

COAST TO BAY HOUSING GROUP CLEANING CHECKLIST

INSIDE	
Cobwebs	<input type="checkbox"/> brush down all areas from ceiling down – remember to do behind furniture.
Light fittings	<input type="checkbox"/> dust all fittings and remove the dead bugs from inside.
Fans	<input type="checkbox"/> wipe over ceiling fan blades.
Walls	<input type="checkbox"/> wash down all walls with sugar soap and remove all marks.
Light switches/power points	<input type="checkbox"/> wipe to remove marks and dust.
Window sills	<input type="checkbox"/> wipe over all ledges to remove dust.
Skirting boards	<input type="checkbox"/> wipe over to remove any dust and marks.
Windows/sliding doors	<input type="checkbox"/> to be cleaned inside and out, clean all fly screens including tracks
Curtains/blinds	<input type="checkbox"/> curtains to be washed or dry cleaned and rehung, venetian blinds to be cleaned and dusted.
Cupboards/drawers	<input type="checkbox"/> thoroughly wipe inside and out removing all marks from laminex and painted surfaces including tracks of wardrobe door and linen cupboard.
Bathroom	<input type="checkbox"/> thoroughly clean all tiles, mirrors, shower screens and recess, toilets, wash basin, baths, and vanity units (in and out) and clean exhaust fan.
Kitchen	<input type="checkbox"/> clean all cupboards/drawers (inside and out), scrub bench top, clean sink with crème cleaner, thoroughly clean oven, grill, hotplates, range hood (remove filters and clean).
Dishwasher/clothes dryer	<input type="checkbox"/> thoroughly clean inside and out, remove and clean filters and baskets.
Laundry	<input type="checkbox"/> clean inside and out of laundry cabinet, clean laundry tub and wipe over tiled area.
Floors	<input type="checkbox"/> sweep or vacuum all tile or timber floors and then mop.
Carpets	<input type="checkbox"/> need to be cleaned professionally, supply receipt
Pest control	<input type="checkbox"/> professional pest control if pets were kept at property, supply receipt

COAST TO BAY HOUSING GROUP CLEANING CHECKLIST

OUTSIDE	
Cobwebs	<input type="checkbox"/> brush and hose down soffits and eaves.
Light fittings	<input type="checkbox"/> remove all cobwebs and clean out dead bugs.
Garage	<input type="checkbox"/> sweep floor, remove any oil/grease stains from floor and surrounds, brush down and hose off outside of garage doors to remove dust build up, clean windows inside and out including screens.
Patio/Verandah	<input type="checkbox"/> brush and hose off to remove any leaves and debris, remove and spray for any weeds.
Lawns	<input type="checkbox"/> to be mown and all edges neatly trimmed.
Garden beds	<input type="checkbox"/> remove all weeds and clear away any rubbish, leaves and branches.
Bins	<input type="checkbox"/> place bins out on footpath for collection & after rubbish emptied by council, return to property to hose/clean out wheelie bins or arrange to have this done
Rubbish	<input type="checkbox"/> All rubbish to be removed from property or tenant will be invoiced for its removal
Gas bottles	<input type="checkbox"/> Tenant is to provide receipt for full gas bottle at exit. One gas bottle is to be full at exit & one in use. If only one gas bottle at property, gas bottle is to be full at exit or tenant will be invoiced for it.