



Cleaning Recommendations to help with your vacate clean

Walls – All walls surfaces need to be wiped over throughout the property. Please **do not use** the Magic Eraser or Gumption on the paint. The result will leave white rub marks and as result will be asked to repaint the walls. We also recommend that you wipe up and down horizontally in preference to round and round, as the result will leave evidence of swirly wipe marks.

Ceilings/Cornices – Remove all cobwebs and evidence of insects

Windows – Glass/Tracks/Frames

Windows – **(Inside)** need to be wiped over, without streaks and water stains

TIP: *The glass sliding windows can be lifted out from the frame for ease of cleaning, if your property has glass louver than each louver will need to be individually wiped over*

- **(Outside)** – Glass windows to be washed down with Dettol and water, where possible then wipe off excess water

Screens - Standard screens/security screens to also be washed and wiped over

Window Frames – Wipe over aluminium and timber frames

Tracks – all build-up of dirt, dust and debris needs to be removed. Try using a cloth over the end of a flat head screw driver, running along the tracks a couple of times, tracks can also be cleaned by using a toothbrush

Blinds and Curtains

Blinds – Roller or vertical slats must be wiped over to remove all dust build-up and insect spot marks. The top blind rail needs to be cleaned, roller blind chains to be cleaned, and the bottom of the blinds to be cleaned. Chains at bottom of verticals must be all attached.

Timber Venetian horizontals slats must be wiped over to remove dust and build up.

Curtains – *Cotton or lace curtains* can wash on a gentle cycle in the washing machine. *Rubber backed curtains* – hand wash only. This can be done in the laundry or bath tubs using wool wash. Be sure to when folding curtains to wash, only fold curtains so as that the fabric sides are touching each other. Avoid rubber backing sides touching as this will likely result in damage to the curtains. Fold curtains so as that the fabric side only are touching and hang to dry on the clothesline. *Heavy curtains* please refer to manufacturing instructions or alternatively contact our Agency as dry cleaning maybe required.

Curtain Rod – Wipe over

Light fittings – *FLURO* remove cover if intact wipe over removing bugs & insects. Wipe over fitting. Replace blown tubes or starters. *All other light fixtures* replace all blown globes. Light shade to be removed ensure all insects and insect marks are wiped clean. Wipe over fixture on ceiling/wall and replace light shade.

Ceiling fans – Wipe over ALL sides of the blades with a clean moistened cloth. Wipe down the fan fixture (that the fan hangs from) removing all spots and dust.

Robes – ALL walls, shelves & hanging rod to be wiped over. Sliding doors and tracks wiped clean. Mirrored doors please ensure the mirror is free from smudges and streaks.

Air-Conditioners – Remove filters from inside the unit wash under cold running water & allow to dry before replacing. GENTLY wipe over all inside & outside a/c unit -- Batteries in remote to be operational

Floors – *Polished floor boards* are to be vacuumed & swept, mop gently over floors with a combo of Metho & warm water. *Tiles & Vinyl/Lino* Vacuum or sweep surfaces and mop with hot water with floor cleanser.

Wipe over all skirting boards – No easy way other than by hand

Bathroom – *Vanity & Bath & Shower* to be cleaned thoroughly including all taps & fittings, cupboards & drawers wipe over inside and out. Remove all hair & debris ie. Bobby pins and makeup residue. *Shower Screens and shower frame* to be scrubbed to remove build-up & residue be sure to remove all soap scum from soap dish holder. Again ensure all hair & debris is removed. Use Exit Mould on areas where mould has left dark stains or discolourment.

Toilet remove toilet seat and wipe over ceramic pedestal. Wash toilet seat/lid & replace. Don't forget to wipe over the ceramic pedestal at the bottom and back up to wiping over the cistern top and sides. Wipe over tap.

