Agent/Landlord if necessary.	<input type="checkbox"/>
Windows	Remove any dust, grubby/finger marks, splash marks, scuff marks from all window frames and glazing, ensure glass is left smear free and any handles/fittings are polished.	Check your tenancy agreement to see if you are required to clean the exterior of windows. Consult with Property Agent/Landlord if necessary.	<input type="checkbox"/>
Lighting	Remove any dust from light fittings and light shades. Replace light bulbs where necessary.	Be careful when replacing ceiling inset spot light bulbs not to damage the ceiling around the light fitting. If you are unsure how to replace the bulb then consult with Property Agent/ Landlord before trying.	<input type="checkbox"/>
Fixtures & Fittings	Remove dust/grubby finger marks from all socket/light switch plates.		<input type="checkbox"/>
	Remove dust/grubby finger marks/scuff marks from all wall fixtures i.e. radiators, electric heaters, entry phone handsets, shelving, curtain poles.		<input type="checkbox"/>
	Clean all kitchen units inside and out. Remove any grease/grubby finger marks/food splash marks from unit door and drawer fronts. Remove any used/unused food packets/items from interior of units, clean interior of units removing any crumbs/dust/spillage marks		<input type="checkbox"/>
	Clean all work top space to remove any dust/grease/finger marks/spillage marks. Ensure any lime-scale and water marks are removed from around sink areas.	Take extra care to use the correct cleaning materials particularly for wooden work tops. If the cleaning fluid is corrosive it will discolour the wood leaving a faded mark. Similarly by using too much water it can cause the wood to expand/shrink especially around sink areas and on joins. Consult your Property agent/Landlord if you are unsure.	<input type="checkbox"/>
	Clean /polish sink and drainer, ensure sink plug hole is not blocked, remove all lime-scale from around the tap and remove any brown discoloration around the waste hole. Dry wipe to remove water marks and for a sparkling finish!	Again take extra care to use the correct products especially when unblocking plug holes. Consult your Property Agent/Landlord if you are unsure.	<input type="checkbox"/>

Kitchen continued.....

Item	Action required	Precautions	Complete
Appliances	Clean the oven removing any food crumbs, grease, burnt on carbon marks. Ensure the top, side, rear and base panels are free of any soiling. Remove all food crumbs, grease, burnt on carbon marks from wire shelves, grill pans and stands. Wipe free any		<input type="checkbox"/>
	Clean the hob removing all food crumbs/grease/grubby finger marks and dry wipe/polish to ensure it is smear free. Remove the trivets and clean free of any food crumbs/grease/burnt on carbon marks		<input type="checkbox"/>
	Clean the extractor hood; ensuring filters are free from any grease. Replace filter if necessary. Replace light bulbs where necessary.		<input type="checkbox"/>
	Remove all food items from fridge and freezer, defrost and then clean. Remove any food crumbs and spillages, dry wipe/polish plastic/glass shelving to ensure smear free. Switch fridge freezer off and leave doors open to ensure no bad odours! Replace interior light bulb if necessary.		<input type="checkbox"/>
	Clean thoroughly the washing machine soap tray and door seal. Remove all soap deposits and water from the soap tray. Remove any debris/ lime-scale/mould from the door seal. Remove any dust/soiling from the top of the machine where visible/reachable		<input type="checkbox"/>
	Clean the dishwasher. Remove any debris/food crumbs from the interior base of the dishwasher, make sure the filter has been cleaned and debris removed. Clean the door seal and remove any food remains/lime-scale/water marks. Dry wipe to polish the door edge and ensure no utensil items are left in the machine		<input type="checkbox"/>
	Clean the microwave. Remove any food splash marks to the interior casing, removing the glass plate to clean under. Clean the glass plate. Remove any dust/marks from the top of the microwave.		<input type="checkbox"/>
	Remove any toast crumbs from the interior of the toaster. Polish the exterior casing.		<input type="checkbox"/>
	De-scale the kettle both inside and out. Dry wipe/polish and leave smear free		<input type="checkbox"/>
	Clean any additional appliances i.e. grill machines, food blenders, smoothie makers etc		<input type="checkbox"/>
Utensils	Clean all cutlery & crockery items.	For check-out all items should be placed in order as found at check-in. if you are aware of any missing items, you should inform the Property Agents/Landlord/Inventory Clerk	<input type="checkbox"/>
	Clean all glassware		
	Clean all cooking utensils		
Furnishings	Remove dust/grubby finger marks/scuff marks from all furnishings i.e. tables, shelving /storage units		<input type="checkbox"/>
	Remove dust, grubby marks from all upholstery i.e. dining chair seat cushions.	Upholstery may require professional liquid/steam cleaning to remove stains and spot marks. Please check your tenancy agreement and inventory check-in report and consult with Property Agent/Landlord.	<input type="checkbox"/>
Curtains & Blinds	Remove dust/grubby marks/scuff marks from all curtains and window blinds	If curtains or blinds are dusty only then these can be vacuumed/ wiped clean on-site. For more stubborn stains or spot marks curtains may require dry cleaning off-site. Please check your tenancy agreement/inventory check-in report and consult with Property Agent/Landlord	<input type="checkbox"/>

Bathroom(s) / En-Suite Bathroom(s)			
Item	Action required	Precautions	Complete
Door & Frame	Remove any dust, finger marks and scuff marks from top and sides of door frame inside and out. Remove any dust, finger marks and scuff marks from all door panels inside and out. Polish all door fixings (handles etc) inside and out.		<input type="checkbox"/>
Ceiling	Remove any cobwebs from ceiling and coving		<input type="checkbox"/>
Walls	Remove any dust, grubby/finger marks, splash marks, scuff marks, blu-tac marks from walls Polish and wipe clean all tiled walls removing any lime-scale, grease, dust, grubby marks. Dry wipe to remove any smear marks. Remove any mould to the mastic sealant in corners and to edges of walls and to the grouting.	Consult with Property Agent/ Landlord before washing painted walls – check it will not smear the paint on the walls – particularly where trade paint has been used – it may be better to leave any marks rather than make the condition of the walls worse by trying to clean them!	<input type="checkbox"/>
Woodwork	Remove any dust, grubby/finger marks, splash marks; scuff marks from all woodwork i.e. door frames, internal doors, picture/ dado rails and skirting. Ensure skirting is cleaned behind furniture items where possible.		<input type="checkbox"/>
Flooring	Clean wood/laminate and vinyl flooring using the correct cleaning products. Make sure floors are dried smear free with a dry cloth. Ensure the floor is clean below and behind furniture items where possible.	Consult with Property Agent/Landlord if in any doubt – be careful not to wet wood/laminate flooring too much as this can damage floor panels causing expansion/shrinkage.	<input type="checkbox"/>
Carpets	Clean/vacuum carpet to remove any dust, stains and/or spot marks. Ensure the carpet is clean below and behind furniture items where possible.	Check your tenancy agreement and inventory check-in to see if you are required to have carpets professionally/liquid cleaned. Consult with Property Agent/Landlord if necessary.	<input type="checkbox"/>
Windows	Remove any dust, grubby/finger marks, splash marks, scuff marks from all window frames and glazing, ensure glass is left smear free and any handles/fittings are polished.	Check your tenancy agreement to see if you are required to clean the exterior of windows. Consult with Property Agent/Landlord if necessary.	<input type="checkbox"/>
Lighting	Remove any dust from light fittings and light shades. Replace light bulbs where necessary.	Be careful when replacing ceiling inset spot light bulbs not to damage the ceiling around the light fitting. If you are unsure how to replace the bulb then consult with Property Agent/ Landlord before trying.	<input type="checkbox"/>
Fixtures & Fittings	Remove dust/grubby finger marks from all socket/light switch plates.		<input type="checkbox"/>
	Remove dust/grubby finger marks/scuff marks from all wall fixtures i.e. radiators, electric heaters, towel rails, toilet roll holders, shelving, curtain poles.		<input type="checkbox"/>
	Clean the toilet, removing any soiling and lime-scaling to the interior of the bowl, remove lime-scale and soiling below the water inside the bowl. Remove any dust/grubby marks/soiling around the exterior of the pan and seat.	Please make sure you use the correct cleaning fluids/materials as some industrial strength liquids can be corrosive!	<input type="checkbox"/>
	Clean the wash basin. Remove all lime-scale/dust/grubby marks around and inside the bowl, remove all lime-scale from the tap fitting and polish. Remove any mould to the mastic sealant to the rear of the basin. Unblock /remove any hair from the plug hole if necessary.	Please make sure you use the correct cleaning fluids/materials as some industrial strength liquids can be corrosive!	<input type="checkbox"/>
	Clean the bath. Remove all lime-scale/dust/grubby marks around and inside the bath, remove all lime-scale from the tap fitting and polish. Remove any mould to the mastic sealant around the edge of the bath. Unblock /remove any hair from the plug hole if necessary.	Please make sure you use the correct cleaning fluids/materials as some industrial strength liquids can be corrosive!	<input type="checkbox"/>
	Clean the shower cubicle/shower fittings. Remove all lime-scale/dust/grubby marks to the shower tray, dry wipe to polish. Remove all lime-scale and water marks from the tap, shower hose, shower head and dry wipe to polish. Remove any lime-scale and water marks to the cubicle door and frame, dry wipe to polish glass and leave smear free. Remove any mould to mastic sealant and tiling grout inside cubicle. Unblock /remove any hair from the plug hole if necessary.	Please make sure you use the correct cleaning fluids/materials as some industrial strength liquids can be corrosive!	<input type="checkbox"/>
	Clean the glass shower screen to remove any lime-scale and water marks. Dry wipe to polish. Clean the shower curtain pole to remove any dust. Clean the shower curtain to remove any lime-scale/grubby marks/soiling.	Please make sure you use the correct cleaning fluids/materials as some industrial strength liquids can be corrosive!	<input type="checkbox"/>
	Clean vanity / cupboard units/shelves inside and out to remove any dust/lime-scale/grubby marks. Dry wipe any glass shelving and mirror door fronts to leave smear free.	Please make sure you use the correct cleaning fluids/materials as some industrial strength liquids can be corrosive!	<input type="checkbox"/>