Kitchen – *Walls/Wall Tiles* all surfaces to be wiped over, check behind cooktop to ensure all grease marks are removed. All grout to be scrubbed clean and top edge of wall tiles. *Benchtop/Cupboards/Drawers* to be wiped over don't forget front, back, top, and side edges also the handle. Surface inside to be wiped cleaned removing all debris and residue. ***Take out drawers* wipe over all inside & front & edges. When the drawer is out of the cupboard wipe over the runner the drawer sits on. Wash cutlery tray and replace if removable – if not wipe over in drawer. ***All black marks left behind from cook wear and pots can be removed using a little Jif and some elbow grease. Glass doors* are to be streak free. ***Overhead cupboard* to be wiped on top and ensure if there is a wall above cupboards that this is also wiped clean

Dishwasher – Complete appliance to be wiped over. Don't forget edge and lip of door at bottom (look down as you close the door). Inside machine remove filter soak and scrub clean in hot soapy water, replace. Buy a dishwasher specific cleaning product and run this through the dishwasher as the last time you use the machine

Sink – All stainless steel surfaces including plugs to be scrubbed clean. Domestos/bleach removes grime & build-up easily. Old or missing plugs to be replaced.

Cooktop – All build up to be cleaned off thoroughly. Be sure to use non scratch products. All oven nobs are to be removed washed wipe underneath nobs.

Griller – All trays to be free of baked on stains and grease.

Display panel – Wipe over

Oven – *Door* refer to manufacturer's instructions. However you may find removing the door will allow you easy cleaning. Door and glass window to be free of baked in stains. *Inside* remove all oven racks, all baked on stains to be removed. Try soaking oven racks in Napisan. Oven inside to be free of all baked in stains & grease. Replace oven globe if blown.

Overhead exhaust fan – remove stainless steel mesh panels spray with a power soaker such as BAM. Scrub in hot soapy water. Whilst waiting wipe over the surface of the exhaust vent. This includes top of exhaust. Replace if globes are blown. Dry mesh panels thoroughly and replace.

Laundry – *Walls* Check walls where washing machine & or dryer has been against. All deep scratches and paint chips to be repaired by patching and painting in professional manner. *Laundry tub* remove all debris from the plug hole. For plastic tubs please clean with Jif and for Stainless steel tubs please use domestos. Don't forget to polish clean the taps & spout, and underneath the cabinet. All debris and grime to be removed from floor.

Garage – *Walls* all to be wiped over *Windows & Window coverings* are to be washed off and cleaned. *Cement floor* Sweep and remove all oil stains. Hose out and sweep out excess water. *Garage door* hose and brush down exterior / wipe over inside. *Batteries in remote control are to be operational***

Outside – *Lawns* Whipper snip edge and mow lawns, remove all lawn clippings from property. All holes dug by dogs to be filled and seeded. Tap timer and hoses to be replaced if damaged or missing. *Gardens* all weeds to be removed, small shrubs and hedges to be trimmed neatly. If property had pets at property all faeces and toys are to be removed.

Entry wash down outside of house @ front entry removing all dust and cobwebs. **Replace all blown globes to the exterior lights.

Driveway Remove all oil stains and hose down, gurney all cement.

Rubbish bins both bins to be empty and SCRUBBED out

Patio – Brushed down all cobwebs, hose down walls and ceilings, gurney all cement.

Pest Control

If pets have been kept on the property then you **MUST** have the property professionally pest controlled for fleas inside and out and produce the receipt to our office

Damage

Damage that occurs due to the tenants' neglect must be rectified at the tenants cost.

Important Reminders

Contact your energy supplier for a final reading of electricity supply

Disconnect the telephone

Disconnect and pay TV and broadband connections

Redirect your mailing address – forms are available at Australia Post. Our Agency unfortunately will be unable to re-direct any mail to you once you vacate.

Rent and Keys

Rent **MUST** be paid up to and including the day the keys are returned to the office. The Owner will also seek rent compensation for the days required to clean, mow, or attend to the discrepancies on the Exit Condition Report.